Guidelines for Research Grant Funding

The Cooperative and Experiential Learning Division of the American Society of Engineering Education (CEED) is partnering with the Cooperative Education and Internship Association (CEIA) to provide a joint grant opportunity for researchers in the field.

Value and Duration: Up to $8000.00 over two years

A research grant will be awarded to a researcher or a research team for a single research project. The project must be completed within two years of receiving the notification of the award. To encourage completion of the project and dissemination of the results, the grant will be dispersed in two installments – 2/3 of the grant dispersed immediately and 1/3 of grant dispersed once the findings have been reported and a summary article for dissemination provided. (see ‘Responsibilities of Researchers’ below for more details).

Proposal Deadline: Applications selected on a rolling basis.

Purpose and Focus of the Award:

CEED and CEIA seek to promote research activity that will advance and strengthen the understanding of experiential, cooperative, and work-integrated education and internships in post-secondary education. An awarded study may sample from a variety of disciplines and ideally will include some sampling from engineering and/or computer science. Regardless, the results must have direct educational implications for the disciplines of engineering and or computer science along with the other disciplines that may be included.

Eligibility:

1. The grant competition is open to both members and non-members of CEED and CEIA
2. The Principal Investigator must be affiliated with a post-secondary institution
3. The Principal Investigator must have an established research and publication record
4. The aspects of the research for which this funding is being requested must not be funded by other agencies

Submission Requirements:

1. Cover Page (not to exceed 1 page – 12 pt-font, single spaced):
   o Title of project
   o List of researchers - starting with Principal Investigator
   o Name of University and contact information
   o Brief abstract that includes - purpose, objectives, and impact of the project

2. Detailed Description of Proposed Research Project (not to exceed 4 pages - 12 pt-font, single spaced):
   o Literature review and theoretical framework – background information
   o Statement of the Problem and Rationale for the study
   o Relevance of the research and contribution to the field
   o The Design, Methods, and Procedure
     - Sampling
     - Instrumentation – attach as appendix if possible (not included in page count)
     - Data Collection
     - Data Analysis
   o Limitations
   o References

3. Detailed Budget (not to exceed 1 page – 12 pt-font, single spaced):
- A description of how the funds will be spent must be included
- All expenses must be essential for completing the research
- Eligible expenses: clerical support, student assistance, printing, postage, photocopying, software (e.g., SPSS), participant honorariums or draw prizes, travel to CEIA or CEED Conference
- Priority will be given to projects that include student research training (i.e., student research assistant wages)
- Travel expenses must not exceed 30% of the proposed budget
- Ineligible expenses: researcher salaries, institutional overhead, permanent equipment, capital expenses, travel expenses exceeding 30% of the budget

4. Projected timeline

5. Evidence of institutional support - A letter of support from the Principal Investigator’s Supervisor or Dean

6. Evidence of institutional ethics review. Funds will not be awarded without full ethical clearance.

7. Qualifications of Researcher(s)

- Statement of qualifications of the researcher(s)
- Attached CV for Principal Investigation

**Evaluation and Adjudication Criteria (peer-review process):**

1. Scientific merit, viability, and contribution to field – priority will be given to projects that are new and add to the literature rather than on replication (20%)
2. Clarity of purpose and objectives (10%)
3. Appropriateness, detail, and clarity of research design (includes meeting the sampling criteria and applicability for experiential learning) (20%)
4. Originality and creativity (10%)
5. Qualifications and expertise of researchers(s) (10%)
6. Adequacy of the budget (10%)
7. Plan for dissemination of results (10%)
8. Overall scholarship of the proposal (10%)

*(written in an academic and scholarly way)*

**Responsibilities of Researchers:**

1. The Principal Investigator will sign a CEED/CEIA research grant agreement indicating they will meet the Associations’ expectations – adhering to the two-year deadline, using funds for eligible expenses only, and providing the required reports of findings and summary articles for dissemination of the research results. (See “Responsibilities of Researchers” #2 and #3).
2. The Principal Investigator will submit a final research report to both the CEIA and CEED Board of Directors within 3 months of the conclusion of the study - 27 months after receiving the grant. This brief report will include a summary of the project, a full financial statement endorsed by the PIs supervisor or Dean indicating how funds were spent, and a statement regarding the dissemination of the results
3. To receive the second installment of the grant, a report of research findings will be provided to both boards immediately following completion of the project for presentation at the annual conferences of both organizations. If the researcher is able to attend one or both of these conferences, efforts will be made to include presentation of the results in the conference program. Finally, a short article must be submitted for publication in the CEIA Experience Magazine ([http://www.ceiainc.org/sub.asp?PageID=350](http://www.ceiainc.org/sub.asp?PageID=350)) and the CEED newsletter.
4. In the event that researchers are not able to begin the research, all funds must be returned to CEED and CEIA
5. In the event, the researchers are not able to complete the research, all unused funds must be returned to CEED and CEIA.

6. In the event, the researchers complete the study but do not provide the necessary report for presentation at the CEED or CEIA Conference and do not submit a summary article for publication in the CEIA Experience Magazine and the CEED Newsletter, the second installment will not be released.

Submissions:

Researchers must submit two electronic copies of the proposal. One copy to Dr. Anita Todd (Chair, CEED Research Committee) at anita.todd@uc.edu and a second copy to Dr. Tracey Bowen (CEIA VP Research) at tracey.bowen@utoronto.ca.

Questions:

If you have questions, please contact Dr. Anita Todd at anita.todd@uc.edu or Dr. Tracey Bowen at tracey.bowen@utoronto.ca.