



HOLLIS COMPETITION

Information, Guidelines, and Grant Proposal Components

(Revised Fall 2011)

Introduction

Ball State University offers a variety of internal grant programs that support student and faculty projects. The Sponsored Programs Office (SPO) is pleased to oversee the Joseph W. and Marcella S. Hollis Fund for research in fields of psychology. Professor Joseph W. Hollis served Ball State from 1954-1984 with his service culminating as Chairperson of the Department of Counseling Psychology and Guidance Services. This opportunity is supported by the income arising from the endowment. Hollis funds can be provided to assist in psychological research project costs such as travel or supplies.

Dr. and Mrs. Hollis also recognized that research in psychology might occur in a number of departments and programs across the campus. Thus, proposals from any department are eligible, as long as the project is psychology based.

Eligibility

- Applicants must be Graduate students or Junior Faculty Members (first 3 years of appointment).
**Note- While the instructions/deadlines are the same for Graduates and faculty, it should be noted that proposals are reviewed separately and are not in competition with each other.
- Ball State students are limited to one Hollis award per degree. Additionally, Jr. Faculty members are limited to one Hollis award during their term as a Jr. Faculty member.

Types of Funding Available

Research related travel, supplies, payments to subjects (excluding gift cards), presentations of work at professional meetings (proof of presentation acceptance must be submitted at the time of application).

The budget request for research related travel, supplies, or payments to subjects should **not exceed \$500**.

The budget request for presentations of work at professional meetings should not exceed:

\$200 for state travel

\$300 for regional travel

\$400 for national/International travel

Project dates are as follows:

October submission: January 1– June 30

April submission: July 1- December 31

General Requirements For Proposals

Proposals must be submitted via IRBNet. Step-by-step instructions for registering and uploading proposals for IRBNet can be found in the appendices as well as at the following url:

<http://cms.bsu.edu/About/AdministrativeOffices/SPO/ASPiRE/IRBNetASPiREHelp.aspx>

Application Requirements

A complete proposal submission includes:

- ASPiRE Student Research Application Cover Sheet (available in IRBNet)
- Abstract of project or presentation
- A brief narrative (2 pages), including hypothesis, literature review, methodology grounded in psychology and data analysis
- A current Curriculum Vita – (3 pages max)
- ASPiRE Student Budget Form (available in IRBNet)
- Budget narrative by budget form category. Include a listing of other support received/pending for project (see below for more information).
- Letter of support (see below for more information)

These items should be uploaded onto IRBNet (www.irbnet.org) and clearly labeled (i.e., Application Cover Sheet, Abstract, Narrative, etc.).

BUDGET & BUDGET NARRATIVE

The goal of the budget section of the proposal is to identify the type and amount of funds required to carry out the project. If requesting research related funds, there should be a clear connection between the budget items and their contribution to the proposed project.

Budget Form is available in IRBNet and should give total amounts for each category listed below (please round to the next highest whole dollar amount).

Budget Form Category Definitions

Personnel—*not allowable on student grants*

Contractual—*Non BSU agreements (including software licenses) and non BSU project consultants.*

Supplies, Materials, Minor Equipment--*Any supplies needed to complete the project. Supplies include: Office supplies, postage, software, laboratory supplies, books, etc.*

Travel--*Any expenses incurred during or directly related to travel: Airfare, lodging, mileage, per diem, etc.*

Participant Stipend--*Stipend to research subjects or project participants*

NOTE: Participant Incentives must be in line with the Controller's Office policy on awards, prizes, and stipends and **cannot be issued in the form of a gift card**. For details please see:

<http://cms.bsu.edu/About/AdministrativeOffices/Controller/Resources/APGI.aspx>

Budget Narrative is a word document generated by the applicant; maximum one page. Use the budget narrative section to:

- Give a complete explanation of the amounts listed on the Budget Form.
- Explain rationale for figures in budget itemization.
- Name the source of the contribution for the "BSU-Other" column (e.g. Department, College, External Grant, personal funds, etc.)

