The College of Social Sciences Research Support Program announces the availability of funds to support faculty efforts to develop and submit a nationally competitive research grant proposal. Awards will be made to support research activities for the development of a nationally competitive research proposal that has the strongest potential for being funded. Funds may be used for course release (lecturer replacement), pilot studies, travel to a granting agency or to collaborate with colleagues (but not to make a presentation at a conference), short-term hire of research personnel, or other expenses directly related to the development and submission of the grant proposal.

A sub-committee of the Social Sciences Research Council will review applications and forward their recommendations to the Dean for approval. The selection process is highly competitive. Funding is limited and not all eligible applications will be funded. The committee may choose to fund an application partially, if it is in the best interests of the overall research support program.

Eligibility
1. Tenured or tenure-track faculty members with at least a half-time appointment in the College of Social Sciences are eligible to apply. Visiting faculty and temporary faculty are not eligible.
2. Full-time faculty members on sabbatical leave or on detached service are eligible to apply, provided they are still on the University of Hawaii payroll. Funding awarded to such faculty is not intended to provide the primary means of support for the sabbatical leave. Instead, it should be used to augment sabbatical research.
3. Faculty members on leave without pay are not eligible to apply, because they are considered to be separated from the financial responsibility of the University of Hawaii.

Terms of Award
1. One to three awards ranging from $10,000 - $15,000 are anticipated, although awards in smaller amounts may be made.
2. Funds awarded under this program must be expended by December 31, 2009.
3. A research grant proposal must be submitted to a funding agency in response to a nationally competitive research grant award mechanism or grant proposal solicitation. The proposal must be submitted to the extramural sponsor within twelve months of the starting date of this award. Please do not apply if you cannot meet this obligation.
4. Awards are limited to one Research Support Award per faculty per year.
5. Funding may not be used to pay for: faculty salaries (including summer salaries); consulting fees; travel to conferences for the purpose of presenting research results; thesis or dissertation research and manuscript preparation; membership dues, books and journal subscriptions; supplies and equipment not directly related to the proposal development; personal computer and printers; supplies and equipment that are normally provided by departments; or other purchases not directly related to the purposes of this award.
6. Awards made through this program will be administered by the faculty member’s home department.
7. Grant proposals developed with support from this program must be submitted to the funding agency via the College of Social Sciences.
8. The research proposed should not duplicate research that has been funded. Also, the proposal should not be a resubmission of a previous grant application nor a competitive renewal application.
9. Funds awarded under this program cannot cover items that are funded by other sources. For example, if your NSF grant includes funds to hire a research assistant, that item may not be included in your budget request for Research Support.

10. Projects involving the use of human subjects must obtain IRB approval before proceeding.

11. Cost over-runs that exceed the approved budget will be charged to the department’s overhead account.

**Required Documents**

1. Completed and signed application form.
2. A narrative describing the following:
   - a) specific aims and significance of the proposed research
   - b) its relationship to other work in the field and the applicant’s previous research
   - c) a statement explaining how the Research Support Award will strengthen your potential for obtaining extramural funding
   - d) research methods for the proposed research
   - e) a detailed plan describing how the grant proposal will be developed for submission during the award period. The plan must describe: (i) the tasks involved, who will do them, and the timeline for accomplishing each task; (ii) plan for requesting IRB approval, if applicable; (iii) name of the funding agency, estimated amount to be requested, deadline for proposal submission; (iv) copy of the applicable RFA, PA, or grant solicitation. The proposal must be submitted within 12 months of the starting date of this award.
3. The narrative is limited to **five single-spaced pages**, excluding references.
4. **FOR THOSE WHO HAVE RECEIVED CSS RESEARCH SUPPORT IN THE PAST:** Include a statement describing project accomplishments, including grant proposals submitted and the resulting extramural funding.
5. An abridged curriculum vitae which includes the following information:
   - a) list of publications in the past five years
   - b) list of extramural grants received in the past five years, including current grants and pending proposals. Indicate funding sources, award amounts, award period, date submitted, and your role in the grant (e.g., principal or co-investigator).

**Selection Criteria**

See last page of the application form for evaluation criteria.

