

2014 CPTSC Research Grants

The Council for Programs in Technical and Scientific Communication (CPTSC) invites interested members to apply for research grants of up to \$3,500.

Deadline: 12 May 2014

Focus of Submissions

CPTSC invites proposals for funding research projects that connect to the organization's goals of

- Promoting programs in technical, professional, and scientific communication
- Advancing research pertaining to programmatic issues within the field
- Developing opportunities for the exchange of ideas, information, research, and career connections within the technical, professional, and scientific communication communities

Within this context, proposed research projects should contribute to the process of defining, developing, or enhancing our understanding of practices associated with the administration of programs in technical, professional, and scientific communication.

Types of Submissions

To facilitate research in these areas, CPTSC has created two categories of research for which it is accepting proposals for consideration: general and collaborative. CPTSC anticipates making 2 awards in the general category (up to \$1,500) and one award in the collaborative category (up to \$3,500).

General Programmatic Research

2 awards of up to \$1,500 each

Proposals for the General Programmatic Research grants should focus on investigating a discrete research question connected to issues of program administration and development. Examples of such research include

- Curricular explorations that could lead to best practices in program administration and development (e.g., a multi-site study on online teaching modes, in-depth understanding of what courses that are common cross programs do, or an examination of teaching practices and genre)
- Faculty and professional development issues such as the role of contingent faculty or issues around reappointment, promotion, and tenure
- Relationships with other departments, programs, or organizations and what such relationships mean for program administration and curriculum development

Collaborative Programmatic Research

1 award of up to \$3,500

Proposals for the Collaborative Programmatic Research grant should focus on research projects that involve the development of original resources that can be used by programs across the field or projects that involve multi-institutional or multi-organizational collaboration to investigate a topic connected with the administration or development of programs in the field. Examples of such research include

- Academy-industry research that could affect curricula and/or teaching practices
- Multi-institutional research that revolves around a particularly pressing issue and/or explores innovative curricula and teaching methods
- Collaboratively (i.e., across institutions or organizations in the field) produced digital resources, such as a database, website, or software/application, that program administrators across the field could use to assist with the development or management of programs

Proposed projects should be of a nature that they can be completed within 12-18 months of the time individuals receive funding, and CPTSC reserves the right to alter allocations based on the quality and quantity of submissions received.

Organization of the Proposal

Applicants must be members of CPTSC and should submit a **2-3 page proposal** (single spaced, 12 point font, 1 inch margins) that contains the following sections:

- 1) *Cover Page*: Provide cover sheet that includes the following information:
 - Name(s) and institutional affiliations of all individuals who will be participating in the project
 - Name and contact information for the project leader
 - Type of research grant (general or collaborative) for which funding is being sought

Note: This cover page does not count as part of the length requirements for proposals.
- 2) *Research Question/Problem*: Explain the problem the proposed project is attempting to examine or the research question the proposed project is attempting to address. In so doing, submitters also need to explain
 - The significance of this problem or question to the field
 - How this proposed project is connected to, is based upon, or builds upon current and previous program-based work in the field (see, for example, Meloncon & Henschel, 2013ⁱ or Matsuda & Matsuda, 2011ⁱⁱ)
 - How this proposed research project is connected to the organizational goals of CPTSC (see www.cptsc.org)
- 3) *Research Methods*: Provide an overview of
 - The proposed research method(s) and methodology that the researcher or research team plans to use to examine this problem or answer this question
 - How this approach effectively addresses the proposed problem or research question
 - If IRB approval is necessary (and if so, has it already been obtained)
- 4) *Project Timeline/Schedule*: Include an annotated project timeline that notes
 - What the various major research activities/tasks associated with the project are
 - When each of these major tasks should be completed
 - What deliverables should result after the completion of each major task
 - What final, overall deliverable should result from the completion of the overall research project
 - When the final results of the overall research project will be ready to share with the membership of CPTSC

Note: If IRB approval is necessary, for this project, the application for such approval must be included in the project timeline. (Funding will not be released until an IRB approval or exemption has been obtained and submitted to the CPTSC Research Grants Coordinator for review.)

