



# RESEARCH GRANT PROGRAM

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION  
(CRCC)

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# INTRODUCTION

## OVERVIEW

The CRCC Research Grant Program offers researchers a unique opportunity to obtain support for innovative research that addresses issues specific to the field of rehabilitation counseling. CRCC is particularly interested in funding research that advances the field of rehabilitation counseling and addresses issues important to the field such as professional practice, rehabilitation counselor certification and counselor licensure. Interdisciplinary approaches to addressing these issues are encouraged. In reviewing applications for the CRCC Research Grant, CRCC considers (a) the extent to which the work focuses on timely and relevant questions in an area linked to rehabilitation counseling; (b) the quality of the proposed work, potential impact, and likelihood that the proposed research will be completed according to the proposed timeline, and (c) the extent to which the investigator(s) has drawn on available interdisciplinary expertise in developing and implementing the planned research.

## ELIGIBLE APPLICANTS

Applications are encouraged from the full spectrum of rehabilitation counseling professionals and those otherwise qualified to conduct the research as determined by CRCC's Examination and Research Committee. The applicant for the research project must demonstrate the ability and resources to undertake the research project. Established researchers, graduate students, and professionals interested in rehabilitation counseling who have a research structure available are likely successful candidates.

## TIMELINE

<b>Submission Deadline:</b>	<b>Annually on April 15</b>
<b>Results Notification:</b>	<b>Annually on June 15</b>
<b>Funding Startup:</b>	<b>Annually on July 1</b>

# APPLICATION INSTRUCTIONS

## SUBMISSION GUIDELINES

- Complete using attached proposal application
- Maximum funding per proposal will not exceed \$40,000 including indirect funds of 9%
- Multiple proposals by the same investigator are not encouraged
- Repeated requests for funding for the same projects by a single investigator are not encouraged
- Proposals must be submitted by close of business (4:30 PM, Central Time) on the submission deadline date
- Incomplete proposals, or proposals which do not adhere to the proposal guidelines will not be reviewed

## COMPLETING THE APPLICATION

### Project Information:

*Date Submitted:* Enter the date this application is being submitted to CRCC.

*Project Starting Date:* Enter the date this project is scheduled to start.

*Project Title:* Enter the project title.

*Key Words:* Enter five key words or phrases that can be used to identify the focus of proposed research. This information will be used to search for potential reviewers.

*Human Subjects:* If the proposal will involve the use of human subjects, please so indicate. Funding is contingent upon appropriate IRB approval. If applicable, please attach a copy of the materials submitted to the IRB, including a copy of the proposed informed consent form.

*Reason for Request for the CRCC Research Grant:* Explain why the CRCC Research Grant is being asked for support of this project. Explain how the proposed project will further the research agenda of CRCC and address issues important to rehabilitation counseling.

### Investigator Information:

*Principal/Co-Principal Investigator:* Enter the name, contact information, professional affiliation and degree information for the Principal and, if applicable, the Co-Principal Investigator. In the case of multiple investigators, the Principal Investigator is the one responsible for the administration of any funding. For additional investigators, attach an additional page giving the same information for all other investigators.

## **Funding Request History:**

***Other Requests for the CRCC Research Grant:*** If you have made other requests for the Grant, list the project title(s) and outcomes to include award status, as well as completion date and any publication or presentations, nationally or internationally, that resulted from the work supported by CRCC.

***Other External Support Information:*** If you have received other external support for research activities or have applied for external support in the last two months, attach an additional page that addresses the following.

- 1) Project Title
- 2) Investigators
- 3) Agency Co-Principal
- 4) Dollar Amount of Funding Requested
- 5) Status
- 6) Dollar Amount of Funding Awarded (if applicable)
- 7) Period (if applicable)

## **BUDGET**

**Budget Summary:** The budget summary is to include only amounts being requested from the CRCC Research Grant and must match the detailed budget in the narrative proposal. Budgets should not exceed \$40,000 including up to 9% indirect cost.

**Research Support:** Enter the total amount of support being requested for Research Assistants and Research Support (non-RA).

