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**Mini Grant**

**Request for Proposals**

**“Advancing Research Regarding Violence Against Women”**

**Issue Date: May 1, 2020**

**PROPOSALS DUE:**

**September 1, 2020 11:59 p.m.**

Direct questions and proposal submissions to:

The Center for Research on Violence Against Women via email

[crvaw1@uky.edu](file:///%5C%5Crad2.ad.uky.edu%5Cdata%5Ccrvaw%5C2020%20Mini-grant%20Program%5Ccrvaw1%40uky.edu)

For additional information and required templates, visit:

[www.uky.edu/crvaw/grants](http://www.uky.edu/crvaw/grants)/minigrant\_rfp

1. **General Information**

The Center for Research on Violence Against Women (CRVAW) is requesting proposals for a Mini Grant program for “Advancing Research regarding Violence Against Women” for which any UK assistant or early associate level faculty are eligible to apply. Funding for the program is provided by the Center through funds designated by the Office of the President.

The following information and instructions apply to the application process for the CRVAW “Advancing Research regarding Violence Against Women” Mini Grant program. The project period is from October 15, 2020 through April 15, 2022. The CRVAW Mini Grant program’s obligation to fund projects is contingent upon the availability of funds.

**Proposal submissions are due September 1, 2020 at 11:59 p.m. by email to** **crvaw1@uky.edu.**

1. **Program Objectives and Priorities**

The Center for Research on Violence Against Women (CRVAW) Mini Grant program, is designed to advance research regarding violence against women. Specifically, we are seeking **innovative** research with a focus on improving the lives of those affected by violence against women or for preventing violence against women. Examples of research may include pilot studies for subsequent grant submissions, analyses of existing data, or policy research. Preference will be given to proposed projects that appear to increase research productivity in the form of grant or manuscript submissions and can be completed in the 18-month time frame. Example topics might be:

* Legal aspects of violence against women
* The health or mental health effects of victimization
* Long-term impact of caretaker violence on individuals
* Incidence and prevalence of abuse/violence among underserved populations
* Human trafficking or other global implications of violence against women

All publications, presentations, and other creative activities resulting from this award must include the following acknowledgement: “Funding was provided, in part, by the Center for Research on Violence Against Women (CRVAW) at the University of Kentucky and the UK President’s Office.”

1. **Eligibility**
2. Faculty rank -- Proposals will only be considered from current full-time UK faculty (Assistant Professor or Associate Professor no more than 3 years post-tenure and promotion to Associate rank).
3. Unit/department cooperation – Faculty will need to insure that their home unit/department agrees to manage the expenditure of funds.
4. Time Frame -- Proposed projects must be able to be completed within an 18-month period from October 15, 2020.
5. Senior Mentor – Faculty will identify a senior mentor at the University who will provide a letter to be attached to the proposal confirming they have agreed to mentor the project through an initial meeting to discuss the research plan and that they will engage in at least monthly contacts with the faculty member to serve in an advisory role.

Proposals not meeting the specifications of this RFP will not be considered for funding and will be returned without review.

1. **Funding**

All awards are subject to the availability of funds, quality of the proposals submitted, and other applicable considerations. A total of $25,000 is available with a maximum award of $10,000 per project. The CRVAW Mini Grant program will make awards for 3-5 projects. The purpose of the funding is to cover the actual costs of conducting the research rather than to pay for salary, *with the exception of summer funding for a graduate student who would be conducting some aspect of the projec*t.

Items eligible for funding include:

* Participant incentives
* Supply or software costs
* Equipment
* Domestic travel required for a specific research project
* Costs of survey-oriented research studies
* Summer salary only for graduate students

Items excluded from funding include:

* Faculty salary
* Provision of services rather than research specific activities
* Graduate student stipends during the academic year
* Graduate student tuition
1. **Scoring Criteria**

Proposals must comply with proposal submission instructions and be written using the templates provided here [www.uky.edu/crvaw/grants/minigrant\_rfp](http://www.uky.edu/crvaw/grants/minigrant_rfp)

Proposals will be reviewed according to the following criteria:

1. Innovatively defines and addresses some aspect of research with a focus on improving the lives of those affected by violence against women or for preventing violence against women. Examples of research may include pilot studies for subsequent grant submissions, analyses of existing data, or policy research.
2. Describes how the project aligns with one or more of the following:
	1. UK Strategic Plan

 [www.uky.edu/sotu/2015-2020-strategic-plan](http://www.uky.edu/sotu/2015-2020-strategic-plan)

* 1. Center for Research on Violence Against Women mission and strategic plan. <https://www.uky.edu/crvaw/mission>
1. Clearly defines the approach and methodology to include a plan for data analysis. *[Note: If the proposal plans to collect data from participants, please include a contingency plan if COVID-19 still impacts social isolation guidelines and UK research requirements in the future.]*
2. Defines the goals and objectives that will be completed in 18 months. Includes a timeline with project milestones and measurable outcomes. Specific, measurable deliverables should be outlined where possible.
3. Details how the project might support a grant submission or a publication as a result of engaging in the completion of described project.
4. Includes information as to how the results of the proposed project might be communicated to a professional or community audience.
5. Provides a reasonable and adequate budget for the work proposed.
6. Provides information as to the senior mentor who will advise on the project.
7. **Review Process**

Proposals that meet the requirements of this RFP will be evaluated by two faculty assigned from the CRVAW Executive Board, and one external reviewer who is a UK faculty member with related expertise. Results from the primary evaluation will be submitted to the full Executive Committee for further evaluation of proposals based on relevance to the CRVAW research priorities and available funding. The Executive Committee will select a portfolio of projects for funding. If selected for funding, applicants may be required to address reviewer comments and/or provide additional project information before funds are released. Awards will be publicly announced to faculty submitting proposals on October 1, 2020 by email with funds available for the proposed project to span October 15, 2020- April 15, 2022. Public announcement of awards will be made to the University community on October 8, 2020.

