**Association for Specialists in Group Work**

**CALL FOR PROPOSALS**

**Research Grants**

**Purpose**: The purpose of this call for proposals is to fund studies that increase our understanding of group work. Two grants of up to $1,000 each will be awarded for research projects that meet the criteria listed below. Projects must address at least one of the following focus areas: group leadership, group membership, group processes, or training and supervision in group work practice. Projects may also address any of the four group work types (i.e., task, psychoeducational, counseling, or psychotherapy).

**Who May Apply:** Professional and student members of ASGW are eligible to apply for this grant. The Principal Investigator and any co-investigators must be ASGW members at the time the application is submitted. Student researchers are especially encouraged to apply. Individuals may submit (or be a member of a submission team) for only one proposal. Multiple submissions by any researcher (individually or as part of multiple research teams) will not be accepted.

# Grant Award Period: 1 year (January 1, 2025-December 31, 2025)

# Deadline for Proposal Submission:

# The deadline for proposal submission is Friday, November 8th @ 11:59pm EST. Funding decisions will be made by Friday, December 6th, and recipients will be notified by Friday, December 15th, 2024.

**Proposal Submission Instructions:**

Submit one copy of the proposal with cover page and proof of ASGW membership to Dr. Maddie Stevens (mmstevens@ysu.edu), ASGW Research Committee Chair. Include the phrase, “ASGW Research Grant” in your email subject line. The cover page should include the following information: Project title, Principal Investigator’s name, title, organizational affiliation, address, telephone number, and email. The cover page should also include the names, titles, affiliations, and email addresses of all co-investigators. Proof of ASGW membership for all investigators should also be attached.

In addition, please submit **one blind copy of the proposal that contains no identifying information** about the investigators in the title page, page headers, or text. Proposals containing any identifying information or submissions that do not include one blind copy will be disqualified.

**Proposal Format:** Proposals must adhere to the following format:

* APA 7th edition.
* The proposal may be a ***maximum***of six double-spaced pages, including a brief budget. Proposals exceeding the six -page limit will not be considered.
* Title page, references, and appendices will not be counted in the six-page limit.
* Documents must be submitted in PDF format.

# Proposal Outline: Proposals must include the following sections:

* Abstract (250 words or less)
* Background/Rationale
* Methodology
* Ethical Considerations
* Project Timeline
* Budget
* Plan(s) for Dissemination
* References
* Essential Appendices

**Evaluation Criteria**: Research proposals will be evaluated by ASGW’s Research Committee and scored on a 5-point scale for the following areas:

* **Quality of the Proposed Research**: Proposed topic is within the scope of group work, with a research question centered on better understanding group leadership, group membership, group processes, or training and supervision in group work. The work is innovative.
* **Relevance**: The proposed topic is relevant to group work as evidenced by a well-organized, succinct literature review, including diversity, multicultural, or social justice implications.
* **Research Methodology**: The research methodology is well-detailed, appropriate for the research question, and follows accepted practice for quantitative, qualitative, or mixed-methods design.
* **Ethical Standards**: The proposal addresses ethical standards for research with human subjects. Researcher(s) should include information on whether the proposed research has IRB approval, or if IRB approval is pending. IRB approval is not required for proposal submission; however, award recipients are expected to obtain IRB approval or proof of exempt status for any project funded by ASGW.
* **Project Timeline**: The project timeline clearly shows the chronological order in which key activities will be undertaken and/or completed. The project timeline demonstrates that each key activity/task can be realistically completed during the grant award period.
* **Budget**: The proposal outlines a clear, itemized, and research-focused budget which details how grant money will be spent. The budget for the research project is sound given the methods and scope of the proposed project. Only expenses budgeted for conducting the study will be considered; presentation expenses and primary researcher remuneration will not be considered. Other funds being used to support the project must be disclosed in the budget. Funds may not be used for time compensation, such as GA work, unless you provide the employee with a 1099 Form submitted to the IRS. The budget may include payment for time if the recipient (e.g., transcription company, statistical consultant) accounts for the self-employment or business income and provides a receipt. Receipts must be maintained by the Principal Investigator and made available upon ASGW request.
* **Plan for Dissemination**: The proposal must contain a clear, feasible, and appropriate plan for dissemination of research findings.

