The College of Social Sciences Research Support Program provides funds to support “pre-award” (i.e., grant proposal development) and “post-award” (i.e., augmentations to existing extramural awards) research activities. The purpose of this program is to support research activities that have strong potential for generating new or continued extramural funding. Funds may be used for course release, pilot studies, travel to seek grant support or collaborate with colleagues (but not to make a presentation at a conference), purchase specialized equipment or supplies, short-term hire of research personnel, etc.

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 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 grant 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. The maximum amount of an award is $10,000. Applicants are strongly encouraged to request smaller amounts.

2. Funds awarded under this program will lapse on June 30, 2007 and cannot be extended beyond this date.

3. Awards are limited to one Research Support grant per faculty per year.

4. Funding may not be requested to pay for faculty salaries or stipends; for travel to conferences for the purpose of presenting research results; for thesis or dissertation research and manuscript preparation; for membership dues, books and journal subscriptions; or for supplies and equipment normally provided by departments. Requests for the purchase of personal computers and printers are strongly discouraged.

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. Similarly, post-award support will only be given for grants administered by the College of Social Sciences.

7. This Research Support Program will not fund items that are already 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.

**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) its relationship to other work in the field and the applicant’s previous research, (c) research methods to be employed, and (d) projected accomplishments during the proposed grant period. The narrative is limited to five single-spaced pages, including items 3, 4, and/or 5 below (if applicable), and excluding references.

3. FOR THOSE REQUESTING FUNDS TO SUPPORT PROPOSAL DEVELOPMENT: Include a statement explaining how the Research Support Grant will strengthen your potential for obtaining extramural funding. Applicants must demonstrate that the proposed project is new and significant and should indicate potential sources of funds as well as approximate dates and amounts to be requested.

4. FOR THOSE REQUESTING FUNDS TO AUGMENT EXISTING EXTRAMURAL GRANT AWARD: Include a statement explaining why the requested funds are necessary for successful completion of the currently funded project and how the requested funds will strengthen your potential for future extramural research grant awards.

5. 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.

6. An abridged curriculum vitae which includes the following information:
   a. A list of publications in the past five years
   b. A 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 research and grant 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. The report should describe how the research project was advanced due to this award. If the award was given to support the development of a grant proposal, a copy of the proposal should be attached.

**Application Deadline**
Submit the application form and all other required documents (original + 4 copies) to the Associate Director of the Social Sciences Research Institute at Saunders 704 by October 15, 2006.