



# SMALL GRANTS PROGRAM

## GUIDELINES

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## Overview

The Kirwan Institute Small Grants Program is intended to encourage, stimulate, promote and support research and scholarship that is aligned with the ongoing work of the Institute and that enhances 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.

**In making awards, priority will be given to proposals that align very closely with the Institute's central mission and with the Institute's current research projects. Because of limited funding, the Institute is currently giving special consideration to proposals that connect directly to the following research areas:**

- Solutions to health and health care disparities that impact populations marginalized by race, ethnicity, and/or geography
- Strategies for effectively promoting and facilitating diversity as a democratic value in the society
- Solutions to structural disparities in K-12 education that impact populations marginalized by race, ethnicity, and/or geography, including strategies for promoting racial integration in schools
- Critiques and demonstrations of the utility of systems thinking as a mode of analysis and a guide to advocacy strategizing and policymaking in the pursuit of racial equity and social justice
- Analyses of the national and global economic recession and attempted recovery that examine how the downturn has created crisis and/or opportunity in such areas as education, health, employment and housing, and/or point to the kinds of institutional and policy reforms needed to ensure a more equitable distribution of benefits and burdens in the future
- Strategies for effectively framing race and social justice in the public discourse



- Solutions to structural disparities that have a disparate impact on African American men

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.

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 supports collaboration with other researchers or with the communities that are under investigation.
- The proposed 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 \$7,500 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. The narrative must identify the central problem(s) addressed by the research and must articulate how the research project will contribute to addressing this problem
3. Statement of purpose
4. List of the principal research questions that drive the investigation, if the proposal seeks funding for a quantitative or qualitative research project
5. Budget and budget justification
6. Biographical sketch
7. Letter of support
8. Evidence of Institutional Review Board approval (if applicable)

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 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. 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?

Articulation of Research Questions

Provide a **separate list** of the principal research questions that drive the investigation even if these questions are already included—implicitly or explicitly—in the project narrative. This list must be clear and concise.



### **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. If the principal investigator is an OSU faculty member, attach a current standard curriculum vitae including a list of recent publications and other scholarly work.

**A 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.

**If the principal investigator is a doctoral student, the proposal must also include a letter from the student's dissertation advisor that speaks to the student's ability and preparedness to conduct the proposed research.**

### **Institutional Review Board Approval**

Research projects that involve human subjects must show evidence of appropriate approval from the OSU Institutional Review Board if the principal investigator is at OSU.



**Kirwan Institute Small Grants Program**

**SUBMITTAL DEADLINES and NOTIFICATION SCHEDULE**

Proposal Received	Request for Additional Information (if needed) By	Notification Date
On or after July 1st Before November 1st	December 1st	January 1st
On or after November 1st Before March 1st	April 1st	May 1st
On or after March 1st Before July 1st	August 1st	September 1st

**Submit Grant Proposals to:**

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The Kirwan Institute for the Study of Race and Ethnicity  
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125 South Oval Mall  
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