



**BALL STATE
UNIVERSITY**

HOLLIS COMPETITION

Information, Guidelines, and Grant Proposal Components

(Revised Summer 2022)

Introduction

Ball State University offers a variety of internal grant programs that support student and faculty projects. The Sponsored Projects Administration (SPA) is pleased to oversee the Joseph W. and Marcella S. Hollis Fund for research in the field of psychology. Professor Joseph W. Hollis served Ball State from 1954-1984 with his service culminating as Chairperson of the Department of Counseling Psychology and Guidance Services. This opportunity is supported by the income arising from the endowment. Hollis funds can be provided to assist in psychological research project costs such as travel or supplies.

Dr. and Mrs. Hollis also recognized that research in psychology might occur in a number of departments and programs across the campus. Thus, proposals from any department are eligible, as long as the project is psychology based.

Project dates are as follows:

October submission: January 1– December 31

April submission: May 1- April 30

Eligibility

- Applicants must be Graduate students (current BSU students for the entirety of the funding period) or Junior Faculty Members (first 3 years of appointment).
**Note- While the instructions/deadlines are the same for Graduates and faculty, applications are not in competition with each other.
- Ball State students are limited to one Hollis award. Additionally, Junior Faculty members are limited to one Hollis award during their term as a Junior Faculty member.
- *Junior Faculty* cannot hold a Hollis and an Aspire Research award concurrently.
- *Graduate students* may not hold this award for the same project as, or within the same fiscal year as an ASPIRE Student Travel Award, Research or Creative award, a Tucker Autism Research or Travel Grant.

Types of Funding Available

Research related travel, supplies, payments to subjects, and presentations of work at professional meetings (proof of presentation acceptance must be submitted prior to meeting attendance).

The budget request for research related travel, supplies, or payments to subjects should **not exceed \$700**.

The budget request for presentations of work at professional meetings should not exceed:

\$300 for state travel

\$500 for regional (Midwest) travel

\$700 for national/International travel

General Requirements for Proposals

Completed proposals must be routed via the [InfoReady](#) on the Aspire webpage. The submission deadlines are **OCTOBER 1** and **APRIL 1** of each year (unless otherwise noted on our website); all materials are due by **11:59 p.m.** on the deadline day.

Application Requirements

There is no formal proposal package required for this grant. Instead, please upload the following parts via [InfoReady](#):

- A brief narrative (**2 pages**), including hypothesis, literature review, methodology grounded in psychology and data analysis; this summary should be **double-spaced**, typed in a font no smaller than 11 point with 1 inch margins New Times Roman or Arial, suggested type font.
- A current Curriculum Vita – (**3 pages max**)
- One page budget narrative (**double-spaced**, font no smaller than 11 point) describing budget cost calculations and how the items purchased will facilitate goals stated in request. Do not insert a budget table as a part of this narrative. *This document is for cost statements only and not to be used to circumvent project summary page limits.*
- Letter of support (see below for more information)
- If necessary, citation references (1 page maximum; use the format that is standard for publishing in your field.)
- If necessary and available at the time of application, include approved IRB letter.
- If available at the time of application, include presentation letter of acceptance.

These items should be included in the submission and clearly labeled. PLEASE NOTE: ***Applications missing information or not adhering to the guidelines will be returned without review, no exceptions.***

BUDGET & BUDGET NARRATIVE

The goal of the budget section of the proposal is to identify the type and amount of funds required to carry out the project. If requesting research related funds, there should be a clear connection between the budget items and their contribution to the proposed project.

Budget Table- Download a blank budget table from the InfoReady application, and re-upload the completed budget to your application where indicated.

Budget Table Category Options

Supplies, Materials, Minor Equipment--Any supplies needed to complete the project. *Supplies include: Office supplies, postage, software, laboratory supplies, books, etc.*

Travel--Any expenses incurred during or directly related to project travel: *Airfare, lodging, mileage, per diem, etc.*

Other:

Contractual—Non BSU agreements (including software licenses) and non BSU project consultants.

Participant Stipend--Payment to research subjects or project participants

NOTE: Participant Incentives must be in line with the [Controller's Office policy](#) on awards, prizes, and stipends.

