



## The Association for Positive Behavior Support

### Student Research Grant

*The mission of APBS is to enhance the quality of life of people, across the life-span, by promoting evidence-based and effective positive behavior support to realize socially valid and equitable outcomes for people, families, schools, agencies, and communities.*

#### **Purpose**

The Association for Positive Behavior Support (APBS) will provide mini-grants to student members of the organization to support student-led research projects that reflect the APBS mission statement by developing or evaluating evidence for positive behavior supports that lead to improved life outcomes for individuals and stakeholders.

#### **Eligible Applicants**

Any current student member of APBS is eligible to submit an application for the student research grant. Students and their academic advisor or a faculty member supporting the project must be members of APBS at the time of application and will be required to maintain active APBS membership for the duration of the research project once funds have been awarded.

#### **Fundable Projects**

It is appropriate to apply for grant funding to support any research project that is developed and executed primarily by a student investigator, including thesis and dissertation related studies. Research may be conducted using single-case, quantitative, or qualitative methods. Studies should focus on developing, implementing, and/or evaluating positive behavior interventions or supports to improve outcomes for individuals, families, schools, agencies, and/or communities, and may focus on any tiered level of support. Applicants should articulate a clear connection between their project and the APBS mission statement in their proposal.

#### **Available Funds**

APBS has the ability to fund a limited number of grants yearly. During the 2020 cycle, a total of 5 grants will be awarded at \$1300 per project. Awards will be determined by the review committee in conjunction with the APBS Executive Committee and/or the executive director. Funds must be spent by June 1, 2021, at which time the institution must return any unused funds to APBS.

#### **Allowable Use of Funds**

The approved funding can be used to purchase materials needed to conduct a study (e.g., intervention materials, assessments, timers, supplies), incentives for study participants, paying project personnel (e.g., data collectors), and toward dissemination costs (e.g., conference registration, travel). The funding may not be used for indirect costs, equipment not directly related to study purposes (e.g., technology, furniture), or to directly pay the student applicant or their faculty advisor. Awarded funds will be sent to the applicant's institution and must be processed according to university/department policies/procedures.

#### **Award Process and Timeline**

Applications are due by August 31, 2020. Applicants will be notified within approximately 60 days of submission regarding their funding status.

## Follow-Up Activities

Upon completion of a funded project, grantees are expected to engage in the following activities:

1. In a brief written report, summarize study results and produce a final budget report to be shared with the APBS board.
2. Disseminate findings to relevant stakeholders according to the plan outlined in the application. Any dissemination of results related to the funded research project should include the following acknowledgement of the funding provided by APBS: “This research was funded in part by a grant from the Association for Positive Behavior Support.”
  - a. *Note: a proposal or manuscript may be required to go through the peer review process; as a result, submission is sufficient and acceptance is not mandatory.*
  - b. Dissemination may take several different forms, including:
    - Submission of a proposal to present project results at the annual APBS conference or a related conference (e.g., regional PBS conference, university-based research symposium).
    - Submission of a manuscript reporting project results for publication in a peer-reviewed research or practitioner-focused journal.
    - Creation of a technical or brief report, blog post, or newsletter submission.
    - Presentation of findings to peers or other stakeholders.
    - Participation in a relevant training or technical assistance opportunity.

## Data Privacy

Any research project requiring IRB review must receive approval from the awardee’s institution. All study procedures (e.g., methods, confidentiality, data collection and storage) must adhere to the IRB regulations at the awardee’s institution. APBS may request a confirmation of IRB approval at any time during the duration of the project. If the project has already received IRB approval prior to the completion of the application, the IRB approval letter should be submitted with the candidate’s application.

## Submission Process and Deadline

An electronic copy of the application (in PDF format) must be submitted to [studentgrants@apbs.org](mailto:studentgrants@apbs.org) by August 31, 2020. The electronic file should include all required application components as one document. If you do not receive an email confirmation of receipt of your submission within 24 hours of the deadline, please email [studentgrants@apbs.org](mailto:studentgrants@apbs.org).

## Application Format

All application pages should be standard letter size (i.e., 8.5”x11”), use 12-point font, and be single-spaced with 1-inch margins and page numbers. The total project narrative cannot exceed 8 pages. See below for required application components. The cover page and assurances page must include original signatures of the student applicant, faculty advisor or sponsor, and organization fiscal agent.

