

FAHS-BECK FUND FOR RESEARCH AND EXPERIMENTATION

A Donor-Advisory Fund Established with The New York Community Trust

DOCTORAL DISSERTATION GRANT PROGRAM

APPLICATION GUIDELINES

Areas of Funding:

Grants of up to \$3,000 are available to help support doctoral dissertation expenses of students in the United States or Canada whose studies have the potential for adding significantly to knowledge about problems in the functioning, well being, or literacy of children, adults, couples, families, or communities, or about interventions designed to prevent or alleviate such problems.

Review Process:

The Fund observes two funding cycles annually, with deadlines of May 1 and November 1. All complete applications received by the deadline will be reviewed by an advisory committee composed of persons knowledgeable in research design and methodology and in the substantive areas supported by the Fund.

The committee considers four criteria in evaluating each proposal:

1. *The compatibility of the proposed work with the areas of funding listed above.*
2. *The significance, impact, or potential payoff of the proposed work.*
This includes the scope of the problem addressed (how many people are potentially affected?); salience or severity of the problem addressed (is this an issue of major importance in the lives of those affected?); and the certainty of the payoff (how likely is it that the study will have an impact on those affected by the problems addressed?).
3. *The conceptual and technical merit of the proposed study.*
This includes the clarity and soundness of the logic of the study and the appropriateness of the methodology. The Fund welcomes both quantitative and qualitative approaches, as long as the approach taken is appropriate to the goals of the study. The Fund particularly encourages experimental designs, where appropriate.
4. *The likelihood of successful and timely completion of the proposed work.*
This is based on an assessment of the applicant's education, experience, achievements, and ability, and on the feasibility of the proposed study.

Costs Chargeable to the Grant:

Data Collection and Preparation

- Purchase or reproduction of instruments or tests
- Tape for and transcription of recorded interviews
- Research interviewers, case record readers, coders, scorers, or judges of returns (other than the applicant)
- Limited travel to interview sites
- Small payments and/or hospitality to subjects
- Supplies, photocopying, telephone, postage, fax copies, etc.

Data Analysis

- Computer software
- Computer or statistical consultation or training

Preparation of Final Dissertation Copy

- Preparation of charts or illustrations
- Typing of text
- Photocopying for committee review

Administrative Costs

- If the bookkeeping function is performed by a sponsoring or supervising institution, up to 10% of the total grant may be charged for this function. (It is requested that the institution waive this charge, if possible.)
- If the bookkeeping function is delegated to the applicant, as is permitted, no institutional charge may be applied.

Costs Not Chargeable to the Grant:

- Applicant's time or tuition or other charges for institutional services normally provided to doctoral students as part of tuition (e.g., consultation with faculty, use of library, and other services)
- Major travel, hotel costs, travel abroad, personal living expenses of applicant, conference attendance
- Purchase of major equipment or furniture
- Expenses incurred prior to faculty approval of dissertation proposal or after faculty approval of completed dissertation
- Administrative costs in excess of 10% of grant

How to Apply:

The following items should be included in one package, and must be received at the Fahs-Beck Fund by the deadline for the funding cycle in which review is requested. (Applications that are incomplete as of the deadline will not be considered in that funding cycle. They may be held over for consideration in the next funding cycle at the request of the applicant.)

1. The Application Form with checklist of required items completed.
2. A copy of the dissertation proposal as approved. Proposals and all supporting documents must be in English in order to be accepted for review. Sponsoring institutions may be either in the United States or Canada, but must have documented tax-exempt status.
3. Ten copies of a brief abstract (no more than 2 pages, double spaced) of the dissertation plan describing the purpose, methodology (including sampling plan and size), measurements to be used, plans for data analysis, and the study's relevance to one or more of the Fund's areas of interest. If the proposed study is part of a larger enterprise or a secondary analysis of data gathered by others, methodological details about the larger study and about the relationship of the proposed study to the larger one must be provided. *Include the applicant's name, institution, department and the title of the dissertation at the top of the abstract.*
4. Evidence that the dissertation proposal has received official faculty approval.
5. Evidence that the dissertation proposal has received official approval from the IRB of the sponsoring institution.
6. Applicant's curriculum vitae.
7. A time schedule showing probable dates for completion of data collection, data analysis, and the dissertation itself.
8. A proposed budget (in U.S. dollars) specifying the total amount requested and listing the amounts for each individual item for which funding is requested.
9. A letter of agreement from the applicant affirming that he/she will:
 - a. make all reasonable efforts to complete the dissertation on a timely basis;
 - b. send to the Fahs-Beck Fund a progress report and an interim accounting of expenditures from the Fund one year after the awarding of the grant;
 - c. submit a final financial report to the Fund on all expenditures from the grant award, and return any unused portion of the grant to the Fund; and
 - d. notify the Fund of the date of acceptance of the dissertation by the sponsoring institution and submit at that time an abstract of the final dissertation. The complete dissertation should not be sent to the Fund.