**Other Funding for This Project:** Complete this section only if you have other support for this project. If you have other support, enter the amount of support, the source of funds, and whether the support has been committed or is still pending.

**Detailed Budget in Narrative Proposal:** The detailed justification budget in the narrative proposal should address the following.

***Time Periods:*** Provide a detailed project timeline providing detailed information when project phases will start and be completed. Placing this information in a table format is highly encouraged.

***Percent Appointment:*** Indicate that amount of time each project participant will dedicate to this specific project and salary amount associated with the percentage of staff time.

***Research Support (non-RA) Requested from the CRCC Research Grant:*** There are five categories of support that may be requested: equipment, supplies, wages, travel, and other miscellaneous expenses. Enter the totals from the budget discussion in the narrative proposal for each category being requested from the CRCC Research Grant. Do not include any amounts from other sources or being requested from other sources.

**Equipment:** The equipment category includes all inventoried equipment items. Inventoried equipment is equipment valued at \$500 or more. Enter the total amount of inventoried equipment, including freight or shipping charges, if applicable.

**Supplies:** For CRCC Research Grant purposes, this category will include all items normally considered to be supplies, including any devices (or equipment) that are not inventoried.

**Salaries/Wages:** Salaries and/or wages for personnel including faculty, post-doctoral research associates, or research technicians are to be entered here.

**Travel, including per diem:** Enter the total amount being requested for travel purposes. An itemized travel budget should be included in the narrative proposal. Note that conference travel is not permitted with Grant funds; travel for research-related expenses, such as data collection, is permitted. Likewise, travel to present findings to CRCC is permitted and should be included or will be at the cost of the Grantee.

**Other, including software:** Enter any miscellaneous expenses here and specify what is included. A brief description (i.e., photocopying) should be entered following the line after the words “Other, including software (specify).” Typical examples of this category would be software, participant or subject fees, photocopying, film processing, mailings, telephone charges, fees, printing charges, publication subventions, or any other miscellaneous research expense not contained in other categories. If the project includes sample data from CRCC’s database, there is a minimum charge for up to 1,000 names/addresses of \$250 (USD). An additional charge of \$50 (USD) applies for additional names/addresses in increments of 250. Please ensure that this cost is factored into your budget if this data is an integral part of your research.

## PROPOSAL SUMMARY

**Abstract Summary of Proposal:** Each application must include a brief summary. Restrict the summary to the space provided. The print size of the summary and remaining sections of the proposal should be 12-point font.

**Narrative Proposal:** A narrative proposal sufficient for peer review must be submitted with the application. The length of the narrative will vary with the project, but narratives should not normally exceed five single-spaced pages.

***Include in the narrative:***

- A statement of the objectives and significance of the proposed research/creative activity.
- A summary of relevant previous work by the applicant and/or others.
- A description of the plan for accomplishing the objectives, including methodology, the roles of all personnel involved, and plans for access to any special resources.
- A description of the tasks to be assigned to any graduate research assistants, as well as a description of the required qualifications of graduate student research assistants.
- A detailed, justified budget must be included and must be in agreement with the budget information furnished on the application form. Justification is to include information such as: duties of research assistants, a breakdown of research-related travel expenses (travel, lodging, per diem, etc), a listing of specific supplies being requested, software programs, specific items of equipment (justify the need for these specific items), specific miscellaneous expenses (photocopying, participant fees, film processing, etc.)
- Information on other support available or being sought for this project from the department, school/college, campus, or external sponsors.
- Any plans for future support if the requested support will not allow completion of the project.

**Summary of Current Research:** Give a brief summary of the applicant's current research/creative activities whether or not they are related to the work proposed in the application. Restrict it to the space provided.

## **BIOGRAPHICAL SKETCH**

A brief biographical sketch for each investigator should be provided. Please include educational background, relevant experience, and key publications. Include a copy of participant(s) full vita(s) as an Appendix to the application.

