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. Please note that funding of this program is contingent upon the University’s release of the FY2007-2008 Research and Training Revolving Funds (RTRF).

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 must be expended by June 30, 2008.
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.

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

9. The award must be used to cover expenses requested in the amount and in the categories outlined in your application.

10. 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 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, i.e., by August 31, 2008. 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, even if not completed, should 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 August 27, 2007.
COLLEGE OF SOCIALSCIENCES
University of Hawaii at Manoa
2007 – 2008 Research Support Grant Application Form

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

Name ___________________________ Department ________________________________

Date of Submission _______________ Rank _________ Tenured or Tenure-Track (circle one)

Email Address __________________________ Office Telephone __________________________

During grant 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 $10,000) _________________________________

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>COST</th>
<th>MATCHING FUND</th>
<th>SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<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 SERVICES

<table>
<thead>
<tr>
<th>TYPE OF SERVICE</th>
<th>RATE</th>
<th>HOURS</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Help</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</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>PER DIEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</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>COST</th>
<th>MATCHING FUND</th>
<th>SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</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 Grant.

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 ____________________________
**COLLEGE OF SOCIAL SCIENCES**  
**UNIVERSITY OF HAWAII AT MANOA**  
**Research Support Grant**  
**Evaluation Form**

Name of Applicant ____________________________________ Rank __________

Title of Project ______________________________________________________________________________________
________________________________________________________________________________________

<table>
<thead>
<tr>
<th>AMOUNT REQUESTED</th>
<th>AMOUNT RECOMMENDED</th>
</tr>
</thead>
</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>SIGNIFICANCE</td>
<td>Project’s potential for yielding important results.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>METHODOLOGY</td>
<td>Appropriateness of methodology.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FUTURE FUNDING</td>
<td>Probability that the project will lead to extramural funding.</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>PRODUCTIVITY</td>
<td>Evidence of research productivity, including extramural support.</td>
<td></td>
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</tr>
</tbody>
</table>

Other Factors to Consider:
- Are there matching funds from other sources, e.g., the department?
- Has the applicant received prior funding from CSS, and if so, what was accomplished with these funds?
- For post-award requests: Are funds being requested to support a contract or a grant? Preference is given to competitively-awarded grants over contracts.

**COMMENTS**

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