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**Application Cover Page**

**2018**

**National Career Development Association**

**Graduate Student Research Grant Award**

Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email to contact you if you are a recipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major Professor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major Professor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree Level Pursued: \_\_\_\_\_\_\_\_\_\_Master’s \_\_\_\_\_\_\_\_Specialist \_\_\_\_\_\_\_\_\_\_Doctoral

Title of Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Time Line: \_\_\_\_\_\_\_\_\_(months) Start Date \_\_\_\_\_\_\_\_\_\_\_ End Date \_\_\_\_\_\_\_\_\_\_\_

**BUDGET** (salary for researcher is not allowed.) **Costs NCDA**

**Portion**

Clerical Support Hrs. X Cost per Hr. =\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_** **\_\_\_\_**\_\_\_\_\_\_

Supplies (Describe)  **\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_**

Printing (Number of pieces) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Postage (Purpose/How many) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Telephone Costs \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Travel Directly Related to Research \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

(Explain # of trips, miles, meals, lodging, etc.)

Other Costs (Explain) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

**TOTALS** (NCDA portion may not exceed $500) $\_\_\_\_\_\_\_\_­­­­­­ **$\_\_\_\_\_\_\_\_\_\_**

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**National Career Development Association**

**Research Grant Award Rules and Regulations**

**1.** **Criteria to be used by the selection committee to determine research grant award recipients:**

a. Recipients must be enrolled in a graduate education program at a college or university.

b. Individuals must have the signature of their major professor showing approval of the research topic as being appropriate to their field of study.

c. The merits of the research proposal will be judged on the following 100-point scale:

30 pts. - Knowledge of the relevant research in the field demonstrated in a presentation of

the literature

30 pts. - Knowledge of sound research design as evidenced by the appropriateness

and quality of the research proposal

30 pts. - Appropriateness of the research content to the field of career development,

career counseling, career information, career decision making, and/or career planning

10 pts. - Appropriateness of the individual plan to disseminate the findings through

writing, presentations, and other techniques

**100 pts. - Total** (Applicant needs a score of 80 pts. or above to be eligible; however, if

more applicants score above 80 than there are funds available, the applicants with the highest scores will be funded first.)

**2. Grant Eligibility**

### NCDA Graduate Student Research Grant $500

The NCDA Graduate Student Research Grant is for work on a doctoral dissertation or master’s thesis approved by the student’s institution, which may or may not be completed at the time of application. To be eligible for these awards, the student must have an approved master’s thesis or doctoral dissertation proposal at the time of application, or have a completed thesis or dissertation within the past year. Proposals will not be accepted for a thesis or dissertation that was completed and defended prior to January 31, 2018.

3. Research proposals are brief and may not exceed 5 typed (double-spaced) pages of content (not including the cover page, references, or tables)

The **application cover page** should be completed entirely, signed by the applicant and their major advisor, and **submitted by e-mail as a PDF attachment**. The **research proposal** should also be **submitted by e-mail as a PDF or Word file in the same e-mail as the application cover page**. Proposals will undergo a blind review. **Please do NOT put your name or other identifying information on the proposal itself just on the required application cover page.**

**The proposal format is as follows:**

1. Research proposal title

2. A brief background of the research area (review of selected pertinent research that is most relevant to the topic)

3. A brief statement of the problem/research

4. A description of the research methodology and analysis

5. An activity chart and time line for accomplishing the research

6. If applicable, include a brief summary explaining results and conclusions

7. A brief description of the plan to disseminate the findings through publications,

presentations, and other appropriate venues

**4. Budget**

The grant may not be used as salary for the applicant researcher. The application cover page contains a budget section that must be completed entirely.

**5. Submission**

Submit your application as an **e-mail with** **two separate attachments** (PDF or Word files) that include (1) Completed application cover page and 2) Research proposal **without** identifying information to:

Email to: Alicia Cheek

[acheek@ncda.org](mailto:acheek@ncda.org)

by January 31st