

# COHEN PROGRAM GUIDE



## *Benjamin V. Cohen (1894-1983)*

Born in Muncie, Indiana on September 23, 1894, Benjamin Victor Cohen graduated from the University of Chicago Law School in 1915. He then attended Harvard Law School where he attracted the attention of Felix Frankfurter. In 1933, Franklin Roosevelt summoned Cohen from private practice in New York to public service.

Cohen became a major legal architect of much of the New Deal legislation including the Securities Act and the plan for Lend-Lease and economic stability during World War II. A shy man, Cohen worked behind the scenes where his brilliance as a legal draftsman was widely recognized.

Following World War II, Cohen turned his talents to the problems of world peace and became one of the architects of the United Nations, serving on the U.S. delegation to the UN and on the United Nations Disarmament Commission. His abiding interest in world peace and his outstanding legal ability influenced American Presidents and world leaders until his death in 1983.

## OVERVIEW

The mission of the Benjamin V. Cohen Memorial Endowment Fund is to provide a lasting memorial to Benjamin Cohen by fostering new approaches to the problems of peacemaking. This fund supports the Cohen Peace Fellowship Program.

**Awards from the fund shall be used to memorialize Mr. Cohen's commitment to the attainment of world peace by focusing on the study and discussion of world issues that affect world peace.**

Projects may be carried out in one of two areas of social science research:

- 1) **Basic research.** This involves investigation driven by a researcher's *curiosity* or interest in a fundamental question. The main motivation is to *expand knowledge* about issues that affect world peace. Studies normally employ statistical, analytical, or qualitative tools; findings from data typically are put to use by scholars, policy analysts, policy makers, the media, and the public.
- 2) **Applied research.** This approach is designed to solve *practical problems* associated with issues affecting world peace, rather than to acquire knowledge about those issues. The goal of the applied researcher is to *improve the human condition*, to translate research into good works for the public good. Normally, a practical application, useful tool, or educational program or strategy results from the project.

**The successful research project should have potential for national impact and may include lectures, symposia, conferences, and the publishing of documents via websites. The Cohen Fellow will present his/her findings at the annual Ball State University Cohen Fellowship lecture.**

Cohen Peace Fellowship Program proposals will be judged on the likelihood that the project, upon completion, will be implemented in ways that will have a substantive impact upon the goals of the Cohen Program.

Proposals must contain a clear and concise discussion of the impact of the project on peace.

## AWARD TYPES

There are two types of awards available:

**The Cohen Peace Faculty Fellowship** provides support for faculty to conduct activities in the areas of basic or applied research on topics related to peace. Funds may be used for salary, supplies, expenses, and/or travel. Preference will be given to tenure track faculty members.

**The Cohen Peace Graduate Fellowship** provides support for graduate students to conduct activities in the areas of basic or applied research on topics related to peace. Funds may be used for assistantship stipend, supplies, expenses, and/or travel and may also include tuition remission during the academic time period of the fellowship.

## AWARDS

While the intent of the program is to alternate awards between faculty members and graduate students, the selection of award recipients, as well as calls for applications or alternate funding recommendations will be issued as appropriate, being cognizant of the greatest impact on the goals of the Program.

Past Fellowship awards have been made in the range of \$10,000-\$15,000 for one year. The review committee will determine the number, type, and level of project funding.

## FUND ADMINISTRATION

The Center for Peace and Conflict Studies administers the Cohen Peace Fellowship Program on behalf of the Benjamin V. Cohen Memorial Endowment Fund.

Questions about the Cohen Peace Fellowship Program are welcome, and should be addressed to Director, Center for Peace and Conflict Studies ([peacecenter@bsu.edu](mailto:peacecenter@bsu.edu); 765-285-1622).

## SUBMISSION REQUIREMENTS

*Applicants must work with the Sponsored Programs Office (SPO) in preparation of their proposals.* SPO will review the proposal narrative and provide assistance in developing the project budget. Applicants are advised to follow the Proposal Development and Submission Timetable as found at:

<http://cms.bsu.edu/~media/DepartmentalContent/SPO/pdfs/Proposal/proposal timetable.ashx>

Complete applications and all required materials are due to the SPO by **November 3, 2009 at 5:00 PM**. SPO will route the University Clearance Sheet and forward the complete applications to the Center for Peace and Conflict Studies Cohen Review Committee for review and notification of awards.

