



International Reading Association

ELVA KNIGHT RESEARCH GRANT

GUIDELINES FOR 2010 AWARD YEAR

The International Reading Association's Elva Knight Research Grant program provides small grants, up to a maximum of US\$10,000, for promising research that addresses significant questions for the discipline of reading/literacy research and practice. It is the intent that such grants will provide researchers with the opportunity to develop important perspectives on the reading/literacy field. Contingent upon available funds, up to four grants can be awarded in any given year. Each year, it is expected that at least one grant will be awarded to a researcher outside the United States and Canada and at least one grant will be awarded to a teacher-initiated research project, provided proposals are of high quality.

Grant studies may be carried out using any research method or approach so long as the focus of the project is on research in reading/writing or literacy or teacher preparation for reading/writing instruction. Activities such as developing new programs or instructional materials are not eligible for funding except to the extent that these activities are necessary for the conduct of the research.

- **Eligibility.** All applicants **must** be members of the International Reading Association. Applicants may apply for more than one research grants. However, applicants are limited to one research award per year. There must be a span of five years between funding of a project and submission of another proposal for the Elva Knight Grant.
- **Deadline.** Proposals **must** be submitted by **January 15, 2010; 6:00 PM PST**. Electronic submissions are required. If this presents a hardship, please contact Marcella Moore at research@reading.org.
- **Completion of Projects.** Projects **must** be completed within two years. However, a one-year extension can be considered but must be sought in writing through the Division of Research. Upon completion of the project a full report shall be submitted to the Association. International Reading Association will have first right of refusal on any publications developed from an Elva Knight funded project. Future funding is contingent upon completion of the project.

How to Apply:

- Complete your proposal online using a web-based grant management system (Nimble Net) from the IRA website at http://www.reading.org/Resources/AwardsandGrants/research_knight.aspx.

- **DO NOT** include the applicant’s name, institutional affiliation, or any other personal information that will identify as the applicant on any part of the proposal other than the Profile page. The grant competitions will be conducted as a blind review.
- Do not exceed maximum character requirement. Spaces and punctuation are included in the total count.
- Complete all editing before submitting your proposal. You will not be able to edit your proposal after it has been submitted.

Creating a Profile. All applicants including any co-applicants must create a profile by providing the following information in the system. If you are a returning user, you should view or edit your profile to make sure it’s current.

- User name and password
- First and last name
- Mailing address
- Phone number and e-mail address
- Institutional affiliation and position/title
- IRA member number (located on the mailing label of all your IRA publications or you can contact customer service at (302) 731-1600 or e-mail at customerservice@reading.org).
- Eligibility profile (to determine your eligibility for the available IRA grant programs). Check only questions apply to you.
 1. Are you undertaking a research dissemination project?
 2. Are you a graduate student?
 3. Do you have at least three years of preK-12 teaching experience?
 4. Have you received a doctorate degree or its equivalent within the past five years?
 5. Do you work outside of the US and Canada?
 6. Are you a preK-12 Teacher?
 7. Are you undertaking a teacher-initiated research project?

Application Data

- Short title
- Short summary (2-3 sentences on purpose, method, significance)
- Requested amount from IRA (up to \$10,000 in U.S. dollars)
- What research methods will be used? (correlational, descriptive research, ethnography, experimental/quasi-experimental, historical, literature review, meta-analysis/quantitative research synthesis, naturalistic/case study, single, subject survey, time series analysis, other)
- What grade/age levels will your research cover?

Co-applicant (if any). Primary applicant will need to enter the co-applicant’s name, organization, and e-mail address in the application system. Then the co-applicant must log on the system to create a profile and meet eligibility requirements to be considered for this grant. The co-applicants will not be allowed to edit the application—only to view it.

Project Description

- Full project title (150 characters maximum)
- Abstract- Describe the purpose, method, and potential significance of the proposed research (700 characters maximum).
- Proposed support start date (mm/dd/yyyy)
- Proposed support end date (mm/dd/yyyy)

Research Description. The description of the proposed research should be as specific as possible (10,000 characters maximum).

- Research Question - Identify the research question or problem being studied.
- Rationale - Provide a rationale for the study. Relate the research question to the relevant, supporting research literature or to some existing database. Discuss how previous research findings or assumptions suggest that your study is significant.

