



# NIRSA Research Grant Request for Proposals and Application Guidelines

Tip: This form is optimized for Adobe Acrobat Reader. <https://get.adobe.com/reader/>

Thank you for your interest in the NIRSA Research Grant Program.

This document serves as a guide in the application process and includes the following:

- ✓ Purpose Statement
- ✓ Eligibility & Application Instructions
- ✓ Proposal Review Process
- ✓ Timeline
- ✓ Award Process
- ✓ Budget Worksheet

## Purpose Statement

The NIRSA Foundation established the research grant program to support high quality, empirical studies that advance knowledge and practices in the field of campus recreation. The NIRSA Foundation proudly supports this program.

## Eligibility & Application Instructions

1. Applicants are not required to be NIRSA members however, all research must be conducted at or for a NIRSA member institution. Applications from students must be supported by faculty sponsors who have agreed to oversee the proposed research. Research proposals should relate and contribute to the advancement and practice in the field of campus recreation.
2. Research proposals should focus on the [NIRSA research agenda](#) and the NIRSA strategic plan. Projects focusing on *Health & Wellbeing* and *Equity, Diversity, and Inclusion* will be given special consideration. Please see the [2021-2024 NIRSA Strategic Plan](#) for more information.
3. Members of the NIRSA Research & Assessment Committee are not excluded from applying but will be excused from the review process.



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4. Proposals must include the following with a maximum page limit of 10 pages, single spaced (see suggested page lengths for each section below):
  1. **Cover page:** Include the study title and name, address, phone number, email, and institution of the principal investigator (PI). If the PI is a student, include the same information for the sponsor.
  2. **Introduction and Problem Statement** [up to 1 page]
  3. **Research Questions, Objectives, and Hypotheses** [up to 1 page]
  4. **Connection to NIRSA Research Agenda/Strategic Plan** [up to 1 page]
  5. **Literature Review** [up to 2 pages]
  6. **Methods** [up to 2 pages]: i) Participants; ii) Apparatus/Materials; iii) Procedure.
    - Please note if the survey methods will involve a request to use NIRSA member Data, [these policies](#) must be followed.
  7. **Timeline** [up to 1 page]
  8. **Research Team Qualifications** [up to 1 page]: For each team member include a brief biosketch paragraph. The roles, responsibilities, and contributions of each team member should be included.
  9. **Budget** [up to 1 page]: Use the worksheet to prepare an itemized budget that includes a rationale for each expense. Funding is allowed for the following: direct costs of conducting the research, including purchase of instrumentation, transcription, travel to conduct the research, participation incentives, and funding for faculty and student pay (funding for faculty and student pay should not to exceed one third of the total budget and not include the costs of tuition or student fees).
    - Please Note: travel to present research at the NIRSA annual conference is allowable in the form of registration costs for members of the research team that will be presenting at the annual conference. Additionally, the PI should communicate with a grant office at their home university prior to grant submission to review any internal budget/grant guidelines.

## Proposal Review Process

1. All materials must be submitted electronically to [nirsa.research@nirsa.org](mailto:nirsa.research@nirsa.org). To be considered for selection, proposals must be received by the submission deadline.
2. Applicants will receive a confirmation email for their submission. Complete and eligible applications will be forwarded to the NIRSA Research and Assessment Committee for further review.
3. The committee will review the proposals and will forward their recommendations to the NIRSA Executive Director, who will select the final grant recipients.
4. Grant awards are announced at the completion of the review process. All applicants will be notified.

## Timeline

- ✓ Applications open June 1
- ✓ Applications due July 15
- ✓ Application review July 15 – August 15
- ✓ Grant awarded September 1
- ✓ All research completed within two years of award date

## Award Process

1. Grant funding will be awarded to recipients according to a mutually agreed upon schedule with 30% being withheld until the completion of the research project.
  - Projects must be completed within two years of the award.
2. If the research project involves human subjects, the grant funding is contingent upon receipt of documentation approving the study (e.g., IRB approval).
  - For information on human research, please contact the research ethics office or the equivalent at your home institution.

3. Grant recipients will be listed on the NIRSA website.
4. To receive the final payment of 30% at the completion of the research project, the grant recipient must submit:
  - A final reconciled budget
  - A presentation proposal for the NIRSA Annual Conference
  - A manuscript to the *Recreational Sports Journal*

## Questions?

Contact NIRSA at [nirsa.research@nirsa.org](mailto:nirsa.research@nirsa.org).

## Budget Worksheet

Please use this worksheet to prepare a detailed and accurate project budget. Be certain that all expenses listed are allowed under the NIRSA Research Grant Program.

Title of Project		<b>FOR OFFICE USE ONLY</b>	
		Date checked	
Principal Investigator		Initials	
Sponsor		Approved: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in part	
Total Dollar Amount Requested: \$		Total Approved: \$	
<b>All Sources of Anticipated Funding</b>			
#	Source	Total	
1		\$	
2			
3			
4			
<b>Itemized Expenses (and rationale)</b>		<b>Funds Requested By Applicant</b>	<b>Funds Granted By NIRSA</b>
		\$	\$

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