

Russell Sage Foundation: Apply for a Research Grant (<https://rsf.fluxx.io>)

LOI REQUIREMENTS

Demographic Information: RSF asks that all applicants provide complete and updated contact, demographic, and professional information. Have you reviewed and confirmed that your contact information [in the grantee portal] is correct? [Yes/No]

LOIs should reflect the key elements of a complete proposal. Statement of the problem and key questions/hypotheses should be concise and clear. The bulk of the LOI should provide detail on how the data, methods and research design are appropriate for answering the questions posed. Information such as preliminary/pilot findings should be included when available, and sample size/power calculations where relevant.

How did you hear about this program (select all that apply)?

- RSF Website
- RSF Newsletter/Email
- Colleague
- Meeting/Conference
- Social Media
- Listserv of a Professional Organization
- Other

Please provide the following contacts at your organization for this grant:

Organization Signatory: the individual responsible for contractual matters, including grant agreements.

Financial Reporting Contact: the individual responsible for financial reporting on the grant.

Grant Administration Contact (optional): an individual who can assist with administrative aspects of the grant, including coordinating the agreement signature process and submitting reports and amendment requests.

These individuals will receive relevant email notifications about the grant and will be able to access the grant record through the Fluxx grantee portal. If you do not see the name of the appropriate individual in the dropdown, or if you are unsure who will fulfill these roles for this grant, please leave this question blank for now. If your grant application is approved, you may provide RSF with this information at that time.

Program: [Select from drop down—see <https://www.russellsage.org/programs> for list of current programs]

Project Focus (if applicable): [Select from dropdown—current options: COVID-19 pandemic and the resulting recession & Systemic racial inequality and/or the 2020 mass protests]

Project Title:

Project Abstract/Summary: [1000 character limit]

Please identify a Grant Category [Presidential vs. Trustee] using the following information:

- **Trustee Grants** are generally capped at \$175,000, including 15% indirect costs.
- **Presidential Grants** are capped at \$35,000 (no indirect costs).

- In rare circumstances, investigators may apply for a Presidential Grant of up to \$50,000 (no indirect costs) when the proposed research project has special needs for gathering data (e.g.: qualitative research) or gaining access to restricted-use data.

Budget Requested [in USD]:

Please review RSF's budget guidelines before submitting this application (<https://www.russellsage.org/how-to-apply/apply-project-grants/budget>). LOIs do not require a full budget template, if invited to submit a proposal, you can submit the budget template then.

Proposed Project Start Date:

Proposed Project End Date:

PI Academic-Year Teaching Load:

- NA
- None
- 1-4 courses/year
- 5 courses/year
- 6 or more courses/year

Co-PI Information

Please list the name, organization, and email address for each of the co-principal investigators (co-PI) on this project (up to 5). After submitting your application, please have the Co-PIs create an account within the RSF portal (if they do not already have one). Please send your co-PI's this link (https://rsf.fluxx.io/user_sessions/new)

Are there co-principal investigators involved on this grant? [Yes/No]

For each co-PI:

Co-PI Name:

Co-PI Organization:

Co-PI Email Address:

Co-PI Academic-Year Teaching Load:

Supplemental Project Information

Is your project focused on academic research in the social sciences (economics, sociology, psychology, etc.): [Yes/No] *If your project is not focused on academic research in the social sciences, it likely will not be eligible for funding from RSF. Please refer to our website for more information.*

Is your project focused on general support for an organization, health outcomes, or project evaluation? [Yes/No] *RSF does not typically fund general support for organizations, health outcomes, or project evaluation projects. Please refer to our website for more information.*

What kinds of data are you proposing to use in your project? Select all that apply.

Administrative	Matched or Linked
Ethnography	Proprietary
Experiments	Social Media
Historical/Archival	Survey
Interviews	Other (specify)
Large Scale Text	

**Will your project, if funded, use RSF funds to collect data, purchase data, or pay data access fees?
(Select all that apply)**

- Pay data access fees
- Purchase data
- Collect data
- None of the above

Will your project result in a new dataset consisting of originally collected data? [Yes/No]

If you are creating a new dataset as part of this project, do you have a plan to release this data?
[Yes/No/Not Applicable]

Is your proposed project an experiment or RCT? [Yes/No]

If an experiment or RCT, please indicate if you have registered and with who?

Does your project require IRB approval? [Yes/No]

Please indicate what method(s) you will use to analyze your data.

- Qualitative Methods
- Quantitative Methods
- Mixed Methods
- Not applicable

If Mixed Methods, what is the primary method for data analysis?

- Qualitative Methods
- Quantitative Methods
- Equally Qualitative/Quantitative Methods

Briefly describe how you will analyze your data. [300 character limit]

Please list any people that may be a good fit to serve as a reviewer on this project. Note that this list will serve as a suggestion to RSF only, we cannot guarantee who will serve as a reviewer on this project.

LOI Documents

- 1. Letter of Inquiry:** Please upload a Letter of Inquiry (LOI) that is no more than 4 pages, excluding references, describing the project, single-spaced, with standard 11 or 12-point font, and 1 inch margins. Please upload any appendices as a separate document. If the LOI contains formulas or other graphics, upload the document as a PDF.
- 2. CV:** Please upload a CV that is abbreviated, no more than 5 pages. If this is a research project, you will be able to upload the CVs of your Co-PIs at the proposal stage.

FULL PROPOSAL REQUIREMENTS [If a full proposal is invited]

Do you plan on drafting a book length manuscript based on the work you are conducting for this project?

If your project will result in a new dataset consisting of originally collected data, please describe either: 1) Specifically how you plan to make your data set publicly available, where it will be hosted, and how the data release plan will be funded; 2) why you will not be making the data set publicly available.

Have you submitted or do you plan to submit this proposal to another source?

Please list source(s) and amounts received/requested:

Is this proposal related to other project(s) for which you have received funding or expect to request funding from another source?

Please provide a brief explanation of the related project(s) and list the source(s) and the amounts received/requested.

Full Proposal Documents

1. **Co-PI CVs:** Please upload an abbreviated CV for each Co-PI, no more than 5 pages.
2. **Proposal:** Proposals cannot exceed 20 double-spaced pages (with standard 11 or 12-point font and 1 inch margins). The main proposal document should include (1) references, (2) supporting tables and figures and (3) appendices (**these items do not count towards the page limit**). Please limit each proposal to no more than two appendices and list your name on the first page of the proposal.
3. **Budget:** Upload an EXCEL version of the RSF budget template here. The budget template and guidelines are available on the RSF website (<http://www.russellsage.org/how-to-apply/apply-project-grants/budget>).
4. **Budget Justification:** Please provide a detailed budget justification that includes a breakdown of all costs in the proposed budget. If you are including salary support as part of the proposed budget, the budget justification must include the academic salary for each person, as well as, their proposed tasks and time effort.
5. **Organization Confirmation Letter:** Please upload a letter from your home institution/organization. The letter should note that if the project is approved, the organization will serve as the grantee for the project, under the supervision of the PI, and that the organization will manage all of the project funds.
6. **Proof of IRB Approval:** RSF requires Organizational Review Board (IRB) approval for all research projects involving human subjects. Please upload a copy of your IRB approval or waiver. If the project is still undergoing the IRB approval process, you may provide this at a later date. Please note however, that any project funds cannot be disbursed until proof of IRB approval responses if any information has changed.