GUIDELINES FOR SHRS DEVELOPMENT FUND

The School of Health & Rehabilitation Sciences has a small Research Development Fund. The primary purpose of the fund is to encourage research activity and defray expenses of such research by the members of the SHRS academic community while they are associated with SHRS. The fund attempts to provide seed money for research projects among faculty and as a form of financial assistance for development of researchers among students. The following guidelines for the administration of the fund have been established.

1. **ELIGIBILITY:** SHRS full time faculty members, SHRS full or part time graduate students, and SHRS full time staff members are eligible to apply as principle investigators. Undergraduate students may apply as investigator together with a faculty advisor as principal investigator for independent study or research projects. Graduate students must submit a letter of approval from their thesis committee chair or project director.

2. **FORMAT:** Applications are submitted on-line under the SHRS Research Development fund on the SHRS website under Current Student/Scholarships.
   - Applications shall consist of a proposal outlining the research project, its purpose, the plan of execution, its proposed date of completion and a detailed budget.
   - The proposal should be concise, yet include purpose, design and methodology, anticipated outcome, and justification. Dissemination of the outcome should also be included in the content.

3. Any project involving human subjects must have the approval of the appropriate University Institutional Review Board (IRB) prior to applying. Approval letter must be sent, before you apply, via email or hard copy to Kellie Beach, Director of Student Services, Registrar. Kellie is located at 4024 Forbes Tower or at kbeach@pitt.edu.
   - Graduate students must also have the approval of their dissertation or thesis committees.

4. Grants will not exceed $1,000.00. The research project must be initiated within six (6) months of receipt of the award.
   a. We do not fund custom written software.
   b. We do not fund publications of your research.

5. Any presentations, publications, or theses based on or presented on the research study must acknowledge support received from this fund.

6. Publication of the results of the research project is encouraged.

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7. The applicant should expect to receive notification one (1) month following the date the application was submitted.

8. Applicants may be asked to meet with ad hoc reviewers to explain his/her knowledge of the area of study and ability to carry out the proposed methodology. The quality of research supported by this fund is of concern to SHRS, but reviewers will not compare proposals submitted, and all projects will be reviewed equally provided that there are sufficient funds available. The methods proposed must be considered adequate to reach the stated goals before a project is approved and funded. Reviewers may also provide input and make recommendations with regard to allowable costs for budgeted items. Approval is not guaranteed for all budgeted items.

Reviewers who possess knowledge and expertise in the content area being studied will be utilized on an ad hoc basis.