Application Instructions: Individual Research Activities

Updated March 2023

The goal of Individual Research Activity funding is to encourage and facilitate cultural research experiences and professional development for Associates of the Center for Cross Cultural Research. Activities are expected to reflect explorations of culture that depart from Associates’ individual programs of research and professional development.

Individual Research Activity Funding Guidelines

- 2023 application cycle details:
  - Up to $3,000 per individual award is available.
  - Applications are due by May 1st, 2023 at 11:59pm
- Eligibility:
  - Proposals must be from an active CCCR Associate,
  - Associates must have joined the CCCR at least one quarter prior to submitting a funding application
  - Associates must be in good standing regarding prior project funding
- Applicants should review the [CCCR bylaws](#) for an overview of the Individual Research Activity application process, presentation expectations, proposal evaluation, and post-funding expectations.
- Timeline:
  - Applications should be submitted to the Director via email by the deadline
  - Applications will be screened by Director for eligibility and completeness
  - Review will take place in the 2-3 weeks post submission
  - Funding decisions will be announced within 4-6 weeks
  - Funds are available for use in accordance with the approved project start date and timeline. Projects should begin within 6 months of funding approval.
    - Investigators should allow for up to 4 weeks to hire and pay student researchers and consultants
    - Investigators should allow for up to two weeks for all other purchases
  - Funds are available for up to one year from the project start date.
  - End of activity reports are due no later than one year after research activities begin; due dates will be communicated to investigators with the notice of funds.

Individual Research Activity Application Instructions

Applications should not exceed 5 single-spaced pages.

For Research Projects:

Include a project description that addresses the following evaluation criteria:

1. Theoretical foundation
a. Clear description of relevant cultural and psychological variables and processes
b. Theoretical contribution of the proposed project

2. Methods
   a. Research questions that are clearly tied to study design
   b. Methodology suitable to address the question(s) posed
   c. A clear and appropriate explanation of sample size
   d. A clear and appropriate analysis plan

3. Expected timeline of research activity (including a specified start and end date; typically no more than a one year project duration). If awarded, all research activities are expected to be completed within one year of their start date.

4. Clear responsibilities for Project Personnel
   a. Description of proposed responsibilities and roles for Principal Investigator, other Center Associates, Student Affiliates, community members, and/or other research personnel involved in the project

5. Best Practices in Open Science
   a. Applicants must confirm that the study is/will be pre-registered (e.g., on OSF).
   b. Applicants must confirm that the data from the project will be made publicly available unless there is a clear obstacle that cannot be overcome.
   c. Applicants must confirm that the analytic methods and code for analyses will be made publicly available.
   d. Applicants must confirm that the research materials for the project will be made publicly available unless there is a clear obstacle that cannot be overcome.
   e. Applicants must submit their OSF page to the Director for publication on the website.
   f. See here for a primer on Open Science practices.

6. Applicants must confirm that an ethics application has been submitted, or will be submitted before funds are used (if applicable).
   a. If already submitted, please provide the protocol number for reference.

7. References for work cited (not included in page count)

For Professional Development activities:

1. Details about the experience (dates, location, explanation of activity, etc.)

2. An explanation of how the experience will advance and/or enhance one’s research on culture and psychology

3. Detailed timeline of the professional development activities

4. References for work cited (not included in page count)

All Proposals:
1. Include a brief description of the applicant’s eligibility, including:
   ○ date they joined the CCCR
   ○ current activity within the CCCR – detail how often you attend bi-weekly meetings and speaker events (including any barriers to attendance), and briefly describe other ways you have engaged in the CCCR community

2. Include an expected budget that includes description and justification for each expenditure. Must include a description of how the proposed budget corresponds to the specified responsibilities and roles of project personnel (e.g., who will oversee which research activities). Funding requests for individual research activities may include:
   ○ Research-related materials (e.g., supplies, printing costs)
   ○ Research participant payment
   ○ Student researcher, collaborator, or consultant payments. Estimates of these payments should include fringe benefits and other associated costs.
   ○ Travel for professional development related to cultural research (e.g., conference travel to present on cultural research or learn new cultural research methods, funding for workshops or other trainings on cultural research tools). Applications that include travel funds must indicate that they have already/will use Department funds first.
   ○ Funds are not typically provided for:
     ■ Living expenses while conducting research
     ■ Stipends for principal investigators (e.g., summer salary)
   ○ Funds are contingent on IRB approval, if relevant

3. Discuss the impact of proposed research. Briefly address each of the following:
   ○ **CCCR values.** Discuss how the research activities serve and enhance the values of the CCCR and its research on culture and diversity. This might include:
     ■ Research activities or trainings that center voices and experiences of underrepresented cultures, groups, or identities
     ■ Research activities or trainings that support underrepresented students or collaborators who do not typically receive compensation for research work
   ○ **Innovation and potential impact.**
     ■ Discuss how the current project expands one's existing program of research or how the experience will expand the investigator’s ability to conduct research that will result in social action or systems change or improved quality of life for vulnerable or marginalized populations.
   ○ **Tangible outcomes.** Discuss how the research activities serve and enhance the standing of the partners involved (e.g., potential publications or presentations, supporting student development, establishing or enhancing community partnerships).