SCHOOL OF SOCIAL WORK
OFFICE OF RESEARCH AND SCHOLARSHIP

DEAN’S COLLABORATIVE RESEARCH INCENTIVE AWARD

Instructions to Applicants

Purpose
The purpose of the Dean’s Collaborative Research Incentive Award is to enhance collaborative research activity in the School of Social Work. The Dean invites applications from faculty who will use the funds for scholarly research that facilitates acquisition of external funds and/or publication in refereed journals.

Application & Funding Dates
Applications must be submitted by 5 pm on Monday, February 9, 2015, one month before the scheduled opening of the ORS Research and Scholarship Exhibition on March 9, 2015. Award recipients will be announced at the Opening Ceremony of the annual ORS Research and Scholarship Exhibition. Funding will be made available beginning April 1st (if IRB approval has been received). Awardees must expend funds by March 31st of the following year. Unexpended funds will revert back to the Dean’s Office.

Eligibility Criteria
All full-time tenure track, tenured, extension, in-residence, and research faculty of the School of Social Work are eligible to apply. Previous award recipients are ineligible to apply for one year following their most recent award receipt.

Funding
A maximum of $8,000 may be budgeted for proposals. In order to qualify under this mechanism, the proposal must involve collaboration and/or partnership between a tenure track SSW faculty member and one or more of the following: An investigator from an academic unit in UConn outside of SSW; a community organization; a state agency (such as DMHAS, DCF, DSS, DPH, etc.). Collaborations with faculty housed in the DMHAS Research Unit are permitted and encouraged. Funds provided by the Dean’s Collaborative Research Incentive Award must be used for expenses associated with the proposed research project during the term of the award, such as a research assistant, data collection, participant incentives, data entry, transcription and/or equipment. These funds may not be used for faculty salary, conference attendance, or travel for other than data collection purposes. Applicants are encouraged to discuss the proposed budget with the Associate Dean for Research before submitting the application.

Application Procedures
Proposals should be single-spaced, prepared on standard (8.5x11”) paper, with one-inch margins and font no smaller than 12 point. The proposals must be paginated as a single document and should be submitted electronically as an attachment (.pdf format) to Michael Fendrich, Associate Dean for Research at michael.fendrich@uconn.edu by the posted deadline.
Applications must include the following, in the order listed, and include all items listed:

- **Cover Page**, signed by PI and the collaborator (if the collaborator is an agency, an official from the agency must provide a signature) – see attached cover page template.

- **Project Abstract** – on a separate page, not to exceed 300 words – should contain a statement of the objectives of the proposed project, methods to be employed, and the significance of the proposed activity to the advancement of knowledge or pursuit of scholarly activities.

- **Proposed Research Narrative** (8 pages) - Describe the proposed research project in sufficient detail to enable peer review. The research narrative should include each of the following elements:
  
  - **Introduction.** Clearly state the project to be undertaken, the background of the work, with literature references as necessary, and the rationale of the project.
  
  - **Methodology.** Give details of the research plan including research design, sampling plan, instrumentation, and plan for data analysis. Include questions and/or hypotheses to be addressed by the research.
  
  - **Significance of the Research.** Describe the significance of this project to Social Work as a whole, emphasizing the potential importance of anticipated contributions. *Explain how this proposal will help you move into a better position to apply for and receive extramural funding for your research and scholarly activities - be specific and identify potential sources for extramural funding.* Explain the expected outcome of the research and a plan for disseminating findings of the study (by publishing in a scholarly journal, presenting at a meeting, etc.).
  
  - **A Statement about the Collaboration.** Discuss the relationship between the PI and the collaborator/collaborative agency, the unique roles that will be played by each of the partners, and how the collaboration will enhance future funding opportunities and scholarship for the PI and for SSW.

- **Letter of Support** from the Collaborator and/or Collaborating Agency/Organization

- **Milestones** (1 page) – include anticipated project completion date and anticipated date of submission of either external funding proposal or publication to a peer-reviewed journal (see Expectations below).

- **References** (2 pages) – list of all cited references in APA format

- **Budget** (1 page) (cannot exceed $8,000)

- **Budget Justification:** In a separate section, please include a justification for each item.

- **Two-page NIH biosketch** for PI and collaborator(s) as appropriate – see attached template.