Budget Narrative is limited to 1 page, (**double-spaced**, font no smaller than 11 point); serves as a text description of items denoted in the Budget Form. Do not include a table within the budget narrative. Use the budget narrative section to:

- Give a complete explanation of the amounts listed on the Budget Table in [InfoReady](#).
- Explain rationale for figures in budget itemization.

Please keep in mind the following when preparing the Budget and Budget Narrative:

- Hollis Awards may **NOT** pay salaries or wages.
- Charges encumbered prior to the published projects dates may not necessarily be reimbursable.
- Provide sufficient detail regarding how various budget items were calculated and proposed budget amounts are justified.
- All equipment, tangible materials, and books purchased on a grant are property of the University.
- Hollis funds not encumbered or spent by the end of the project period will revert back to the Hollis Fund.
- Mileage is based on current University rates:
 - [BSU Travel Regulations and Procedures Manual](#)

Letter of Support (DUE in InfoReady by application deadline)

A letter of support from the Department Chair (for faculty) or research/thesis/dissertation advisor (for graduate students) is required and should address the following areas:

- Applicant's ability to complete the project.
- How the project fits with the student's academic progress or the faculty members professional development.
- The viability of the project.
- (Students only) What role, if any, the student's project plays in the advisor's research.

Award Decisions

After a funding decision is made, the applicant will receive an email explaining the action of the review committee. If the project is not recommended for funding, the decision letter may suggest ways to strengthen or improve the proposal, or suggest other funding sources. If the committee feels the proposal could be strengthened with minor changes, the applicant will be asked to revise and resubmit to a future competition.

- For projects that involve co-directors, the award is per project, not per student.
- Funding requests may be reduced based on funding limitations; however, applicants are still only eligible for one award from Hollis Fund.

Post Award Information

Award disbursement is handled through the Sponsored Projects Administration. The award recipient will provide the ASPiRE Program Manager with the appropriate paperwork based on their budget for payment. At the end of the project period, all funds not yet encumbered revert back to the Hollis Fund.

Departures from Grant Budgets

- The ASPiRE Program Manager must approve any major departure from the budget approved by the review committee. Please contact the ASPiRE Program Manager for assistance (5-1600) or aspire@bsu.edu.
- Funds must be spent on items directly related to the grant.

General Information

- All equipment and materials purchased on a grant will remain the property of Ball State University.
- It is the responsibility of the awardee to authorize expenditure of the grant funds. It is NOT the responsibility of the ASPiRE Program Manager to see that grant funds are expended.
- Conference Attendance only awards are not transferable to a different conference and funding is contingent on acceptance letter being submitted to Aspire prior to attendance.

Length of Fund Availability

- *Any funds not encumbered or not spent by the end of the project period will be transferred back to the Hollis Fund.*
- Extensions for using funds beyond the grant period ending date are occasionally allowed but are never allowed for the purpose of expending the remaining funds. Please consult the ASPiRE Program Manager (5-1600 or aspire@bsu.edu) for the procedure for this request.

Compliance

Projects involving the use of human subjects must receive approval from the Institutional Review Board (IRB) to ensure compliance with established university guidelines. For research involving human subjects, please refer to the [Office of Research Integrity](#) for forms and submission requirements. *Adherence to compliance guidelines is required of all on-going projects, regardless of funding source.* If you need assistance with compliance related issues, please contact the Office of Research Integrity at 765-285-5052.

****Please note:** Applications for review from the appropriate compliance committee need not be submitted prior to submitting an ASPiRE application. However, approval must be obtained before the project can begin or grant funds can be released.

Final Report Form

The final report deadline is **April 30 following the project period** for fall competitions, and **December 31 following the project period** for spring competitions. The [Final Report Form](#) can be submitted via this

link or through the link on the Aspire website. Grant recipients and/or their mentors failing to submit acceptable final reports will be declared ineligible for further support under programs supervised by the ASPiRE Program. If reports cannot be submitted by the date specified in the program guidelines, the ASPiRE Program Manager will consider written requests for an extension by email to aspire@bsu.edu.