

GUIDELINES FOR RESEARCH GRANTS THROUGH BLUMBERG CENTER FUNDS

Application forms are available from the Blumberg Center (University Hall 009W). Applicants should obtain pages 425:1-425:11:1

Requests Considered for Support

The Blumberg Center Steering Council considers requests for support of scholarly projects. Proposals must align to the Mission Statement of the Blumberg Center.

The Blumberg Center will continue its tradition to benefit persons with exceptionalities, persons with potential exceptionalities whose performance is adversely affecting educational outcomes, and those who work with them; through service, education, and research; and, through facilitating and supporting the intertwined missions of the Department of Communication Disorders, Counseling, School, and Educational Psychology, and the Department of Elementary, Early and Special Education, the College of Education, and Indiana State University.

Preference is given to:

1. Projects which are interdisciplinary involving faculty from two or more programs (e.g., communication disorders, school psychology, educational psychology, and special education); especially, projects in areas of priority identified by the Blumberg Steering Council and, according to the following criteria:
 1. cross-program proposals
 2. by two or more persons from the same department as interdisciplinary proposals
 3. by two or more persons in the same discipline
 4. by an individual;
2. Requests from faculty members of those departments served by the Blumberg Center who are seeking to demonstrate competence on which they can base future requests for research funds from outside sources;
3. Scholarly projects expected to result in publication; and
4. Projects in areas where outside support is not available.

Requests for travel and/or per diem, or for creation or exhibition of innovative artistic products will be considered as they relate to the above priorities and available resources in light of each individual proposal.

Who May Submit Proposal

The Blumberg Center Steering Council will consider requests for Faculty Research monetary awards from Bayh College of Education faculty members. Note that preference is given to faculty from the affiliated programs of communication disorders, school psychology, educational psychology, and special education.*

- Requests for non-monetary assistance will be considered from ISU faculty members only.*
- Requests can include faculty members from ISU and/or other colleges/universities with the stipulation that the funding is intended to benefit a member(s) of the affiliated program areas served by the Blumberg Center, rather than a member of another university.*

*These restrictions are based upon policy – see: Faculty Research, March 17, 1997 Policies, Archival Version.

Requests not Considered for Support

The Blumberg Center Steering Council will not consider proposals for:

1. Preparation and writing of textbooks and other standard teaching material;
2. Research leading to a dissertation prerequisite to an advanced degree for the principal investigator;
3. Requests from faculty members previously supported by the Council who have not filed interim or final project reports; nor
4. Requests for faculty salaries or stipends.
5. Requests which have been denied IRB Human Subject approval if applicable should not be approved at all.

What to Submit

In addition to the application form, the following information is required:

1. A narrative (See Research Proposal Form #III Detailed Description) that a) clearly demonstrates it aligns to the Blumberg Center mission; b) includes a complete, yet brief, research design to be undertaken. Narratives longer than eight double-spaced pages will be returned to the author for revision.

2. An itemized project budget and detailed justification for each budget item requested on the budget form. The narrative should also include a description of any project costs that are being provided by the department, college, or University.
3. If human subjects are to be used, a copy of the Institutional Review Board approval should be included. (See Item 1.G. On Blumberg Center Research Proposal Application form.
4. If the cooperation of some other organization (e.g., participating schools or agencies) is involved, attach evidence of their support/approval.

Note: All parts of the application must be clearly written and contain no spelling, punctuation, or grammatical errors and adhere to professional writing style and citation conventions of the author's discipline (e.g., APA style). Applications that fail to follow these guidelines will not be reviewed or approved.

All grants are awarded on a calendar year basis to begin on a date following approval.

When to Submit

Applications can be submitted anytime between September 1st and February 1st. Funds are limited. Applications will be reviewed and if approved, funded in order of receipt. Applications will not be accepted after February 1st.

Where to Submit

Completed copies of the grant application along with the required attachments are to be forwarded to the Blumberg Center Office, College of Education, University Hall, Room 009W.

Questions concerning the submission of proposals may be directed to the Director of the Blumberg Center, Associate Director of the Blumberg Center, Chairperson of the Blumberg Center Steering Council, or to any of its members.

Review of Proposals by the Blumberg Center Steering Council

The Council reviews each request individually, weighing the general merits of the proposal without regard to any quotas by discipline.

Considerations are:

1. Does the research proposal align with the mission of the Blumberg Center?
2. Does the research proposal show evidence of merit and scholarly pursuit?

3. Does the investigator have the qualifications necessary to conduct the research?
4. Will the necessary supporting resources and facilities be available?
5. Does the investigator have the necessary approval for the use of human subjects?
6. Does the research proposal adhere to the stated guidelines, contain the required components, and utilize a professional writing style?

