

# Funded Research Grant

Unlocking Knowledge,  
Empowering Researchers

**acuho-i**  
Making Campus Home

UNDERWRITTEN BY  
**acuho-i**  
Foundation

## Applicant Resources

### About the Funded Research Grant Program

ACUHO-I is committed to the creation and dissemination of knowledge about campus housing and the broader issues that impact the post-secondary experience.

A funded research grant program was created to support ACUHO-I's goal of cultivating knowledge resources for members. The aim of this program is to encourage scholars and practitioners to conduct high-quality research in support of ACUHO-I's research agenda priorities and the Future of the Profession imperatives.

ACUHO-I welcomes grant proposals from faculty, practitioners, and graduate students. Funding of up to \$7,000 USD is available for studies within and outside of the United States. All who are interested are encouraged to apply.

Broadly, ACUHO-I is seeking research that relates to campus housing and the larger issues that impact the post-secondary experience. Researchers must identify at least one [Future of the Profession focus area](#) their work connects to; multiple areas of alignment may be identified.

Grant recipients will provide ACUHO-I with deliverables once their research is complete.

- Submission of a manuscript to the Journal of College & University Student Housing (JCUSH) for consideration
- Hosting a research webinar that is recorded and shared on ACUHO-I's YouTube channel
- Authoring a white paper about the research (template provided); this is posted in the ACUHO-I Bookstore (free for members, small fee for non-members)

### Required Application Materials

The Funded Research Grant application is organized into the following sections: Principal Investigator (PI) information, Institutional Review Board (IRB) status, connection to ACUHO-I Research Priorities and Future of the Profession focus area, proposal details, and uploads.

#### Principal Investigator (PI) Information

Researchers are asked to confirm their contact information and institutional affiliation. If additional researchers are involved, their names and affiliations can be shared as well.

## **Institutional Review Board (IRB) Status**

Researchers are asked to indicate whether their study has received IRB approval. If this has not yet been received at the time of submission, researchers can indicate:

- IRB application was submitted but is not yet approved
- IRB application has not yet been submitted
- Other, please specify

IRB approval is required for all research supported by ACUHO-I. However, if IRB approval has not yet been received when applying for a grant, an application will still receive full consideration. Documentation of IRB approval is required before grant funds are dispersed.

## **ACUHO-I Future of the Profession Imperatives**

Researchers must make a connection between their study and at least one of the [ACUHO-I Future of the Profession Imperatives](#). Researchers should select all that apply to their work.

- ACUHO-I Future of the Profession Imperatives
  - Championing Facility Design and Maintenance
  - Communicating Campus Housing's Value
  - Enabling Workforce Sustainability
  - Fostering Strategic Collaborations
  - Increasing Belonging
  - Learning as an Organization
  - Shifting the Higher Education Business Model
  - Strengthening Mental Health

## **Proposal Details**

Researchers are asked to include study information organized in the following sections: title, abstract, introduction, methodology, and potential implications.

- **Proposal title (no word limit)**
  - Field is called “Session Title” in the application form.
  - Researchers are asked to provide a title for their research grant proposal that is redacted of all identifiable information. Pseudonyms should be used in place of institutional names or other identifiable content. Questions about this can be directed to [research@acuho-i.org](mailto:research@acuho-i.org).
- **Abstract (500-word limit)**
  - Field is called “Session Description” in the application form.
  - A concise summary of the topic, purpose, methods, and potential implications.
- **Introduction (1,000-word limit)**
  - Introduce the issues/theories/programs to be addressed by your research. Include the rationale for your study, a discussion of relevant literature, and the proposal's connection to the selected Future of the Profession Imperative(s).
  - This section will be evaluated as follows:
    - Clear purpose & rationale
    - Connection to ACUHO-I Future of the Profession Imperative(s)

- Clearly identified need for research based on literature review and/or other supporting documentation
- **Methodology (1,000-word limit)**
  - Describe the research methodology including research questions, sample/subject selection, data collection, instruments/protocols, and data analysis.
  - This section will be evaluated as follows:
    - Stated research questions
    - Methods described are ethical and appropriate.
- **Potential Implications (500-word limit)**
  - Discuss the potential impact of your findings on the selected research agenda area as it relates to the housing/residence life profession.
  - This section will be evaluated as follows:
    - Potential contribution to housing profession
    - Contribution/connection to the selected Future of the Profession Imperative(s)

## Uploads

Several types of uploads are part of the application; some are required while some are optional. All uploaded documents **must** be de-identified (e.g., all identifiable information such as PI and institution name are removed).