**Reporting Requirements**

The ability of the College to continue this program in future years will depend on the impact of these funds on stimulating sponsored research activities. An accounting of these funds will be made to the CSS Research Council, the CSS Council of Chairs and Directors, and the Dean of the college. A written report detailing the implementation, outcome, and impact of the award must be submitted to the review committee within two months after expenditure of the award, i.e., by February 28, 2010. The report should describe how the research project was advanced due to this award. A copy of the research grant proposal submitted to the sponsor must be attached.

**Application Deadline**

Submit the application form and all other required documents (original + 4 copies) to the Associate Director of the Social Science Research Institute at Saunders 704 by January 30, 2009.
Submit 5 sets (typed original + 4 copies) of this form and all other required documents (see guidelines) to the Associate Director of the Social Sciences Research Institute (SSRI) at Saunders 704.

Name_________________________________ Department__________________________________

Date of Submission ____________________ Rank __________ Tenured or Tenure-Track (circle one)

Email Address _________________________________ Office Telephone ______________________

During award period, will you be on sabbatical leave or leave without pay?     Yes [   ]   No [   ]

If yes, indicate type, period, and location of leave: __________________________________________

PROPOSED PROJECT

Title _____________________________________________________________________________
_________________________________________________________________________________

TOTAL FUNDING REQUESTED (Must not exceed $15,000)________________________________

EQUIPMENT

Any single item that costs $5,000 or more, with a life expectancy of over a year, is classified as equipment.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Explain why equipment is needed and how it will be used in your project. Is equivalent equipment available to you within the university? (Use additional sheet if necessary.)

_________________________________________________________________________________
_________________________________________________________________________________

Total Equipment Expenses $ ____________

PERSONNEL

<table>
<thead>
<tr>
<th>TYPE OF SERVICE</th>
<th>RATE (if applicable)</th>
<th>HOURS (if applicable)</th>
<th>FRINGE BENEFIT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Help</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Assistant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Personnel Expenses $ ____________

Explain what services are to be performed and why they are needed. (Use additional sheet if necessary.)

_________________________________________________________________________________
_________________________________________________________________________________
TRAVEL
Funding may be requested for travel related to the research project only. Sabbatical travel not related to the project is not eligible for funding.

Destination _________________________________ Dates of Travel __________________________

<table>
<thead>
<tr>
<th>ESTIMATED TRANSPORTATION COSTS</th>
<th>$</th>
<th>PER DIEM</th>
<th>$</th>
</tr>
</thead>
</table>

Total Travel Expenses $ _____________

Explain why travel is required and what you plan to do at your destination. (Use additional sheet if necessary).

_________________________________________________________________________________

_________________________________________________________________________________

OTHER EXPENSES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Other Expenses $ _____________

Explain why these items are needed for your project. (Use additional sheet if necessary.)

_________________________________________________________________________________

_________________________________________________________________________________

APPLICANT SIGNATURE
I, the undersigned, have read all instructions and accept the terms and conditions of the Research Support Award.

Applicant’s Signature __________________________________________ Date _____________________

RECOMMENDED BY
Statement and signatures are required to insure that the application has been reviewed and that administrative and financial implications have been considered and approved. Please attach a statement from the chair.

Department Chair

Print Name __________________________ Signature __________________________ Date __________________
### Evaluation Form

**College of Social Sciences**  
**University of Hawaii at Manoa**  
*Research Support Award (2008 – 2009)*

**Name of Applicant** _______________________  
**Rank** _______  
**Department** _____________________

**Title of Project** ____________________________________________________________________

__________________________________________________________________________________

<table>
<thead>
<tr>
<th>AMOUNT REQUESTED</th>
<th>AMOUNT RECOMMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SIGNIFICANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project’s potential for yielding important</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>results</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>METHODOLOGY TO BE PROPOSED</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriateness of methodology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PROBABILITY OF FUNDING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Probability that the project will lead to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>extramural funding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PRODUCTIVITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of research productivity,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>including extramural support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Factors to Consider:
- Has the applicant received prior funding from CSS, and if so, what was accomplished with these funds?

**COMMENTS**