1. **Proposal and Project Timelines**

Proposals must be submitted electronically by email to crvaw1@uky.edu by **September 1, 2020** **at 11:59 PM**. Questions may also be submitted crvaw1@uky.edu.

The following table presents the anticipated timeline of the proposal review and selection process and the project timeline.

|  |  |
| --- | --- |
| **Date** | **Milestone** |
| May 7, 2020 | RFP is Released |
| September 1, 2020 | Proposal Submissions Due |
| September 1-25, 2020 | Proposal Review |
| October 1, 2020 | Recommendations for Funding Announced to Investigators (Revisions may be requested) |
| October 8, 2020 | Public Announcement of Awards via News |
| October 15, 2020 | Award/ Project Start Date |
| July 15, 2021 | Progress Report (one page due 9 months from Project Start Date) |
| Apr 15, 2022 | Expected Project End Date (18 months from Project Start Date) |
| July 15, 2022 | Technical Final Report (due 3 months after Project End Date) |

1. **Proposal Instructions**

Each proposal shall consist of the three sections listed below. Individual templates for each section are included at the end of this document (for reference only) and available for download here: [www.uky.edu/crvaw/grants](http://www.uky.edu/crvaw/grants)/minigrant\_rfp

1. Project Proposal (see Section V. above)
2. Line-item Budget
3. Budget Justification

For final submission, the three sections must be combined as a single PDF document. Include a title page for the proposal and a cover page for each section. Proposals shall be submitted with this naming format: ProjectTitle\_CRVAWmini2020\_pdf.

PROJECT PROPOSAL TEMPLATE

Pages should incorporate 11-point type, Arial font, and 1-inch margins in all directions. Delete all instructional text below after completion. If a section is not utilized, enter “N/A” under that heading.

 I. **Title Page**

* **Title.** Concise but descriptive.
* **Principal investigator(s).** Provide name, academic rank, university address, email address and phone number of the principal investigator(s).
* **Name and contact information for the Senior Mentor for the Project**

**II. Abstract**

* A 250-word summary of the proposed project.

**III. Project Description (No more than five (5) single-spaced pages with 12-point type and 1-inch margins.)**

* **Background:** The applicant should provide a brief literature review, noting how the proposed project will build on that literature.
* **Research Plan:** Research plans must include a research design, analytic methods to be used, and a time-line.
* **Prior Approvals:** Investigations involving human participants require prior approval before the final award of funds. One of two statements should appear at this point in the proposal: (a) "This work does not involve human participants." OR "This work involves human participants and IRB approval is being requested." IRB approval must be obtained before the project begins. Funds will not be released without IRB approval for the project.
* **Current Support for Proposed Project:** The applicant should list all other funds available for the proposed research and note if the requested mini grant is intended to enhance an existing study.

**IV. NIH or NSF-style Biosketch (Not to exceed 4 pages).**

* Provide most significant and recent publications, fellowships/contracts awarded, papers presented.

**V. Letter from Senior Mentor attached.**

LINE\_ITEM BUDGET TEMPLATE

|  |
| --- |
| **Project Title** |
|  |
| **Principal Investigator(s)** |
|  |
|  |  |
| **Cost Category** |
| Salaries and Wages (Summer Grad Student only) |  |
| Supplies |  |
| Equipment |  |
| Software |  |
| Incentives for Participant Involvement |  |
| Travel |  |
| Other (please specify) |  |
| **Total Direct Costs** |  $  |

BUDGET JUSTIFICATION TEMPLATE

General Instructions: The budget narrative should provide detail corresponding to the dollar values provided in the Line Item Budget Template. Delete all instructional text below after completion. If a section is not utilized, enter “N/A” under that heading.

**Project Costs**

**Summer Salary and Fringe for Graduate Research Assistant**

Provide personnel, title/position, estimated hours and the rate of compensation proposed for Graduate Research Assistant positions only. Other forms of compensation paid as or in lieu of salary to GRAs performing necessary work are allowable provided that the other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work. For example, rather than providing a summer salary for a GRA, hourly payment to a GRA for engaging in certain tasks on the project would be eligible. Provide the overall fringe benefit rate (% of salary) if applicable for paying the summer salary for a graduate research assistant. If applicable, include prorated health and life insurance.

**Incentives for Participant Involvement**

Provide a justification for payment to participants including amount paid per participant and extent of participant involvement.

**Supplies**

List supplies to be purchased to conduct the research. This may include computer software, fuel for research vehicles, computer expendables, copying costs, office supplies, etc. Be as explicit as possible (e.g. unit costs, number of units, total cost for each item).

**Equipment**

Provide a detailed description of any minor equipment purchased or utilized as match and why it is required for this research.

**Travel**

Provide purpose and estimated costs for all travel. Travel should be included only if the travel is required to complete the project. Do *not* include travel costs for attending or presenting at conferences. Include all applicable travel details including location, number of days, per diem rate, lodging rate, mileage and mileage rate, airfare.

**Other Direct Costs**

Itemize costs not included elsewhere that are not covered in the categories above. Please provide a breakdown for costs listed under this category.

Note: Indirect costs are not allowed on this grant.