## **APPENDICES**

Include citations of supportive information and data collection tools. Include any or all of the following in the Appendices:

Appendix A: Measurement Instruments

Appendix B: Human Subjects Review Process and Approval

Appendix C: Consent Forms

Appendix D: Institutional Agreements (Administrative Approval Form)

Appendix E: Participants Full Vitas

Appendix F: Letter of Support from Faculty Sponsor/Advisor

Appendix G: Other Supporting Documents

# SUBMISSION OF APPLICATION

## SUBMISSION REQUIREMENTS

Submit one copy of the application electronically by e-mailing the application as an attachment to CRCC. **The electronic file, which includes the application, narrative and appendices, should be submitted in one file and must not exceed 15 Megabytes (MB) in size.** Also submit two (2) hard copies of the application to the CRCC office in Schaumburg, Illinois.

- Complete all proposal materials. Incomplete proposals will not be considered. Proposals received after the due date will not be considered.
- Address proposals to: CRCC, Examination & Research Committee, 300 N. Martingale Road, Suite 460, Schaumburg, IL 60173.
- Applications (both electronic and hard copy) are due before 4:30 p.m. Central Time on the deadline date.

## EVALUATION AND SCORING

Proposals will be evaluated and scored according the following criteria (100% total).

1. Statement of the Problem (purpose/research question) – 25%
2. Methodology/Quality of Research Design (appropriateness and feasibility of design and methods) – 35%
3. Qualifications of Investigator(s) to Conduct Project – 10%
4. Budget (appropriateness for project scope) – 5%
5. Potential (potential importance to rehabilitation counseling) – 20%
6. Interdisciplinary Focus – 5%

(See Appendix B of this packet for sample scoring sheet)

**Support Not Normally Provided:** The types of support normally not provided by the CRCC Research Grant include the following.

- Ordinary research supplies and materials of the kind usually available in departmental laboratories, storerooms, and libraries
- Certain forms of travel: to meetings and symposia, to principal sabbatical leave destinations
- Book publication subventions for non-refereed or commercial press
- Preparation of an index for a publication
- Funds for computer time or technical support personnel
- Construction and remodeling of facilities
- Non-research costs

## RESULTS NOTIFICATION

The results will be sent by mail to the applicants as soon as possible after the review deadline, usually within one month after the application deadline.

# **ACCEPTANCE REQUIREMENTS**

## **LETTER OF AGREEMENT**

In accepting an award of the CRCC Research Fellowship, the Principal Investigator will be required to execute a formal Letter of Agreement that outlines the Grantee's specific responsibilities. Listed below are specific responsibilities of the Principal Investigator and other key areas that will be covered in the formal Letter of Agreement.

## **RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATOR**

The Grantee is responsible for the following:

- Completion of the project within the timeline approved with initial funding.
- Submission of a progress report to the CRCC Examination & Research Committee every three months until the research is completed.
- Submission of a final report to the CRCC Examination & Research Committee.
- Submission of an Executive Summary to the CRCC Examination & Research Committee.
- Presentation of the findings to CRCC summarizing the data using a PowerPoint or other similar presentation format.
- Submission of papers regarding literature review findings as well as the overall findings of the research study to a peer-reviewed journal within one year of project completion.
- Acknowledgment in any publication, paper or poster presentation that the research was supported by the Commission on Rehabilitation Counselor Certification.

## **PRINCIPAL CONTACT**

Oversight of the development and achievement of the Project shall be conducted by Principal Investigator who shall be the Grantee for this Project. Grantee shall give CRCC prior written notice of the replacement or reduction in the level of effort of the Grantee. CRCC shall have the right to approve any reduction in effort and, in the case of replacement of the Grantee, CRCC shall have the right to approve the successor.

