

## **University of Maryland Social Work Ph.D. Program**

### **INSTRUCTIONS FOR DISSERTATION GRANT APPLICATION**

#### **Request for Proposals**

The School of Social Work at the University of Maryland provides small awards to exceptional dissertation projects.

#### **Submission Process:**

The due date(s) for applications are October 1 and June 1. All applications should be submitted electronically to the Director of the Ph.D. Program. Any questions related to the submission process should be directed to the Director of the Ph.D. Program.

#### **Submission Materials:**

Please submit the following documents for review:

- 1) **PROPOSAL:** Dissertation proposal approved by dissertation committee and successfully defended.
- 2) **BUDGET:** Estimated costs related to the project as well as a narrative that justifies each line-item. If the cost of the project exceeds the funds requested, please include a total budget with description of all research-related costs and how each will be funded. If the applicant has secured or requested additional funding from external sources, please describe funding source, and status of funds. (Dissertation Grant Budget Form is attached.)
- 3) **PERSONAL STATEMENT:** Description of applicant's skills and qualifications to conduct the proposed study. The personal statement should summarize the applicant's specific preparations to carry out the study, including any pilot work, formative papers and projects, collaborative partnerships to access data/data collection, specialized methods or software training, language skills, etc. (Suggested length: 1-2 pages)
- 4) **SIGNIFICANCE:** Describe the significance of the study to the field of social work and how the dissertation provides the foundation for the student's research agenda. (Suggested length: 1-2 pages)
- 5) **CV:** Attach a copy of your current CV

#### **Review Process:**

Dissertation Grant Application – revised 11-29-18

All complete applications received by the due dates provided above will be reviewed by a three person subcommittee of the PPC. Dissertation chairs and the Ph.D. program director will not be involved in reviewing students' funding proposal.

Funding proposals will be rated on the following criteria:

- SIGNIFICANCE of the study to the field of social work.
- PERSONAL STATEMENT provided by the investigator identifies the skills and capacity consistent with a high likelihood of high quality and timely completion of project;
- BUDGET JUSTIFICATION requested resources significantly enhance the scientific rigor of proposed work.

Each of these three areas will be rated between 1 (highest) and 9 (lowest). Scores across criteria will be averaged and mean scores will be discussed and compared across reviewers. Following this discussion, each application will receive a final score. Applications will be rank-ordered by final score.

#### **Funding Awards:**

Once applications are rank-ordered, funding allocation decisions will be made based on individual budget requests. The number of proposals funded and the amount funded to each proposal is expected to vary.

#### **Notification:**

The Ph.D. program director will notify all applicants of funding decisions within four weeks of the application due date. Applicants will receive substantive feedback and scoring information. Funds will be made available within four weeks of award notification.

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**Dissertation Grant Budget Form**

In developing a project budget, the categories below summarize what can be requested through these funds and what categories of purchases are not allowed or restricted. In general, budgets should be for a 12 month period to begin 2 months after the application due date (e.g., August 1 for June 1 submissions and December 1 for October 1 submissions) and should not exceed \$4,000.

Please confer with the Ph.D. Program Director regarding any additional budgetary needs that exceed this amount or the 12 month time frame or are unique to your project and do not fit in the below categories.

<b>EXPENSES</b>	<b>AMOUNT REQUESTED</b>
<i>Participant Payment:</i> Payment to participants can be funded through this mechanism. However, please note that the University has specific procedures that regulate what types of payment can be provided and how payment can be distributed. Typical payments include small cash payments, small gift cards, drawings for larger gift cards, small toys for children, etc.	
<i>Consultation:</i> Payment to consultants who are not currently employed by UMB may be included to support the dissertation. For example, a student may want to hire a statistical consultant to help with data analyses or an editor to help with editing and formatting the dissertation.	
<i>Travel:</i> Travel costs related to seminar, workshop, or conference attendance, as well as travel to meet with participants or a consultants can be requested. Mileage and meals can be reimbursed at the UMB approved rates – see <a href="http://www.fincsvc.umaryland.edu/travel/mileage.cfm#mileagerate">http://www.fincsvc.umaryland.edu/travel/mileage.cfm#mileagerate</a> for more information.	
<i>Training:</i> The costs to attend a seminar, workshop, or conference related to the methods or topic of the project can be requested.	

<p><i>Research Assistantships:</i> MSW students, doctoral students, or other staff members can be supported with this mechanism. The budget justification should clearly state how these individuals will be selected, trained, and utilized. Tasks could include: data collection, instrument translation, transcription, data entry, data cleaning, etc. (Hiring and payroll procedures of the University must be followed; additionally, any staff involved in human participant research must be included on the IRB protocol for the project.)</p>	
<p><i>Dataset:</i> Students using secondary datasets that have to be purchased may request funds to pay for the dataset and supporting documentation.</p>	
<p><i>Printing/Mailing:</i> Costs related to printing consent forms, recruitment materials, or data collection instruments as well as costs related to mailing materials related to data collection can be requested.</p>	
<p><i>Online survey tools:</i> Subscription-based online tools to collect data can be requested.</p>	
<p><i>Equipment:</i> Please note that although equipment may be purchased with these funds, any equipment purchased is the property of the UMB School of Social Work. This is in accordance with a state policy that applies to all faculty and staff equipment purchases. If equipment is needed to complete this project, the Ph.D. Program Director can assist you with requesting what is needed.</p>	

For each budget item requested, please provide a brief justification for the amount requested.