Note: Applications that exceed the page limit will not be reviewed.

## Required Application Components

Applications must contain the following components:

- Completed cover page.
- Completed assurances page.
- Project narrative (no more than 8 pages) that includes (a) project objectives, (b) project rationale and connection to the APBS mission, (c) action plan of project steps, (d) plan for how project will be evaluated, (e) dissemination plan, and (f) budget with rationale and disclosure of any other funding sources.

## Questions

For questions, please contact [studentgrants@apbs.org](mailto:studentgrants@apbs.org).

**APBS Student Research Grant  
Application Cover Page**

**Applicant Information**

Name:

Affiliation:

Applicant APBS Membership Number:

Phone:

Email:

Project title:

Proposed project completion date:

Amount of funding requested:

Please disclose any additional funding or support for your project (outside of the requested APBS support):

Signature:

*The signature above indicates the applicant agrees to follow all requirements of the grant competition, as outlined in the information sheet and assurances page.*

**Faculty Advisor Information**

Name:

Affiliation:

Advisor APBS Membership Number:

Phone:

Email:

Signature:

*The signature above indicates the faculty advisor agrees to follow all requirements of the grant competition, as outlined in the information sheet and assurances page. It also indicates a commitment that the student has the skills and institutional support and resources to conduct the research project described in the application.*

**Fiscal Agent Information**

Name:

Phone:

Email:

Signature:

*The signature above indicates the fiscal agent agrees to follow all requirements of the grant competition, as outlined in the information sheet and assurances page.*

**APBS Student Research Grant  
Assurances Page**

The individuals below indicate their approval of the contents of the application and the receipt of grant funds.

On DATE, NAMES hereby agree to the following assurances:

Applicant Assurances

1. Upon project completion, grantees are expected to fulfill the following:
  - a. In a brief written report, summarize study results and a final budget report to be shared with the APBS board.
  - b. Disseminate findings to relevant stakeholders according to the plan outlined in the application.
2. All program evaluation data will be used, shared, and stored in compliance with applicable laws and institutional IRB regulations. Only data summaries and de-identified data will be shared with APBS.
3. Any funds received will be used for allowable expenses such as purchasing project materials, providing incentives to project participants, or paying research assistants such as data collectors.

Fiscal Agent Assurances

1. Maintain appropriate fiscal and program records. Fiscal audits of funds under this program are to be conducted by the recipient agencies annually as part of their regular audit.
2. Return unused funds to APBS by June 1, 2021.

If findings of misuse of funds are discovered, project funds must be returned to the Association for Positive Behavior Support. APBS may terminate a grant award within thirty (30) days if it is deemed by the organization that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application.

Name of Fiscal Agent:

Signature of Fiscal Agent:

Name of Faculty Advisor:

Signature of Faculty Advisor:

Name of Student Applicant:

Signature of Student Applicant:

**APBS Student Research Grant  
Evaluation Rubric**

Applications must include all required components and be scored as “meets expectations” or “exceeds expectations” on all aspects of the project narrative to be considered for funding.

Cover Page and Assurances				
	Included		Not Included	
A completed cover page was included with all required information and signatures.	Y		N	
The assurances form was included with all required signatures.	Y		N	
Project Narrative				
<i>The application describes a project plan that addresses the following areas:</i>	Exceeds Expectations	Meets Expectations	Approaches Expectations	Does not meet Expectations
Project Objectives: Describes the specific objectives of the study, along with research questions.	4	3	2	1
Project Rationale: Describes how the objectives of the study related to the mission of APBS and how the project fits within the relevant existing literature base.	4	3	2	1
Action Plan: Describes the procedures of the study and the chronological steps that will be taken.	4	3	2	1
Evaluation Plan: Describes the study methodology, the measures that will be used to measure the independent and dependent variables. Also describes measures of social validity and implementation fidelity, if applicable.	4	3	2	1
Dissemination Plan: Describes the plan to disseminate results after the study has been completed.	4	3	2	1
Budget: Describes how the grant funds will be used for project activities and discloses any additional funding sources.	4	3	2	1

**Comments:**

**Recommendation:** FUNDED

NOT FUNDED