Methodology. Describe the subjects or informants that will be used to answer the identified research questions (10,000 characters maximum). Where appropriate, describe the subjects, materials, and procedures. Consider the following

1. Sample Methods - procedures and description
2. Data Collection
3. Instrumentation
4. Procedures – materials; and detailed timeline and work plan
5. Data Analysis - framework and procedures

Research Significance. Discuss the potential impact of your work on research and practice in literacy. As answers are found for your research questions, what populations will benefit, and in what ways? (10,000 characters maximum)

References. Please provide complete bibliographic information for all sources cited in the proposal. Use a reference consistent with English bibliographic format such as American Psychological Association (APA) style. To accommodate the blind review process, if the submitter's own publications are cited in such a way as to give away his/her identity, then the submitter should substitute the word "Author" in the citations e.g., Author, 2003. (10,000 characters maximum)

Do not include resume(s) of principal investigator and other project personnel or letters of cooperation. Do not include appendices.

Budget. The following guidelines should be considered when describing and explaining the rationale for each budget line item that will be used for your project. Institutional overhead or indirect costs will not be covered under this grant (200 characters maximum for each item).

Personnel: Salaries of principal investigators or release time for faculty will NOT be funded. Personnel costs may include expenses for research assistants, observers, interviewers, informants, subjects, and transcriber. A consultant for a specific, clearly stated purpose may be appropriate but needs to be justified.

Materials: No permanent equipment may be purchased under this grant. However, rental fees for equipment are an acceptable expense. Materials such as tests, tapes, or consumable materials are reasonable expenses.

Travel: Expenses for travel connected with data collection are appropriate. Expenses *for presenting the research* (up to \$1,000) will be restricted to registration and travel (e.g., plane, auto).

Computer: Expenses for the use of the computer for data collection and data analysis are appropriate. Any cost incurred in writing programs for the computer should be justified.

Office Expenses: Office supplies, rental of office equipment, and duplicating costs may be reasonable expenses.

Clerical Support: Costs for typing of materials, reports, etc., should be within the range of usual typing rates at your institution.

Other: Additional costs for related expenses or sources of outside project-related funding (if any). Be sure to provide explanation of other.

Advisor Contact Information. Provide contact information for the major advisor, dean or department head. IRA will send a letter announcing the award.

School Official. If this is a teacher-initiated research project, provide contact information for the school official who can verify employment status and permission to conduct research.

Review Your Application. Review and edit your proposal before you click on “Submit”. *You will not be able to update or edit your proposal after you submit it.* You will be informed if your application encountered any errors. You will receive an e-mail receipt confirmation of your recent submission for this grant competition. This completes your proposal.

Review Procedures and Evaluation Criteria

Applications are reviewed by members of the International Reading Association Studies and Research: Grants Subcommittee in combination with invited research reviewers. The chairperson assigns each proposal for three blind reviews. Recommendations for funding are made to the Association’s Board of Directors for final approval. All applicants will be notified of the outcome and copies of reviews provided in May.

Proposals will be judged on the following criteria.

Proposal Review:

<u>Criteria</u>	<u>Weight</u>
a. Significance of Research Question.....	4
b. Rationale for the Research.....	4
c. Adequacy of Methods and Data Treatment.....	5
d. Significance of Project Impact	2
e. Clarity and Specificity.....	5

Criteria will be ranked from 1 (low) to 5 (high), and then multiplied by the corresponding weights listed above for a possible total point value of 100.

Budget Review:

_____ Acceptable _____ Questionable _____ Unacceptable

Grant Recipient Requirements

Recipient is expected to file an interim report giving an update on research at the midpoint of the study. The final report in the form of a manuscript or an IRA conference presentation must be completed no later than two years following the award date. The report should be submitted to the Research and Policy Division at Association Headquarters.

Disbursement of Funds

The funds will be distributed in three payments. For example, if awarded \$10,000, the first installment of \$4,500 will be disbursed at the beginning of the study and the second installment of \$4,500 when an interim report is submitted. A third installment of \$1,000 is disbursed upon receipt of the final report.

Please refer any questions about your proposal or this grant to Marcella Moore at mmoore@reading.org. Application guidelines, list of frequently asked questions and a help button will be available after you log into the submission database.

International Reading Association
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