Terry and Sandra Tucker Family Autism Research Grant
Research Project Competition Guide
Information, Guidelines, and Grant Proposal Components

Introduction

The Center for Autism Spectrum Disorder (CASD) was founded to produce meaningful answers to the questions that most challenge the Autism Spectrum Disorder (ASD) community. By using rigorous research methods and addressing crucial gaps in services, our team seeks to serve those affected by ASD. We also seek to build the capacity of communities to meet the growing needs of individuals with ASD, their families, and the professionals who work with them. Toward that end, we train graduate and undergraduate students to provide services in the context of applied research. We strive to generate innovative, time-efficient, cost-effective treatments that work, so that people with ASD can reach their full potential.

To support this mission, CASD in coordination with Sponsored Projects Administration (SPA) is pleased to offer the Terry and Sandra Tucker Family Autism Research Grant for undergraduate and graduate student research related to autism spectrum disorders. These grants are made possible through the generosity of Terry and Sandra Tucker and their understanding of the importance of supporting research in the field of autism.   The Tucker research grants are an opportunity for undergraduate and graduate students to conduct research related to autism. Tucker funds can be provided to assist in autism research project costs such as: costs associated with data collection, purchase of data analysis software, test administration, test materials, interview protocol, or other equipment or supplies. Funding through this grant is not for the sole purpose of conference attendance or conference presentation.

Proposals will be accepted once per semester during the academic year (deadlines below) and proposals from any department are eligible, as long as the project is related to autism spectrum disorders.

Project dates are as follows:

Submission Due Date	Project Period
March 1st	April 1-March 30
October 1st	November 1-October 31

Eligibility
- Applicants may be undergraduate or graduate students (current BSU students for the entirety of the funding period.
- Ball State students are limited to one Tucker award per degree (i.e., one as an undergraduate student and one as a graduate student).
- Students cannot hold a Tucker award concurrently with a Hollis or ASPiRE Research Award.

Types of Funding Available

Research related equipment, supplies, travel, and payments to research participants. The Tucker Travel grant (separate application) also provides support for presentations of work at professional meetings (proof of presentation acceptance must be submitted prior to meeting attendance). Students who are awarded the Tucker Research Grant may apply for the Tucker Travel Grant to present research funded by the Tucker Research Grant.

Note- Research funds cannot be used for conference travel expenses!

The budget request for research related travel, supplies, or payments to research participants should **not exceed $1500**.

General Requirements for Proposals
Completed proposals must be submitted via email to tuckergrants@bsu.edu. The submission deadlines are **March 1st and October 1st** of each year; all materials are due by **11:59 p.m.** on the deadline day.

Application Requirements

A complete proposal submission includes:
- Tucker Grant Application Cover Sheet
- Abstract of project or presentation
- A brief narrative (3 pages), including hypothesis, literature review including how the research is related to autism, methodology as related to how it will impact people with autism, and data analysis; this summary should be double-spaced, typed in a font no smaller than 11 point with 1 inch margins.
- A current Curriculum Vita/resume – (3 pages max)
- Tucker Budget Form (separate section of the Cover Sheet)
- Budget narrative (also on Cover Sheet) by budget form category. Include a listing of other support received/pending for project (see below for more information).
- Plan for dissemination and how your project will contribute to the field of autism (1 page max)
- Letter of support (see below for more information)
- 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.

NOTE: All application materials should be submitted as an attachment and emailed to [***tuckergrants@bsu.edu***](mailto:tuckergrants@bsu.edu) ***as one complete pdf. Applications missing information or not adhering to the guidelines will be returned without review.***

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 Form (Separate Section of the Cover Sheet)

Budget Form Category Definitions

<u>Contractual</u>—*Non BSU agreements (including software licenses) and non BSU project consultants.*
<u>Supplies, Materials, Minor Equipment</u>**--***Any supplies needed to complete the project. Supplies include: Office supplies, postage, software, laboratory supplies, books, etc.*
<u>Travel</u>--*Any expenses incurred during or directly related to project travel: Airfare, lodging, mileage, per diem, etc. – See separate travel grant for professional/conference presentations*
<u>Participant Stipend</u>--*Payment to research participants or project participants*
NOTE*:* Participant Incentives must be in line with the Controller's Office policy on awards, prizes, and stipends. For details please see https://www.bsu.edu/-/media/www/departmentalcontent/controller/pdf/procedure%20for%20research%20incentives%2005302018.pdf?la=en

Budget Narrative is limited to space provided on budget form; serves as a text description of items denoted in the Budget Form. Use the budget narrative section to:

- Give a complete explanation of the amounts listed on the Budget Form.
- Explain rationale for figures in budget itemization.
- Name the source of the contribution for the "BSU-Other" column (e.g. Department, College, External Grant, personal funds, etc.)

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

- Tucker Awards may **NOT** pay salaries or wages.
- 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.
- Tucker funds not encumbered or spent by the end of the project period will revert back to the Tucker Fund.
- Mileage is based on current University rates: https://www.bsu.edu/about/administrativeoffices/accounts-payable/travelinfo

Letter of Support

A letter of support from the faculty mentor (e.g., research/thesis/dissertation advisor) 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.
- The viability of the project.
- What role, the student will play in the 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.

Post Award Information

Award disbursement is handled through the Sponsored Projects Administration. The award recipient will provide the Tucker Program Manager 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 Tucker Fund.

Departures from Grant Budgets

- The Tucker Program Manager must approve any major departure from the budget approved by the review committee. Please contact the Tucker Program Manager for assistance (765-285-5083) or tuckergrants@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 Tucker Program Manager to see that grant funds are expended.
- The Tucker Program will reimburse project expenditures that have been encumbered during the grant period only.

Length of Fund Availability

- *Any funds not encumbered or not spent by the end of the project period will be transferred back to the Tucker 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 Tucker Program Manager (765-285-5083 or tuckergrants@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 https://www.bsu.edu/about/administrativeoffices/researchintegrity 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 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 **due within 30 days of the last date of the project period**. The Final Report Form can be submitted via email to tuckergrants@bsu.edu. Grant recipients and/or their mentors failing to submit acceptable final reports will be declared ineligible for further support under programs supervised by the Tucker Program. If reports cannot be submitted by the date specified in the program guidelines, the Tucker Program Manager will consider written requests for an extension by email to tuckergrants@bsu.edu.