

# Application Guidelines

## Graduate Student Research Grant

The Research Facilitation Committee of ABCT is sponsoring a grant of up to \$1,000 to facilitate and support graduate student research. The purpose of this grant is to provide funding for master's thesis or dissertation research that demonstrates a clear financial need in order for the project to succeed.

To be eligible for the grant, applicants must meet the following criteria:

1. Graduate student in good standing
2. Project must demonstrate a clear financial need in order for it to succeed. If the application is partially funded, the applicant must clearly demonstrate why the funds obtained are not sufficient.
3. Master's thesis or dissertation proposal has been approved by either the faculty advisor or the full committee (see details below).
4. Winner (and honorable mention) must be a current member of ABCT at the time of the awards ceremony at the upcoming ABCT convention in November.

The format of the Research Strategy is based on current guidelines for NIH applications. All applications must include the following components (3 pages total). Throughout each section, applications must explicitly and thoughtfully state how issues of Diversity Equity and Inclusion (DEI) are being addressed in the proposal guided by the questions provided:

1. Significance: Does this project address an important problem or barrier to progress in the field? If aims are achieved, how will scientific knowledge and/or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field? Please describe if/how your findings reduce inequities or mental health disparities. How have stakeholders been included in the development/design/dissemination of this project? What is the stakeholder buy-in to conduct this work? How will the results of this study be disseminated to a lay audience?
2. Innovation: Will the application challenge and shift current research or clinical practice paradigms by using novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed? How will the application promote the advancement of diversity, equity and inclusion efforts in our field?

3. **Approach:** Describe participants, design/methods, measures, and analytic plan that are proposed to accomplish the specific aims of the project. Please comment on how you plan to include a representative sample with regard to race, ethnicity, gender, sexual orientation, disability status, etc.
4. **Justification of need:** How is this grant necessary for completing this research? In what ways will this grant improve or facilitate the research project?

Applications will be scored based on the following criteria:

- A. **Justification of Need.** To be eligible for consideration for this grant, applicants must receive a score of greater than 0 on this scale. Those with a score of 0 or less will not be considered to have met the criterion of need.

<i>Score</i>	<i>Description</i>
-1	<b>No need demonstrated.</b> Expenses are not relevant to completion of the study.
0	<b>Minimum need demonstrated.</b> Expenses are relevant to the study but not necessary for study completion.
1	<b>Need demonstrated.</b> Expenses are necessary to complete the study.
2	<b>Exceptional need demonstrated.</b>

- B. **Merit.** Significance, Innovation, and Approach (as described above) will each be rated on a 9 point scale ranging from 1 (Exceptional) to 9 (Poor). A score of 5 is considered average. Reviewers will consider both the strengths and weaknesses within each criterion. For example, a major strength may outweigh many minor and correctable weaknesses.

<i>Criterion Strength</i>	<i>Score</i>	<i>Descriptor</i>	<i>Additional Guidance on Strengths/ Weaknesses</i>
High	1	Exceptional	Exceptionally strong with essentially no weaknesses
	2	Outstanding	Extremely strong with negligible weaknesses
	3	Excellent	Very strong with only some minor weaknesses
Medium	4	Very Good	Strong but with numerous minor weaknesses
	5	Good	Strong but with at least one moderate weakness
	6	Satisfactory	Some strengths but also some moderate weaknesses
	7	Fair	Some strengths but with at least one major weakness

Low	8	Marginal	A few strengths and a few major weaknesses
	9	Poor	Very few strengths and numerous major weaknesses

**Minor Weakness:** An easily addressable weakness that does not substantially lessen impact

**Moderate Weakness:** A weakness that lessens impact

**Major Weakness:** A weakness that severely limits impact

In addition to the 3 page Research Strategy, applicants must include the following components:

1. Submission checklist (which can be downloaded from the ABCT website)
2. Abstract (no longer than 30 lines of text) with 5 keywords
3. Detailed budget (1 page)
4. Other Support document that includes information (type and number, title, amount, grant period, one sentence of study aim) for current and pending sources of funding (internal/external fellowships and grants), along with the scientific and budgetary overlap with the proposed project. Applicants may use the NIH form and instructions (<https://grants.nih.gov/grants/forms/othersupport.htm>), but we will not require that formatting be limited to this. If applicants do not have any current/pending support, simply include a page with the title "Other Support" that states: "I do not have any current/pending grant funding."

Merit scores will be given via a masked review process. Thus, please do not include the name of the investigators or institution in the Abstract or the Research Strategy. The Submission checklist, Budget, Other Support, and faculty Letter of Support will be reviewed separately and thus can include identifying information.

Finally, we ask the applicant's faculty advisor submit the following separately, sent from their own email address:

1. Letter of support indicating faculty member approval of the project (if not yet approved by the full committee) or verifying that the proposal has been approved by the full committee. We encourage your advisor to review our [tips](#) for avoiding bias when writing letters of reference.
2. Other Support document that includes information (type and number, title, amount, grant period, one sentence of study aim) for current and pending sources of funding (internal/external grants), along with the scientific and budgetary overlap with the proposed project. Faculty may use the NIH form and instructions (<https://grants.nih.gov/grants/forms/othersupport.htm>), but we will not require that formatting be limited to this. If faculty advisors do not have any current/pending

support, simply include a page following their letter with the title "Other Support" that states: "I do not have any current/pending grant funding."

To submit an application, **please email all applicant required documents as one PDF document** (faculty advisor materials are sent separately) to Dr. Ryan Jacoby at [rjjacoby@mgh.harvard.edu](mailto:rjjacoby@mgh.harvard.edu). Deadline is 11:59 pm (EST) March 1, 2023. Proposals will be reviewed according to current NIH criteria as described above and funding awarded based on a combination of merit and need. Applications that are incomplete or do not follow the aforementioned application guidelines/procedures will not be reviewed.

Award recipient and honorable mention will be announced at the ABCT Friday evening Awards Ceremony.

Expectations of the award recipient include:

1. Submitting yearly progress reports to the committee, as well as a final report when the project is completed.
2. Submitting findings from the project as a poster or symposium presentation for the ABCT annual conference within 2 years of completing the project.
3. Award recipient may also be invited to write a brief article for *the Behavior Therapist*.

Any questions about the award or application process can be sent to [rjjacoby@mgh.harvard.edu](mailto:rjjacoby@mgh.harvard.edu).