

**College of Social Sciences  
University of Hawai'i at Mānoa**

**2016-2017 RESEARCH SUPPORT AWARD  
Application Guidelines**

The College of Social Sciences (CSS) announces the availability of funds to support faculty efforts to develop and submit a nationally competitive research grant proposal. These funds are from overhead monies (RTRF) generated by extramural grants and contracts in the college's portfolio. Awards will be made to support research activities leading directly to the development of a nationally competitive research proposal that has a strong potential for being funded. Funds may be used for course release (lecturer replacement during the academic year), 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 Director of SSRI and to the CSS Dean for approval. The selection process is very 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 detached service are eligible to apply, provided they are still on the University of Hawai'i at Mānoa (UHM) 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 UHM.

**Terms of Award**

1. Maximum amount of an award is \$23,000.
2. Funds awarded under this program must be expended within twelve months after funds have been released to the award recipient.
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 funding agency within six months after the end date of the award. An award recipient who does not meet this obligation will be ineligible to apply for future awards.
4. Funding may not be used to pay for: faculty summer salaries; consulting fees; travel to conferences to present research results; thesis or dissertation research and manuscript preparation; membership dues; 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.

5. Awards made through this program will be administered by the faculty member's home department.
6. Grant proposals developed with support from this program must be submitted to the funding agency via the College of Social Sciences.
7. The research proposed should not duplicate research that is already funded. Also, the final proposal to be submitted to the funding agency should not be a resubmission of a previous grant application nor a competitive renewal application.
8. 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.
9. Projects involving the use of human subjects must obtain UH Institutional Review Board (IRB) approval before research activities can be initiated. Projects involving the use of vertebrate animals must be approved by the UH Institutional Animal Care & Use Committee (IACUC) before research activities can be initiated.
10. Cost over-runs that exceed the approved budget will be charged to the department's overhead (or other) account.

### **Required Documents**

1. Completed and signed application form.
2. A brief narrative describing the following:
  - a. Specific aims and significance of the proposed research
  - b. Relationship of proposed research to other work in the field and the applicant's research program
  - c. Research methods for the proposed research
  - d. A statement explaining how the Research Support Award will strengthen the applicant's potential for obtaining extramural funding
  - e. A detailed plan describing how the grant proposal will be developed for submission during the award period. The plan must describe: (i) tasks involved, who will do them, and the timeline for accomplishing each task; (ii) plan for requesting IRB or IACUC approval, if applicable; (iii) name of the funding agency, estimated amount to be requested, deadline for proposal submission; and (iv) a copy of the applicable RFP, PA, or grant solicitation. The proposal must be submitted to the funding agency within six months after the end date of the 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: (i) a list of publications in the past five years; (ii) a list of extramural grants received in the past five years, including current grants, research support awards, and pending proposals. Indicate funding sources, award amounts, award period, date submitted, and the applicant's role in the grant (e.g., principal or co-investigator).

### **Electronic Submission**

Submit all required documents together **in one PDF file** to the following email address: [ssridir@hawaii.edu](mailto:ssridir@hawaii.edu). Please identify your email with the following subject heading: "2016-2017 Research Support Award Application."

### **Selection Criteria**

See the last page of the application form for evaluation criteria.

### **Acknowledging College of Social Sciences Support**

Please acknowledge this support in your publications, proposals, and conference papers: "This project was supported by a grant from the College of Social Sciences at the University of Hawai'i at Mānoa. The content is solely the responsibility of the author(s) and does not necessarily represent the official views of the College or the University."

### **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 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 (Attn: SSRI Associate Director) six months after the end date of the award. The report should describe how the research project was advanced due to this award. This report will be posted on the SSRI website. A copy of the grant proposal submitted to a funding agency must be attached to the report.

### **Application Deadline**

March 1, 2017

### **Inquiries**

Thomas Giambelluca  
Acting Associate Director  
Social Science Research Institute  
Email: [thomas@hawaii.edu](mailto:thomas@hawaii.edu)

**College of Social Sciences  
University of Hawaii at Manoa  
2016 – 2017 Research Support Award Application Form**

Submit all required documents together **in one PDF file** to the following email address: **ssridir@hawaii.edu**. Please identify your email with the following subject heading: "2016-2017 Research Support Award Application."

Name of PI \_\_\_\_\_ Department \_\_\_\_\_  
and Co-PI, if applicable \_\_\_\_\_ Department \_\_\_\_\_  
Date of Submission \_\_\_\_\_ Rank \_\_\_\_\_ Tenured \_\_\_\_\_ Tenure-Track \_\_\_\_\_  
Email Address \_\_\_\_\_ Office Telephone \_\_\_\_\_

During the grant period, will you be on sabbatical leave or leave without pay? Yes No If yes, indicate type, duration, and location of leave:

**PROPOSED PROJECT**

Title \_\_\_\_\_

**EQUIPMENT** (Any single item that costs \$5,000 or more, with a life expectancy of over a year, is classified as equipment)

ITEM	AMOUNT

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** (If you are requesting funds to cover a portion of your teaching obligations, please enter lecturer replacement costs here)

POSITION	SALARY	FRINGE BENEFITS	SUBTOTAL

Total Personnel Expenses \$ \_\_\_\_\_

Provide justification for personnel costs. (Use additional sheet if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Reviewer's Name \_\_\_\_\_

**COLLEGE OF SOCIAL SCIENCES  
UNIVERSITY OF HAWAII AT MANOA  
Research Support Award (2016 – 2017)  
Evaluation Form (To be Completed by Reviewer)**

Name of Applicant \_\_\_\_\_ Rank \_\_\_\_\_ Department \_\_\_\_\_

Title of Project \_\_\_\_\_

AMOUNT REQUESTED	\$	AMOUNT RECOMMENDED	\$
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<b>CRITERIA</b>	<b>Excellent 4</b>	<b>Very Good 3</b>	<b>Good 2</b>	<b>Fair 1</b>	<b>Poor 0</b>
<b>SIGNIFICANCE</b> Project's potential for yielding important results.					
<b>METHODOLOGY</b> Appropriateness of methodology.					
<b>PROBABILITY OF FUNDING</b> Probability that the project will lead to extramural funding.					
<b>PRODUCTIVITY</b> Evidence of research productivity, including extramural support.					
Other Factors to Consider: <ul style="list-style-type: none"><li>• Has the applicant received prior funding from CSS, and if so, what was accomplished with these funds?</li></ul>					

COMMENTS
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