Note: The timeline must reflect the fact that the proposed project will be completed within 12-18 months of receiving research funds from CPTSC.
- 5) *Project Budget*: Provide an itemized budget for the various items that would be supported by the requested funds from CPTSC. In presenting this information, note that
 - Institutional overhead and indirect costs are not allowed/not covered by CPTSC research funds
 - Funds may be used for expenses, supplies, student research assistants (graduate or undergraduate), software, research related to data collection, and other materials essential to conducting the research as proposed
 - Funds may not be used for salary or release time for the researcher
 - Proposals with matching or in-kind contributions are strongly encouraged
- 6) *Acknowledgement Statement*: Include a statement directly noting that

- The submitter (for research done by individuals) or the project leader (for group research projects) is a member of CPTSC at the time the proposal is submitted
- The researcher(s)/proposal submitter(s) understand(s) and is/are willing to adhere to the obligations of the grant recipient (outlined in the next sections of this call)

Note: *Incomplete applications will not be considered for funding.*

Criteria for Selection

Proposed projects will be evaluated for funding based on the following criteria:

Member in CPTSC

- Membership will be verified by the CPTSC Research Grants Coordinator, and proposals will not be considered the researcher or the project leader (for group proposals) is not a member of CPTSC.

Significance and connections to programs

- Does the proposal address an important problem/issue that is relevant to CPTSC and its members?
- How will knowledge and practice be advanced through this project?
- Does the proposal make clear connections to existing research in the field?
- Is the project innovative and original?
- Does the project employ novel approaches, methodologies, tools, or technologies that will help advance knowledge and practice in the field?

Methods and methodology

- Are the methods and methodology clearly explained?
- Are the methods and methodology appropriate for the problem being examined or for the question being asked?
- Will the research as described result in useful findings?
- Is there a clear indication that the IRB process has been or will be completed?
- Can this project be completed within the 12-18 month time frame?
- Is the environment suited to the aims of the project and to the project's completion?

Budget effectiveness

- Are all costs and expenditures clearly explained?
- Do cost and expenditures make sense in terms of how they are connected to the overall aims of the project and methods presented in the proposal?
- Do the project outcomes justify the project's expenses?

Requirements of Grant Recipients

All grant recipients must agree to do the following

Within 6 months of receiving research funding from CPTSC

- Provide the CPTSC Research Grants Director with a short (1-3 page) progress report on the status of the project at that point in time.

Within 12 months of receiving research funding from CPTSC

- If the research project is yet completed: Provide the CPTSC Research Grants Director with a 3-5 page report that summarizes the results of the research at that point in time. This paper will be published in the CPTSC journal *Programmatic Perspectives* in order to share this information with the organization's membership.

- If the research project is completed: Provide the CPTSC Research Grants Director with a formal final research report, in the form of a research article, that will be published (pending peer review) in the CPTSC journal *Programmatic Perspectives* in order to share this information with the organization's membership.

Within 18 months of receiving research funding from CPTSC/upon conclusion of the project

- Provide the CPTSC Research Grants Director with a formal final research report, in the form of a research article, that will be published (pending peer review) in the CPTSC journal *Programmatic Perspectives* in order to share this information with the organization's membership.

Nota Bene: Any additional publications or presentations resulting from the research should acknowledge CPTSC grant support for the related project.

Guidance and Questions

CPTSC does maintain an archive of program-related materials (e.g., syllabi) that individuals might wish to consult prior to drafting a proposal for consideration. To learn more about what is contained in this archive, please contact Lisa Meloncon at meloncon@tek-ritr.com

Questions relating to CPTSC's Research Grants Program, the proposal submission guidelines, or the proposal submission and review processes should be emailed to Erik Hayenga (CPTSC Research Grants Director) at eahayeng@mtu.edu

Submitting the Proposal

Proposals should be received by May 12, 2014 for full consideration. Email proposals as .rtf or .doc attachments sent to Erik Hayenga at eahayeng@mtu.edu In the subject line of the related message, include the words "CPTSC Research Grant Proposal."

Awards will be announced in June of 2014.

ⁱ Meloncon, L., & Henschel, S. (2013). Current State of US Undergraduate Degree Programs in Technical and Professional Communication. *Technical Communication*, 60(1), 45-64.

ⁱⁱ Matsuda, A., & Matsuda, P.K. (2011). Globalizing Writing Studies: The Case of U.S. Technical Communication Textbooks. *Written Communication*, 28(2), 172-192.