



# SMALL GRANTS PROGRAM

## GUIDELINES

(Revised February 2008)

Two



## Overview

The Kirwan Institute Small Grants Program is intended to encourage, stimulate, promote and support research and scholarship that will enhance the Institute's central mission: Deepening the understanding of the causes and consequences of and solutions to racial and ethnic disparity and hierarchy within the University, the city, the region, the country and the international community. Ohio State University faculty, staff, and students who are involved in or planning research projects that focus on marginalized racial and ethnic groups are eligible to apply for funding from the Small Grants Program.

The Kirwan Institute is interested in supporting a variety of projects that connect to and illuminate the ongoing work at the Institute. While priority will be given to projects that focus on the U.S., international projects will also be considered for funding. While most proposals submitted to the Small Grants Program represent active engagement in qualitative or quantitative research, other types of proposals, including artistic projects, will be considered. If you are interested in seeking grant support for a project that does not actively incorporate research, please contact Tom Rudd, Senior Researcher, at [rudd.35@osu.edu](mailto:rudd.35@osu.edu) or 247-8458 for specific guidelines.

Periodically, the Kirwan Institute will identify a specific thematic focus for the Small Grants Program and issue a call for proposals that align with this theme.

After preliminary screening by the staff of the Kirwan Institute, research proposals are reviewed by a committee designated by the Institute. In the review process, priority will be given to projects that meet the following criteria:

- The proposed project aligns closely with, illuminates, or expands on a current research theme at the Kirwan Institute.
- The grant applicant(s) demonstrates a strong interest in issues related to race and ethnicity.
- The project supports collaboration with other researchers or with the communities that are under investigation.
- The project has the potential to produce tangible outcomes with broad implications.
- The project budget is reasonable in light of the proposed goals and objectives.



- The principal researcher has sought financial support from sources other than the Kirwan Institute.
- The project has the potential to impact policy in the real world.
- The project has a reasonable time-line.

A one-time grant of up to \$10,000 may be awarded. Grant funds may be dispersed over more than one year. Evidence of either matching funds or additional support by the applicant's academic department or outside sources is desirable. All awards are administered by the applicant's academic department.

Support from the Kirwan Institute Small Grants Program is limited to one grant per 12 month period. This means that once a proposal has been funded, another proposal cannot be considered from the principal investigator or co-principal investigator(s) within the following 12 months.



## PROPOSAL GUIDELINES

Grant proposals should be no longer than 10 pages, single spaced, and composed in an easy-to-read, 12- point font (footnotes may be in 10-point type). The proposal should be written for a general audience, as the review committee may include faculty and others from different disciplines. Grant proposals must include the following components (in this order):

1. Cover page
2. Project narrative that provides a short, but comprehensive, description of the project. If the proposal seeks funding for a quantitative or qualitative research project, the narrative **MUST** include a concise articulation of the principal research questions that drive the investigation.
3. Budget and budget justification
4. Biographical sketch
5. Letter of support

Applicants are required to submit one collated copy and one digital copy of the proposal packet to the Kirwan Institute. Submit the digital copy as an E-mail attachment to [rudd.35@osu.edu](mailto:rudd.35@osu.edu).

Cover Page of the proposal must include the following information:

- the project title
- the name and OSU Department (or other) affiliation of the project Coordinator and the names and affiliations of any collaborating researchers or project planners (include campus address, telephone and fax number and e-mail address)
- the proposed starting date and duration of the project
- the total budget for the project and the amount requested from the Kirwan Institute

Project Narrative must address the following areas:

- a description of the problem to be addressed by the proposed research as well as its importance and relevance



- an explanation of how the project will be effective in addressing the problem
- **a clear concise articulation of the principal research questions that drive the proposed investigation**
- a description of the audience to be reached by the project
- a description of publications or other “products” that will/may flow from the research and how these will be disseminated
- an explanation of the project’s history if the proposed activities are part of a larger project

**Statement of Purpose:**

The Kirwan Institute is interested in supporting projects that are closely aligned with the ongoing work at the Institute, projects that illuminate or expand on research themes currently under investigation. (Visit the Kirwan Institute web site at [www.kirwaninstitute.org](http://www.kirwaninstitute.org) for information about research themes and projects.) Accordingly, the **Statement of Purpose** must clearly articulate the following connections:

- How will the proposed research contribute to deepening the understanding of the causes and consequences of and/or solutions to racial and ethnic hierarchies and disparities or to reframing how we talk about, think about or act on race?
- Does the proposed research focus on one or more racial or ethnic groups? If so, who are these groups?
- Will the research methodology actively engage members of racial or ethnic groups as subjects?
- Do the findings/outcomes of the research have the potential to contribute to changes in policies or practices that impact racial and ethnic groups? If so, what policies or practices might be impacted and what groups will be affected?

**Budget and Budget Justification**

- A detailed budget for the entire project. If only a part of the proposal is to be funded by the Kirwan Institute, identify the relevant part(s).
- A one-page narrative (following the budget detail) that justifies each of the line items for which funding is requested. Personnel should be justified in terms of their specific functions in the grant proposal. Please note that The Kirwan Institute Small Grants Program does not provide funding for the following:



- faculty release time or summer salary
- graduate Research/Teaching Associateships (GRA/GTA)
- travel expenses to conferences, even when the travelers are conference planners and the conference theme is related to the ongoing work of the Kirwan Institute

All budgets are subject to final approval before an award is made; a revised budget may be requested during the review process. All-or-nothing budgets may diminish the competitiveness of your proposal.

**Biographical Sketch and Vita**

Submit a short bio (no more than one page) for each project participant. This information must include a description of each person's qualifications to carry out the project and a brief description of any relevant experience related to the project. Attach a current standard curriculum vitae including a list of recent publications and other scholarly work.

**Letter of Support** is required from the chairperson of your academic unit OR the Dean of your college.

All letters of support must be addressed to the Kirwan Institute for the Study of Race and Ethnicity. Proposals submitted without letters of support from Unit Chairs or College Deans will not be reviewed.

**Institutional Review Board Approval**

Research projects that involve human subjects must show evidence of appropriate approval from the OSU Institutional Review Board.



**Kirwan Institute Small Grants Program**

**SUBMITTAL DEADLINES and NOTIFICATION SCHEDULE**

<b>Proposal Received</b>	<b>Request for Additional Information (if needed) By</b>	<b>Notification Date</b>
<b>After September 30 On or before December 31</b>	<b>January 31</b>	<b>February 15</b>
<b>After December 31 On or before March 31</b>	<b>April 30</b>	<b>May 15</b>
<b>After March 31 On or before June 30</b>	<b>July 31</b>	<b>August 15</b>
<b>After June 30 On or before September 30</b>	<b>October 31</b>	<b>November 15</b>

**Submit Grant Proposals to:**

Tom Rudd, Senior Researcher  
The Kirwan Institute for the Study of Race and Ethnicity  
The Ohio State University  
433 Mendenhall Laboratory  
125 South Oval Mall  
Columbus, OH 43210  
Phone: 247-8458  
Fax: 688-5592