Please keep in mind the following when preparing the Budget and Budget Narrative:

- Student Awards may **NOT** pay salaries or wages.
- Provide sufficient detail regarding how various budget items were calculated and proposed budget amounts are justified.
- All equipment, tangible materials, and books purchased on a grant are property of the University.
- ASPiRE funds not encumbered or spent by the end of the project period will revert back to the ASPiRE Program.
- Mileage is based on current University rates:
<http://cms.bsu.edu/About/AdministrativeOffices/Accounting/TravelInfo/TravelManual.aspx>

Letter of Support

A letter of support from the Department Chair (for faculty) or research/ thesis/ dissertation director (for graduate students), is also required and should be uploaded with the proposal package in IRBNet. The letter of support should address the following areas:

- Applicant's ability to complete the project.
- How the project fits with the student's academic progress or the faculty members professional development.
- The viability of the project.
- (Student's only) What role, if any, the student's project plays in the mentor's research.

The submission deadlines are OCTOBER 1 and APRIL 1 of each year (unless otherwise noted on our website); all materials are due by 5:00 p.m. that day.

Award Decisions

After a funding decision is made, the applicant will receive an email explaining the action of the review committee. If the project is not recommended for funding, the decision letter may suggest ways to strengthen or improve the proposal, or suggest other funding sources. If the committee feels the proposal could be strengthened with minor changes, the applicant will be asked to revise and resubmit to a future competition.

- For projects that involve co-directors, the award is per project, not per student.
- Funding requests may be reduced based on funding limitations; however students are still only eligible for one award from Hollis Fund.

Post Award Information

SPO tracks who has received awards in previous years and competitions. Award disbursement is transferred into an account set up in the Contracts and Grants Office. The award recipient will expend the funds through their Grant Specialist. At the end of the project period, all funds not yet encumbered revert back to the Hollis Fund.

Departures from Grant Budgets

- Minor departures from your grant budget may be made in consultation with your Grant Specialist.
- The ASPiRE Proposal Manager must approve any major departure from the budget approved by the review committee. Please contact the ASPiRE Proposal Manager for assistance (5-1600) or aspire@bsu.edu.
- Funds must be spent on items directly related to the grant.

General Information

- All equipment and materials purchased on a grant will remain the property of Ball State University.
- It is the responsibility of the awardee to authorize expenditure of the grant funds. It is NOT the responsibility of the Grant Specialist to see that grant funds are expended.
- The Hollis Program will reimburse project expenditures that have been encumbered as far back as the deadline date.

Length of Fund Availability

- *Any funds not encumbered or not spent by the end of the project period will be transferred back to the Hollis Fund.*
- *Extensions for using funds beyond the grant period ending date are rarely allowed. Please consult the ASPiRE Program Manager (5-1600 or aspire@bsu.edu) for the procedure for this request.*

Compliance

Projects involving the use of human subjects, must receive approval from the Institutional Review Board (IRB) to ensure compliance with established university guidelines. For research involving human subjects, please refer to <http://cms.bsu.edu/About/AdministrativeOffices/SPO/ResearchCompliance.aspx> for forms and submission requirements. *Adherence to compliance guidelines is required of all on-going projects, regardless of funding source.* If you need assistance with compliance related issues, please contact the Office of Research Compliance at 765-285-5034.

****Please note:** Applications for review from the appropriate compliance committee need not be submitted prior to submitting an ASPiRE application. However, approval must be obtained *before* the project can begin or grant funds can be released.

Final Report Form

The final report deadline is **July 31 following the project period** for fall competitions and **January 31 following the project period** for spring competitions. The Final Report Form can be accessed via IRBNet and uploaded with your proposal. Grant recipients failing to submit acceptable final reports will be declared ineligible for further support under programs supervised by the ASPiRE Program. If reports cannot be submitted by the date specified in the program guidelines, the ASPiRE Program Manager will consider written requests for an extension by email to aspire@bsu.edu.