## **CONFLICT OF INTEREST**

No director, employee, or agent of the Grantee, nor any vendor or subcontractor of the Grantee shall give or receive any commission, fee, rebate, gift, or entertainment of significant cost or value in connection with the work hereunder, or enter into any business arrangement with any director, employee, or agent of CRCC other than as a representative of CRCC. Grantee shall promptly notify CRCC of any violation of this paragraph and any consideration received as a result of such violation shall be paid over or credited to CRCC. CRCC may audit relevant records of Grantee and any such subcontractor or vendor in connection with the work performed hereunder and all

transactions related thereto for the sole purpose of determining whether there has been compliance with this paragraph. Grantee shall assure that his/her agreement with any of his/her subcontractors or vendors shall provide for such audit rights by CRCC.

## **OWNERSHIP/COPYRIGHTS**

All reports, data, programs, models and documents developed hereunder (collectively "Work Product"), and the right to copyright such Work Product shall be the sole property of the Grantee, with the exception of the Executive Summary and the presentation provided to CRCC. CRCC hereby agrees that it shall have no right, title or interest in the Work Product or any information relating thereto with the exception of the right to disseminate the Executive Summary and the presentation provided to CRCC or a summary thereof.

## Appendix A – CRCC Research Grant Application Form

### PROJECT INFORMATION

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Project Start Date

\_\_\_\_\_  
Project Title

\_\_\_\_\_  
Key Words

Will this project involve the use of human subjects?

Yes

No

Reason for Request for the CRCC Research Grant:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### INVESTIGATOR INFORMATION

\_\_\_\_\_  
Principal Investigator (First Name, MI, Last)

\_\_\_\_\_  
Co-Principal Investigator (if applicable)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone/Fax

\_\_\_\_\_  
Phone/Fax

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Professional Affiliation (Rank/Title)

\_\_\_\_\_  
Professional Affiliation (Rank/Title)

\_\_\_\_\_  
Highest Degree/Date Awarded

\_\_\_\_\_  
Highest Degree/Date Awarded

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Institution

Note: If more than two investigators are involved, attach an additional page.

FUNDING REQUEST HISTORY

Have You Made Other Requests for the CRCC Research Grant?  Yes  No

If yes, list project title(s) and outcomes to include completion date and any publications or presentations (nationally or internationally) that resulted from the funded project.

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During the last five years, have you received external support for research activities?  Yes  No

Have you applied for external support in the last two months?  Yes  No

If yes to either of the last two questions, attach an additional page that addresses the following:

- Project Title
- Investigators
- Agency Co-Principal
- Dollar Amount of Funding Requested
- Status
- Dollar Amount of Funding Awarded (if applicable)
- Period (if applicable)

BUDGET

Include below a detailed budget summary by category. A detailed justification budget must appear in the narrative proposal.





## Appendix B – CRCC Research Grant Review Criteria and Scoring Sheet

A. Required Information (Prescreen Essential) Documentation is complete Proposal prepared within limits specified Required forms are included	Present			Not Present				Comments	
	0	1	2	3	4	5	x	Total	Comments
1. Statement of the Problem (25%) Problem statement (Purpose) Literature review Research question/hypothesis Completeness of description							5		
2. Methodology (35%) Method to address research questions/ hypotheses Description of population/sample Description of data collection instruments Description of procedures and implications Timeline Quality of proposed project and evaluation plan Setting is relevant to research questions/hypotheses and available resources are adequate							7		
3. Qualifications of Personnel (10%) Principal investigator qualifications Qualifications of Additional Personnel							2		
4. Budget (5%) Activities appropriate for timeline Adequate resources to accomplish the project Budget Justification of adequacy of resources and support							1		
5. Potential (20%) Potential importance to rehabilitation counseling Innovation and creativity of the research project Potential to generate further research or additional external funding							4		
6. Interdisciplinary Focus (5%) Collaboration with other disciplines							1		
<b>TOTAL SCORE</b>									

Scoring is based on a scale of zero to five, with 5 being the highest possible and 0 the lowest. The highest score possible is 100.

Five:	Excellent	Responsive and well-executed
Four:	Above Average	Exceeds minimum in some areas
Three:	Acceptable	Meets the minimum requirement of the RFP
Two:	Fair	Partially unresponsive in some areas
One:	Inadequate	Fails to meet perceived needs
Zero:	Non-responsive	Not addressed in the proposal