

UNIVERSITY OF PITTSBURGH
School of Health & Rehabilitation Sciences
(Revised Sept. 2018)

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.

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 and dissertation committee chair or project director.

University Institutional Review Board (IRB) -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, 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.

FORMAT: Applications are submitted on-line under the SHRS Research Development fund on the SHRS website under Current Student/Scholarships.

1. 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 (\$1000 max).
2. A suggested format would include and introduction, need, purpose, specific aim and significance, methods of procedure and reference or literature review. It should also include a brief biographical sketch highlighting the student's education and experience which enable the student to do this research. The student will need to specify reasons that they have for doing the research.

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. Grants will not exceed \$1,000.00.

4. Approval may be given for some but not all budgeted items.
 - Examples of items which are allowable costs are: materials, equipment, transcribing, and participant payments (clearly state – ex. rate/per hour for # of participants)
 - Examples of items which are NOT allowable costs are: travel expense for presenting a paper, and expenses for authoring a book, custom written software, removable hardware, or the cost of publishing the work.
5. The research design and methods must be appropriate in achieving the stated research goals as a condition of project approval and funding.
6. Reviewers who possess knowledge and expertise in the content area being studied will be utilized on an ad hoc basis.
7. Applicants may be requested to answer questions from the reviewers. The review process will include both program faculty and School administrators.
8. The applicant should expect to receive notification 3 weeks following the date the application was submitted.
9. Applicant will acknowledge the source of funding in all publications or presentations that are based on the results of the funded study with the following citation: *This study was supported in part through funding received from the SHRS Research Development Fund, School of Health and Rehabilitation Sciences, University of Pittsburgh.*
10. Publication of the results of the research project is encouraged.