- **References (required)**
  - Include all sources cited in your proposal. There is no word or page limit.
- **Timeline (required)**
  - Researchers must provide a specific timeline of their research activities, including anticipated start and end date(s). This could include data collection, analysis, manuscript preparation, etc. Ensure the completion of grant deliverables are included: manuscript submission to JCUSH, hosting a research webinar, and white paper submission. Grants should have a maximum 18-month timeline, including completion of deliverables.
  - Researchers should identify and explain milestones in the grant process; the feasibility of the timeline will be considered.
- **Budget (required)**
  - Researchers must prepare and submit a grant budget of no more than \$7,000 USD. This should be reasonable and appropriate given for the research proposed. Reference the “Creating Your Budget” section of this guide for more details about common expenses and required information.
- **IRB approval (if available)**
  - If IRB approval has been received, documentation should be provided. Examples are an IRB approval letter or email confirmation.
- **Instrument(s) (if applicable)**
  - A copy of survey questions, validated instruments, interview guides, focus group questions, or other instruments should be provided if applicable to your study. This may not apply to all research.
- **Additional documents (if applicable)**
  - Any other documents or information not included in the prior sections, but relevant to consideration of the proposal, can be uploaded here. They should be combined into one document for upload purposes.

## Creating Your Budget

A budget is required when submitting a proposal for the Funded Research Grant. Budgets must **not** exceed \$7,000 USD. An example budget is provided below.

Common expenses are included below. At a minimum, providing a description and breakdown of the cost(s) for each budget item is recommended. *Please note that indirect costs (e.g., administrative fees, overhead, etc.) are **not** allowable expenses under the Funded Research Grant program.*

Grant funds are distributed to the recipient's institution as a block grant; this is typically coordinated through the sponsored research office (or similar). Grant recipients work with a staff liaison from ACUHO-I to coordinate funding details. Documentation of approval from an appropriate Institutional Review Board (IRB) is required prior to funds being disbursed.

Questions about allowable expenses can be sent to [research@acuho-i.org](mailto:research@acuho-i.org).

### Common Grant Expenditures

*Travel expenses associated with data collection:*

- May include expenses such as rental car, airfare, hotel, meals, etc.
- Specifics regarding data collection sites and travel should be provided (i.e., number of researchers, days of travel, etc.)
- GSA guidelines should be referenced to determine appropriate rates:  
<https://www.gsa.gov/travel-resources>

*Participant incentives:*

- Nature and amount should be specified (e.g., 10 Amazon gift cards in \$5 increments for completion of survey)
- Total number of participants should be specified (if unknown, estimate should be provided)

*Expenses associated with data collection & analysis:*

- Interview transcription services (company name and transcription rate in \$/minute should be included)
- Transcription software (type and cost should be included)
- Statistical analysis software (type and cost should be included)

*Student research assistant stipend:*

- The following should be provided: student rank (i.e., graduate or undergraduate), role in the study, training provided, and cost (total and per student)

## Example Budget

Item	Description	Item Total
Airfare	2 researchers roundtrip flights	\$x
Hotel	2 researchers x 2 nights x \$x per night	\$x
Participant Incentives	15 - \$5 gift Amazon cards	\$x
Data analysis	NVivo for MAC	\$x

The total dollar amount requested should be noted in the budget document. All amounts included should be in USD.

Researchers may include additional details about the budget items within the budget table, as notes elsewhere within the budget document, or as information within additional documents that can be uploaded with the application.

*Indirect costs (e.g., administrative fees, overhead, etc.) are **not** allowable expenses under the Funded Research Grant program.*