CLINICAL RESEARCH INSTITUTE (CRI)
SEED GRANT PROGRAM FOR FACULTY RESEARCH

The CRI Seed Grant Program aims to support research and knowledge creation among SSW Resident Faculty and their research partners.

A total of $30,000 are available in each application cycle. Each selected project will receive **$5,000 - $10,000** in research funding. Typically, three or more projects will be awarded per year, depending on the availability of funds. Given the modest amount of funding available, applicants should be realistic about what can be achieved through this seed grant program. The program is appropriate for a small project (e.g., a pilot) or a part of the applicant's ongoing project, such as additional data collection, knowledge mobilization activities, research software, etc. Proposed projects can be empirical or non-empirical (e.g., theoretical) in nature.

Application Process

Resident faculty members are invited to submit research/scholarly project proposals by **October 15 in each academic year.** The program is open to both empirical and non-empirical proposals. Each project can request $5,000 - $10,000 in funding, which can include but are not limited to salaries (e.g., research assistantship, research consultation, copy edit), honoraria for research participants, research software, conference travels, etc. Funds can be used flexibly as long as they are directly related to the proposed project.

Eligibility: Only resident faculty members of the Smith College School for Social Work (SCSSW) are eligible to apply as the Principal Applicant (PA). Joint faculty applications for one project are welcome, with one designated PA. Director-level staff (e.g., Practicum Learning, Student Support and Community Development) might apply for the program in partnership with Resident Faculty as a Co-PA. Other SSW staff and faculty (e.g., adjunct faculty) and/or community partners can be listed as Research Collaborators. Funds cannot be used to pay the salary for the Collaborators but can be used to facilitate their active participation in the project (e.g., travel expenses, software access).

Research Methods (when relevant): Research projects may employ any methodologies (e.g., qualitative, quantitative, mixed-methods, arts-based, review, theoretical), provided they are relevant to the research questions.

Funding Priorities: To prioritize research and scholarly support for emerging scholars, Assistant Professors will be prioritized, regardless of other available funds (e.g., startup funds). In the event that there are insufficient funds to meet the demand for grants, priority will be given to first-time applicants over returning applicants. Among equally qualified applications, tenure-track or tenured faculty will receive priority given their workload expectations related to scholarly contributions.

Grant Disbursement and Duration: The grant pool generated by the endowment is dispersed once per year. Awarded applicant will have up to **two years** from the date of the award to complete their project. Faculty members are eligible for **only one award at a time** (Note: This rule does not apply to Faculty Co-PA when the project is led by a Director-level staff member). Unused funds will be returned to the unrestricted pool after **two years** and may be redistributed.

Budget Guidelines: PA must be responsible for managing the budget according to the College policy and tracking expenses via Workday. Expenses typically covered by the School (e.g., computers, equipment, and software subscribed by the College) should not be included in the grant application budget, unless the requested expenses exceed the standard provision. In such cases, provide a brief justification in the itemized budget section.

Dissemination Requirements: Grantees must submit a dissemination product (e.g., article, conference presentation/poster, community event) to the Committee **within six months** of the grant period's end. If this deadline cannot be met, a brief letter explaining the delay is required to request an extension. No further awards will be granted until the dissemination product is submitted. PAs should acknowledge the CRI Research Grant Program as a source of funding.

Application Procedures

Applications should be submitted via email as a single PDF document to Dr. Kenta Asakura at **kasakura@smith.edu**. Each application must include the following information:

1. Face Sheet

The one-page face sheet should include the following details:

- Project title
- Names of Principal Applicant and research collaborators if applicable
- Beginning and ending dates of the project
- Total amount requested from CRI
- Total amount available through other funding sources (e.g., PA's research start-up funds, other research grants)
    - You are expected to deduct these amounts from the amount requested from CRI. Example: $10,000 (total amount for the project) – $4,000 (available in the PA's startup funds) = $6,000 (total amount requested from CRI).
    - If the PA has existing funds already committed to other purposes, please explain and justify the need for CRI seed funds.
    - When the project is led by a Director-level staff member, funding sources of their Faculty Co-PAs do not have to be reported.
- History of receiving funds through CRI: Please detail the amount and year(s)

2. Research Plan

The research plan should not exceed **5 pages** (single-spaced, excluding references). Proposals exceeding this length will be returned. The plan must include the following sections. **Applicants are expected to incorporate the School's Five Principles whenever relevant.** It is essential that the proposal is clear and accessible to those unfamiliar with a particular subject matter, theoretical framing, or methodology.

- **Background and Rationale**:
  Provide the justification for the proposed study. What is the main purpose of the work, and how does it contribute to clinical social work practice and/or education?
- **Significance and Relevance**:
  Explain the importance of the project for knowledge-building in clinical social work, such as in classroom teaching, curriculum development, student support, or clinical practice.
- **Impact on Your Scholarship**:
  Why are you well-positioned to make this contribution? How does this project fit within and build on your overall research trajectory?
- **Relationship to Larger Projects/Programs**:
  If this project is part of a larger research initiative, funded or unfunded, describe the scope of the CRI-funded work and its relationship to the larger project.
- **Methodology**:
  Outline how data will be collected (e.g., recruitment, data collection procedures) and analyzed (if relevant). Include a project timeline and note that IRB approval from Smith College is required before the project begins. A review project (e.g., scoping review, systematic review) also requires detailed methodological plans. For theoretical work, applicants can use this section to articulate how they engage the work (e.g., a theoretical framework). Even if you are not requesting funds for data collection or analysis, please briefly describe the methodology of your work.
- **Dissemination Plans**:
  Describe plans for knowledge translation and dissemination to clinical social work and broader communities. Be specific about conferences or target journals and where and how results will be shared with whom. If non-traditional knowledge translation is planned (e.g., art exhibit), please articulate your plans as clearly as you can here.
- **Itemized Budget**:
  Provide a detailed budget with justification for each expenditure. Include costs for participant honoraria, RA salaries, consultation fees, conference travel etc. For RAs, specify the rate of pay (note: SSW pays $36 an hour for PhD students), number of units (hours/days), and total costs. Be sure to account for taxes or benefits. The budget must be realistic and feasible.

- **Potential External Reviewers**: Provide several names of potential external reviewers who you believe would understand the significance of your proposed project (e.g., theoretical framing, issues, methodology). For payment purposes,

please prioritize Smith-affiliated scholars as much as you can. Note: There is no guarantee that these scholars will agree to review the proposal. CRI committee might contact the PA for additional names when necessary.

3. Evaluation of Applications

- Each application will be evaluated by two reviewers: One member of the CRI committee and one external reviewer.
- Each proposed project application will receive feedback, using the established criteria, within 3 weeks following the initial deadline.
- Applicants may revise the proposal once to strengthen it based on feedback. PA, if they choose to do so, will have 2 weeks to revise the proposal. CRI committee will then rank the applications for final decisions shortly thereafter.