# Award Terms:

* **Progress Reports:** As a condition of the grant, awardees are required to submit a 6-month progress report by June 1, 2025, and a final report by June 1, 2026. Please refer to Appendix A for the elements which must be included in these reports.
* **Acknowledgment of Support and Agreement:** The researcher(s) will include an acknowledgment of ASGW’s financial support of the project in all reports, presentations, or publications related to the supported project.
* **Awardees will complete** **one of the following:**
  + Provide proof of submission for a proposal to present the research results as a poster session or educational session at the ACA World Conference, ACES National Conference, or ASGW National Conference
  + Provide proof of submission of a manuscript of the research results to a refereed journal for publication consideration.
* **Awardees will maintain active membership in ASGW for the duration of the award year.**
* **Unspent funds must be returned to ASGW** **within 6 months of end of award year.**
* **The ASGW Research Committee members and leadership understand any research project will encounter challenges.** Please stay in touch about your progress, and do not hesitate to reach out with any research questions you may have throughout the year.
* **Failure to meet award terms outlined in this document will result in an ASGW inquiry into grant fund spending. Persistent failure to meet terms and//or delayed communication may result in formal processes for fund recovery.**

Requests for further information should be directed to ASGW Research Committee Chair, Dr. Maddie Stevens (mmstevens@ysu.edu).

**Appendix A**

Per the terms of your grant acceptance, the ASGW Research Committee asks that you submit two documents at two points in the research progress:

1. Research Progress Report -- due June 1, 2025 (six months after the award period begins)
2. Final Report – due June 1, 2026 (six months after the one-year award period ends)

Please find below the specific information we ask is included in each of these reports. They should be submitted via email to Dr. Maddie Stevens (mmstevens@ysu.edu), ASGW Research Committee Chair, in Word or PDF format, within one week of receipt of this message. Please include either “ASGW Research Progress Report” or “ASGW Research Final Report” in the subject line.

**Research Progress Report Requirements (3-4 pages, excluding cover page):**

* Cover page, including:
  + Title of the study
  + Name/credentials/position title(s) of the principal investigator
  + Name/credentials/position title(s) of any co-investigators
  + Name of the institution(s)
  + Year in which grant funds were awarded
* Summary statement on the overall status of the grant, including:
  + Progress toward research goals
  + Describe steps you have taken or the procedures you have followed towards achieving the research goals.
  + Describe the obstacles encountered in achieving the research goals.
  + Describe plans or steps taken to overcome these obstacles.
  + Discuss any revisions of research aims that may be needed in light of the obstacles encountered.
  + Describe progress toward dissemination plan (i.e., Have you submitted? Presented? Provide citations if presented/published).
* Copies of receipts of payments made to entities providing services/products which support the research and for which the research grant funds were used.
* Proof of active membership in ASGW at time of progress report submission

**Final Report Requirements (4-5 pages, excluding cover page):**

* Cover page, including:
  + Title of the study
  + Name/credentials/position title(s) of the principal investigator
  + Name/credentials/position title(s) of any co-investigators
  + Name of the institution(s)
* Summary of project aims
* Theoretical/conceptual framework
* Methods, procedures, and sampling
* Summary of findings
* Recommendations for further research
* Financial summary
* Plans for Dissemination (include proof of submission as outlined in award letter). If no submissions, provide explanation/plans to submit.
* A 3-5 sentence testimonial on how receiving the grant assisted you in completing your research.
* Copies of receipts of payments made to entities providing services/products which support the research and for which the research grant funds were used.
* Proof of active membership in ASGW at end of award year