

**Association for Clinical Pastoral Education
North Central Region
History and Research Committee**

Research Grant Application Format

In applying for a research grant from the North Central Region, please use the following outline in the preparation of your application:

- 1. Principal Investigator** Name, address, phone, qualifications, research, experience, publications, etc
- 2. Research Consultants** Name, address, phone, qualifications, research, experience, publications, etc.
- 3. Statement of Goal** What is the question your are asking in this research?
- 4. Resource Data** What other work has been done in this area? What related studies have been done?
- 5. Type of Research** What type of research is proposed: qualitative, quantitative, historical, descriptive?
- 6. Research Design** How will you address your question? What is your research design; describe the method you will follow to conduct your research.
- 7. Method of Analysis** Describe the statistical tool, or method, with which you will be analyzing the data.
- 8. Contribution**
 - a. How will the results of this study be useful for pastoral care?
Or
 - b. What are the educational implications of the results of this study for CPE?
 - c. State how you plan to use the findings of your research (publish, presentation, apply them in your setting, etc.)
- 9. Finances***
 - a. What is your proposed budget? Provide an itemized list of expenses.
 - b. What portion of this research is being funded by your parent organization? Do you have other sources of research money?
 - c. What other resources will you consider if this request is only

partially supported or denied?
d. What is the amount you are requesting?

10. Personnel

In addition to the principle investigator and the Consultants, what other personnel will be involved in this project?

11. Timeline

What is your time line for the completion of this project?

**12. Institutional
Review Board**

Name of Board_____

Date of Approval_____

13. Informed Consent

How will you address the issue of informed consent?

*The purpose of the grants to enable persons to get the resources to do research. Funds will not be granted for salaries of the primary investigator. Salaries or portions thereof, for secretaries, computer technicians, etc. are acceptable parts of the proposal. NOTE: NCR grant money may not be used to purchase equipment.

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Guidelines for Reviewing Research Grant Applications and Awarding Grants

Guidelines governing the grant application review process

1. Applications shall be submitted in accordance with the format outlined in the document entitled “Application for Research Grant – North Central Region A.C.P.E.”
2. Applications shall be submitted by January 31 of the year funding is desired.
3. The decision to award a grant shall be made by a subcommittee of the History and Research Committee using NCR approved criteria (see accompanying document “Research Grant Criteria”). This committee shall be composed of three members:
 - a. two members of the H & R committee, and if needed
 - b. a third person who has demonstrated knowledge of the specific subject of the proposed research.
4. Grant awards will be awarded only when an application for proposed research project meet the accepted standard for scientific research. Being the sole application for a research grant is not sufficient criteria to award a grant.
5. Grant awards will be announced annually in March.
6. The Award may be split between more that one application if:
 - a. the monitory request for the top grant application is less than the money available, or
 - b. more than one grant receive equal top ratings.
7. Awards to researchers from outside the North Central Regions will be considered only when the following criteria are met:
 - a. there are no acceptable applicants from within the NCR by the cut-off date, and
 - b. it is demonstrated that the NCR will directly benefit from the research being proposed.
8. For years when there are no research grants awarded the grant money for that year will be carried over to the successive year.

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Research Grant Award Assessment Criteria

CRITERIA FOR ASSESSING A RESEARCH PROPOSAL

	Rating				
	Low			High	
	1	2	3	4	5
1. Soundness of Research Design.					
Is the research designed according to acceptable criteria for scientific inquiry?					
2. Research Question					
Is the research question clearly and concisely stated, focusing the research?					
Does it set appropriate and achievable parameters for the project?					
3. Methodology					
Is the method of inquiry appropriate to the nature of the research question?					
4. Analysis of the Data					
Is the method of analysis to be used appropriate for the data? Who will be running the analysis and what is his/her qualifications in data analysis?					

5. Originality

1 2 3 4 5

Does the proposed research project make a contribution to knowledge in the field of Pastoral Care, Pastoral Counseling, or Pastoral Education?

6. Significance of Contribution

1 2 3 4 5

How important is the contribution the research will have in the area of pastoral care, counseling, or education?

7. Intended use of the Research Findings

1 2 3 4 5

When the research is completed, how will the findings be used; for what purpose is the research being conducted?

8. First-Time Researchers

0 4

In order to encourage interest in research, proposals by first time CPE researchers will be given priority – all other aspects of the application generally considered equal.

Total