

## RESEARCH GRANT OVERVIEW

The **NEAIR RESEARCH GRANT** provides funds for NEAIR members to conduct research that is of interest to members and contributes to the professional field. The maximum award is \$1,000 and may be used only for direct research costs.

Direct research costs include, but are not limited to, the purchase of materials, costs incurred in data acquisition (including travel for interviews), support for student employees for data entry or other project needs, and manuscript or poster preparation. NEAIR research grants may not be used to cover indirect costs, salary support for the researchers, or for conference or travel costs to disseminate the findings

## PREPARING A RESEARCH GRANT

Interested individuals should complete the application on the [NEAIR Research Grant web page](#) and upload the required documents when they are ready to submit the entire application. **Completed applications must be received by midnight on February 28th.** Recipients will be notified by March 31st about the outcome of their application.

The completed proposal must include:

- A narrative that is three to five pages in length, double spaced, in Word format or a similar editable document.
  - o You will be asked to submit two versions: one with identifying information and another copy that can be used for a blind review that has no identifying information.
  - o Name the file without identifying information "Blinded\_Insert Title of your project".
  - o Your narrative should address the components articulated in the "Criteria for Selection" section and include an outline of a poster, paper, or workshare on the research to be presented at the annual NEAIR conference following the funded grant.
- A budget and schedule for the disbursement of funds along with a specification of any supplemental or matching institutional funds.
- A resume or curriculum vitae for each person listed in the grant application.
- Agreement to provide a letter from the applicant's institution (if applicable) that certifies that the institution is willing to handle the funds at no cost to NEAIR or to the grant. The letter should specify the agency (i.e., the college or university itself vs. a university foundation) to which the award will be made if approved.
- Agreement to present findings at an upcoming NEAIR annual conference.

Click here for a [Sample Research Grant Proposal](#).

## RESEARCH GRANT CRITERIA FOR SELECTION

Proposals are evaluated using a the [Research Grant Scoring Rubric](#) by the Grants Committee based on the following criteria:

**Project Justification:** The proposer details a clear rationale of the proposed research and its significance to their work as an IR professional.

**Relevance/Benefits to IR:** The proposer explains how this project will benefit them/their IR office or institution.

**Clarity of Research Methodology:** The proposer clearly articulates the research methodology with a detailed explanation of the work to be undertaken, a plan, and timeline for doing so.

**Financial Need and Funding:** The proposer provides full details and justification regarding expenses, financial need, and other financial support and the likelihood of obtaining that funding (e.g., institutional support).

**Collaboration:** Preference will be given to proposals that involve collaboration with researchers from other institutions or disciplines.

**Viability of Completing the Research:** The ability of the researchers to accomplish the project within the timeframe and budget proposed.

**Opportunity:** Members who have not received any type of NEAIR grant within the past five years will have preference.

## RESEARCH GRANT REPORTING OBLIGATIONS

The purpose of this program is to provide an opportunity for individuals to develop new empirical knowledge that will then be disseminated to the rest of the organization. Therefore, grant recipients are required to report the results of their project to the membership at the NEAIR Annual Meeting. This report may be in the form of a poster, speaker session or paper.

The grant recipient must submit a proposal to present at the annual conference following the funded grant within two years of funding, and must note on the proposal that research project was funded by NEAIR. Please note that Research Grant funds may not be used to support travel to the annual conference.

## RESEARCH GRANT MEMBERSHIP OBLIGATIONS

These grants are offered only to applicants who are NEAIR members at the time that they apply for the award.

NEAIR Research Grant recipients are required to maintain active NEAIR membership status from the date of their proposal submission through the NEAIR Annual Conference at which their reporting obligation is fulfilled. At least one of the researchers must commit to attending the NEAIR conference and presenting the results of the research to the membership upon completion.

## **RESEARCH GRANT FUND DISBURSEMENT**

NEAIR Research Grants awarded to members who are affiliated with an institution will be awarded through the member's institution. Grants will be awarded to cover only those research expenses specified in the proposal (direct costs) and will not include funds for institutional overhead (indirect costs).

*Members who are not currently affiliated with an institution may apply for NEAIR Research Grants.* In those cases, the Treasurer will disburse funds directly to the member after receiving the appropriate documentation.

Grant funds will be disbursed according to the schedule provided by each recipient, with later disbursement preferred in order to accommodate unforeseen changes in plans. Proposals must be proactive; there will be no reimbursement for activities that pre-date acceptance of the proposal. Upon completion of the project, the grant recipient must submit a report listing the actual expenditures incurred, and include receipts for expenses if appropriate. Any grant funds not spent by the recipient must be returned to NEAIR, and NEAIR is not responsible for over-expenditures.