At times the Council may call upon other faculty members and/or University administrators for assistance in reviewing the merits of research/creative work applications. The Council also reviews the application on the basis of costs as they relate to the project and availability of resources.

Notification of Applicants

The Director will notify the applicant of the date and time of the Council Meeting which will address the application. If the applicant is unable to be available on the meeting date in question, he/she should so indicate, for the possibility of an alternative date to be scheduled.

Applicants will receive the results of the Council's action from the Chairperson of the Blumberg Steering Council or the Director of the Blumberg Center. In cases where proposals are not approved, a written explanation is provided stating the reasons why the Council cannot recommend support.

Purchased Under Faculty Research Grants: Equipment and Multiple-Use Materials

When preparing a research proposal, the researcher and the Blumberg Center Steering Council will determine where equipment purchased with grant funds will be kept when the research is completed. This policy also applies to materials which have the potential for multiple use when the specific grant project is completed (e.g. software, tests, specific teaching materials). Equipment and materials are officially the property of Indiana State University. Maintenance and tracking of equipment and materials are the responsibility of the University through the researcher's department. The proposal will specify that equipment and multiple-use material will be:

1. Returned to the Blumberg Center. It will be kept by the Center which will keep a record of the equipment/material and check it out to users, OR
2. Kept by the researcher's Department. The Blumberg Center will keep a record of equipment and materials which have been purchased by Blumberg Faculty Research grants, OR

3. Kept by the researcher. The Blumberg Center will keep a record of equipment and materials which have been purchased by Blumberg Faculty Research grants. The researcher will agree to make equipment and materials available to others.

Grant Management

All Blumberg Center-supported research projects are administered in accordance with established University fiscal procedures and research policies. These include all travel expenses and regulations relating to the protection of human subjects.

Upon completion of a Blumberg Center-supported project, a final written report must be filed with the Director of the Blumberg Center.

All publications, products, exhibitions, or performances must acknowledge the assistance of the Blumberg Center, and Indiana State University.

REV. 11/09

Statement of Research Policy

Part of the mission of the Blumberg Center for Interdisciplinary Studies in Special Education at Indiana State University is to provide support for the investigation of best educational, social, emotional, and vocational practice for children, adults, and families with exceptionalities.

This applied research goal may be attained as part of the implementation of projects supported by the Blumberg Center. The research staff employed by the Blumberg Center have the unique opportunity to collect information from a wide range of individuals, groups, and organizations for whom it provides training and support, and from those individuals who are the recipients of project outcomes.

All information collected under the auspices of the Blumberg Center is within the research guidelines of the Blumberg Center and Indiana State University, and is used to enhance the best practices regarding the educational, social, emotional, and vocational needs of children, adults, and families with exceptionalities. These research guidelines protect the rights, privacy, and dignity of every person who participates in the research activities. To ensure the rights of those involved in these research activities, the Blumberg Center adheres to the following guidelines:

1. Blumberg Center adheres to the Code of Ethics established by the American Psychological Association regarding the use of human subjects (Principles 6.06-6.20, APA, 1992a). Blumberg Center also adheres to Indiana State University policies and procedures relating to research, especially with regard to informed consent of subjects (Code of Federal Regulations, TITLE 45, PUBLIC WELFARE, PART 46-PROTECTION OF HUMAN SUBJECTS, DEPARTMENT OF HEALTH AND HUMAN SERVICES, NATIONAL INSTITUTES OF HEALTH, OFFICE FOR PROTECTION FROM RESEARCH RISKS). If you have any questions concerning these policies, please contact the Office of Sponsored Programs, 183 Tiry Hall, 200 East, Indiana State University, Terre Haute, IN 47809, Tele. 812/237-3088.
2. All data collected on any person and/or family are explained to that person and/or family unless the data collection was specifically exempted from this provision (i.e., for research analysis only).
3. All information and data collected is confidential. Information about a person and/or family is not released to any other person, group, or organization without the expressed written consent of that person and/or family.
4. If information collected is to be used for publication purposes, no person and/or family will be identified unless prior written approval is obtained.
5. Participation is voluntary; participants may withdraw at anytime.

Any questions or concerns regarding this research policy or the Blumberg Center activities should be directed to:

Leah Nellis, Director
Blumberg Center for Interdisciplinary Studies in Special Education
Bayh College of Education at Indiana State University
University Hall, Room 009W
Terre Haute, Indiana 47809
Telephone: (812) 237-2830 Fax: (812) 237-8089

Adopted 10/24/94; Revised 11/09