10. An indication of the proposed accounting and disbursing arrangements, the university administrative authority to be involved, and what amount, if any, will be charged for performing these services. This document should include a statement from this administrative authority indicating that the university will either: a) accept financial responsibility for the grant, including submitting a final financial statement to the Fund; or b) delegate this function to the applicant or another identified, tax-exempt institution.
11. A confidential letter from the applicant's primary faculty dissertation sponsor. It should not be shared with the applicant and should be placed in a sealed envelope with the faculty member's signature written over the seal of the envelope. The letter should include the faculty sponsor's judgment of the competence of the applicant to produce a quality product, the likelihood that the student will complete the dissertation in a timely manner, and the potential contribution of the dissertation.
12. A self-addressed, stamped postcard to be used to inform the applicant of receipt of package.

The application form and all required supporting documents are to be sent to:

Fahs-Beck Fund for Research
and Experimentation
c/o The New York Community Trust
Two Park Avenue, 24th Floor
New York, NY 10016

Application Processing:

Applications are reviewed by the Fahs-Beck Fund's Donor Advisory Committee. Final funding decisions are made by The New York Community Trust. Sponsoring institutions and candidates will be notified of this final decision approximately two months after the application deadline. Grant checks for the approved amount will be sent to the sponsoring institution for disbursement according to the instructions detailed in the application.

It is not possible for the Fund to provide feedback on applications that are declined; nor may applications, once declined, be resubmitted to the Fund for consideration at a later time.

Later Communications:

Communications to the Fund (e.g., requests to alter the proposed schedule of work; progress and accounting reports; and reports of project completion) may be handled by U.S. mail, e-mail or fax. Phone calls cannot be accepted.

U.S. Mail: Fahs-Beck Fund for Research
and Experimentation
c/o The New York Community Trust
Two Park Avenue, 24th Floor
New York, NY 10016

E-mail: fahsbeck@nonprofitpages.com

Fax: (212) 532-8528

FAHS-BECK FUND FOR RESEARCH AND EXPERIMENTATION

A Donor-Advisory Fund established with the New York Community Trust

DOCTORAL DISSERTATION GRANT PROGRAM

APPLICATION FORM

Applicant's Name: _____ SS#: _____

Address: _____

_____ Tel. No.: () _____

Email Address: _____

University: _____

Graduate Department or School: _____

Dissertation Title: _____

Amount Requested: \$ _____

Supporting items enclosed (*check only those included in this package*):

- | | |
|---|--|
| <input type="checkbox"/> Dissertation proposal | <input type="checkbox"/> Proposed budget |
| <input type="checkbox"/> Abstract of dissertation proposal
(10 copies) | <input type="checkbox"/> Letter of agreement |
| <input type="checkbox"/> Evidence of faculty approval of proposal | <input type="checkbox"/> Letter from university administration
regarding accounting arrangements
and costs, if any |
| <input type="checkbox"/> Evidence of official IRB approval | <input type="checkbox"/> Confidential letter from primary faculty
sponsor |
| <input type="checkbox"/> Applicant's curriculum vitae | <input type="checkbox"/> Self-addressed, stamped postcard |
| <input type="checkbox"/> Time schedule | |

If any of the above items cannot be included in this package, please explain alternate plan and mailing dates: (*Note: These items must be received by the application deadline for the proposal to be reviewed.*)

If a grant is approved, how should the check be made out and to whom should it be sent?
(NOTE: *The Payee must be a tax-exempt institution, and the check must be sent to a university official.*)

Payee: _____

University Official or office where check should be sent:

Name: _____

Title: _____

Address: _____

Applicant's Signature: _____ Date: _____

Mail application package to:

Fahs-Beck Fund for Research and Experimentation
c/o The New York Community Trust
Two Park Avenue, 24th Floor
New York, NY 10016

IMPORTANT: Please retain a copy of the application form and all supporting documents.