## PROPOSAL NARRATIVE

### Text

Regardless of discipline, all proposals must be written in clear, non-technical language readily understood by an educated layperson. Material must be organized in such a way that a clear objective of the project is readily discernable and is supported in the text.

Double-space the text using no smaller than a size-11 font. Paginate the document starting with the applicant information section. Utilize 1" margins.

### Format

The required elements for the proposal narrative, the order of the required sections, and the maximum number of pages allowed for each section are as follows:

Application Cover Sheet (1 page) Table of Contents (1 page) Executive Summary (1 page) Applicant Information (2 pages max) Project Design (7 pages max) Budget Narrative & Details (2 pages) Proposal Attachments (as needed)
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APPLICATION COVER SHEET (1 page)

Online interactive form to complete and print:

<http://www.bsu.edu/sposecure/media/pdf/06-Cover-Cohen.pdf>

TABLE OF CONTENTS (1 page)

Generated by the applicant.

EXECUTIVE SUMMARY (1 page)

Executive Summary: Describe the proposed project, how it fits with the goals and objectives of the Cohen Peace Fellowship Program, and how the project addresses the attainment of "peace." This section must be suitable for dissemination to the public.

APPLICANT INFORMATION (2 pages maximum)

Statement of interest -- A paragraph to introduce the applicant and the topic of the proposal;

Experience as it relates to this proposal – Highlight qualifications of the applicant in reference to the currently proposed project. Include the following information:

- Academic background
- Research or other experience related to the proposal
- A discussion of the relationship between this proposal and other current internal or external proposals, funded or pending.
- Related publications, presentations, reported results within the last 5 years. (May be single-spaced.)

PROJECT DESIGN (7 pages maximum)

Background information -- The history of the idea, the current status of the research in this area, and a definition of terms needed to facilitate a lay reader's understanding of the project. *A definition of peace must be included;*

Review of literature -- An overview of the current literature available on this topic highlighting the most relevant references;

Specific goals and objectives -- An expansion of the discussion of the scope of the project, focusing on the goals and/or objectives of the research and the *specific connection* of this project to the goals of the Cohen Peace Fellowship Program.

Significance of problem or impact of goal addressed -- A discussion of the significance/impact of the project on the following: the discipline, other disciplines, faculty, students, the university, and the world. While your particular project may not impact or have significance for all of these entities, the discussion must focus on the value or consequence of having carried out the project, in terms of basic or applied research as it relates to peace.

Extrinsic merits – A discussion of the merits of the project in terms of impact on scholarship in any field as well as the impact on teaching and learning, particularly as regards to Ball State students.

Means of dissemination, or expected outcome -- Plans for disseminating the expected results of the information generated by the project, in addition to the Benjamin V. Cohen Peace Studies Fellowship Lecture.

Scope of work & timetable – A work plan for the project. Include project timetable and analysis of feasibility of project completion during the award period.

Basic Research projects: Include specific details regarding research methods (including procedures and proposed data analysis techniques) to be used.

or

Applied Research projects: Include details on the target community, the number of participants involved, the strategy to be used and implemented, and an evaluation plan.

#### BUDGET NARRATIVE & DETAILS (2 pages)

Include itemization of costs in numeral form and a brief narrative description of those budgetary items. Funds may be used for assistantship salary, supplies, expenses, and/or travel and (for Graduate Students) may also include tuition remission during the academic time period of the fellowship.

Contact SPO at 765-285-1600 ([www.bsu.edu/research](http://www.bsu.edu/research)) during initial preparation of your proposal. SPO will review the proposal narrative and provide assistance in developing the project budget as well as route the University Clearance sheet. As with **all** proposals submitted to external agencies, a University Internal Budget and Clearance sheet must be completed.

Project periods are **July 1, 2010 to June 30, 2011** following application submission.

#### PROPOSAL ATTACHMENTS (pages as needed)

Please include the following required and optional materials as attachments to your proposal.

##### Required Materials

- Literature references (1 page maximum.) Use the format that is standard for publishing in your field.
- **The applicant's definition of peace *must* be included in the background information section of the proposal, not in the Glossary of Terms mentioned below.**
- Letter of support addressing the project in relation to priorities of the department.
  - a. **Faculty**: from your department chair
  - b. **Students**: from your faculty mentor
- Appendix of related materials (e.g., survey questions)
- Short 3 to 5 page Curriculum Vitae

##### Optional Materials

- Glossary of Terms (1 page maximum). It is recommended that, even though your proposal must be written for the educated layperson, it may be beneficial to the reviewer to refer to a glossary of terms used in the narrative or scope of work. It is recommended that the Glossary of Terms be placed at the beginning of the proposal.
- Additional letter(s) of support from faculty or other agencies (as needed). It is recommended that a letter of support be obtained if an outside agency is involved in any capacity.

**REVIEW CRITERIA**

The proposals will be reviewed by a committee comprised of members of the Center for Peace and Conflict Studies Advisory Board, members of the Cohen Advisory Committee, the Chair of the Research Committee, and other University representatives. The following section describes the review criteria to be used by the committee when evaluating Cohen Peace Fellowship Proposals. *Proposals must contain a clear and concise discussion of the impact of the project on peace and learning to be considered.*

**Applicant's Qualifications**

Productivity (e.g. publications, service, performances, exhibits, presentations, etc.)  
Experience of the applicant  
Potential of the applicant  
Relevance of background to the project  
Funding History

**Proposal Background**

Literature review  
Origin of the idea or project  
History of the idea

**Significance and Merits**

Goal of proposal  
Benefits to discipline & practice  
Impact on the scholarship or creative work of other faculty  
Impact on teaching and learning  
Plans for dissemination, publication, or presentation  
Impact on targeted community and beyond

**Adherence to Format**

Text is lucid and written in non-technical language  
Proposal narrative adheres to the format described in this guide  
Accuracy in grammar and spelling

**Scope of Work**

Time frame of project  
Project plan (e.g., development of creative design, or data collection and statistical analysis, evaluation)  
Feasibility of conducting the project  
Feasibility of promoting peace  
Use of resources and budget

**POST AWARD GUIDELINES****Funding Arrangements**

Upon the receipt of an award letter from the Center for Peace and Conflict Studies, SPO will forward a copy of the required materials to the Contracts and Grants Office (CGO). CGO will set up an account and manage fund disbursement. A completed University Clearance sheet must be on file before an account can be established.

**Reports & Recognition Lecture**

Award recipients are **required to submit a six-month progress report** to the Director, Center for Peace and Conflict Studies. This report must detail the project activities to date, any outcomes, a list of tasks to be completed, timeline for completing the project, and an analysis of the current project status in relation to the proposed planned timeline.

In addition, Cohen Peace Fellows will **meet** by telephone (if in-person is not practical) with the **Director** of the Center for Peace and Conflict Studies **quarterly** during the project period to discuss the progress on the project and plans to complete the project.

At the **conclusion** of the project, recipients must complete and **submit a report form** obtained from the Center for Peace and Conflict Studies. Recipients also must, at the completion of their project, **present** their **work** in a scholarly paper and a lecture on campus as part of a recognition program that includes an explanation of how the work relates to peace. The scholarly paper is due December 15 of the semester following the project period. The lecture will take place during the Academic Year following the project period.

The scholarly paper must contain the following information:

- Brief overview of the project
- Review of project activities
- Present the outcome of the study including:
  - a. The results of the project
  - b. Goals achieved
  - c. How the results were disseminated
  - d. How the work completed relates to peace
  - e. Number of people/communities impacted by the project
  - f. Future plans to continue pursuing the plan of work beyond the fellowship funding period

**The final report and paper must be submitted to the Director, Center for Peace and Conflict Studies.**

Finally, Cohen Peace Fellows are requested to provide annual updates to the Director of the Center for Peace and Conflict Studies on additional impacts of the project as well as dissemination of the project's outcomes.