

# FOUNDATION FOR CHILD DEVELOPMENT

Changing Faces of America's Children - Young Scholars Program

## 2012 Young Scholars Program Proposal and Budget Format

### I. FORMAT FOR THE EXECUTIVE SUMMARY AND PROPOSAL

1. On every page (Items III. Executive Summary through V. Timeline and Work Plan) in the upper right hand corner, please number each page, and provide the following information in the one-inch margin (single-spaced): the full name of the applicant, institutional affiliation, project name, and project time frame (month/day/year through month/day/year).
2. Items III. Executive Summary and IV. Proposal should be single-sided and double-spaced. The minimum font size is 11 point with one-inch margins on all four sides of the page.
3. A total of ten (10) copies of the proposal are required. Nine (9) copies of the proposal should include items II. Cover Letter through IX. Evidence of Institutional Support. One (1) additional copy must include a copy of the most recent IRS letter confirming the tax-exempt status of the applicant's affiliated institution (item X.), and the most recent copy of the audited financial statements of the institution (item XI.). Each set should be clipped or stapled together. Please do not use binders or folders.
4. Please note that the two letters of recommendation (item XII.) should be **submitted by the writers directly to the Foundation for Child Development by the deadline, Wednesday, November 2, 2011. Each letter should be addressed to Ruby Takanishi, Ph.D., President.**

### II. COVER LETTER (two-page limit, single-spaced)

Applicants must provide a Cover Letter on institutional letterhead with the following information in this order:

1. Full name of the applicant.
2. Home address, telephone, mobile, and fax numbers.
3. Office address, telephone, and fax number.
4. Primary email address for all correspondence.
5. Names, titles, affiliations, and description of relationship to the applicant of the two writers of the letters of recommendation that will be sent separately to the Foundation for Child Development. **Please identify which letter is intended to fulfill the requirement that at least one of the two letters must fully evaluate the proposed research and include comments on the quality of the research questions, significance of the proposed research, and soundness of the proposed methodology and plans for analysis.**
6. Date degree conferred, name of institution, department or school (e.g., Department of Psychology, School of Education), type of degree, discipline, and specialization if applicable.
7. Current job title, departmental, and institutional affiliation.
8. Date of appointment, description of position, and statement confirming that the applicant **either**:
  - Holds a tenure-track position and has not received tenure and when tenure review is anticipated, or
  - Has received tenure and the date when it was attained. The fellowship is open only to scholars who have earned their Ph.D. within the 15 years prior to June 30, 2011.

Applicants may either:

- Not have received tenure and hold a full-time, tenure-track faculty position at an American college or university located in the United States. **Please note tenure equivalent positions are not eligible for the fellowship.**
- Have received tenure within the past four years at the time of application and hold a full-time faculty position at an American college or university located in the United States.

In the event that an applicant is being reviewed for tenure at the time of application to the FCD Young Scholars Program and is selected to receive the fellowship, evidence that tenure has been granted must be provided by the college or university to the Foundation for Child Development before the funds are disbursed.

Please refer to the **2012 FCD Young Scholars Program Description** available on the Foundation for Child Development web site for additional information:

<http://fcd-us.org/our-work/new-american-children/apply-ygp>

9. Statement on whether you are engaged in other research, description of the other research, and whether there is any overlap with the proposed project. Please provide the following information in a similar chart on how 100% of your time representing a paid, full-time position is allocated during the academic year and summer for each proposed project year. The Selection Committee will use this information to determine whether the proposed amount of effort is commensurate with the requested funds for your time in the budget, and appropriate for the project given your other commitments.

	Research (Time %)		Teaching (Time %)	Administrative/Service (Time %)	Total (100% Time representing paid, FT position)
	FCD Project	All Else			
<b>Current Use of Time</b>					
<b>a. Academic year</b>	0%	%	%	%	=100%
<b>b. Summer</b>	0%	%	%	%	=100%
<b>Proposed Use of Time (Year 1)</b>					
<b>a. Academic year</b>	%	%	%	%	=100%
<b>b. Summer</b>	%	%	%	%	=100%
Repeat for <i>EACH</i> subsequent project year	%	%	%	%	=100%
	%	%	%	%	=100%

10. Your response to the following request is voluntary, but highly encouraged. This information will help to improve how the FCD Young Scholars Program is publicized. Suggestions for venues that can post or distribute information about the program to potential applicants are most welcome.

In a separate attachment to the Cover Letter of your proposal, please provide background information, including your gender (male or female), and your race/ethnicity (African American, Latino/Hispanic, Asian/Pacific Islander, American Indian, Caucasian or another specific ethnic identification). Please also briefly describe your interests in studying newcomer children in one paragraph or less. For example, were you influenced by a particular program of study, mentor, or other experience? Are you from a region of the world outside of the U.S.?

Thank you very much for your assistance in our efforts to assure that the largest number of researchers know about the FCD Young Scholars Program.

11. If you have applied previously, please state how your current submission is different from your earlier application (please include the year of application and project title).

### III. EXECUTIVE SUMMARY (one-page limit)

1. Discuss the research goals and methodology, including a description of the sample (which must include size of the sample, ages, gender, and socio-economic status), measures, and analysis plans.
2. Provide a statement on the significance of the project in response to the interest of the Foundation for Child Development in both basic and policy-relevant research, and potential implications for meeting the health and education needs of young immigrant children.
3. Describe how the project engages and recognizes the information and research needs of immigrant-serving organizations, e.g., national or local advocacy groups, and community-based agencies.

#### **IV. PROPOSAL (20-page limit, please note the *minimum* page limits for each of the following sections)**

The Foundation for Child Development is particularly interested in research that can inform policies regarding the health and education needs of young newcomer children. Proposals may include research designs for an empirical study, pilot work for a larger scale research project that will seek funding from other public and private funders, or analysis of data previously collected. The research design should be based on funding up to a maximum amount of \$150,000 (inclusive of overhead which is limited to 15% of direct costs). The award may be used for research expenses and salaries. **The Foundation for Child Development does not provide funds for international data collection.**

1. Describe the specific research questions clearly (minimum 2-pages).
2. Discuss the significance of the research in relation to the current state of knowledge. Provide references to the existing literature in the Bibliography, item VIII.2. (minimum 3-pages).
3. Describe the proposed methodology, including sampling and measurement procedures in specific detail (minimum 4-pages). **Sample descriptions must include the number in your sample, the generational status of the parents and children, their socio-economic status as well as the country/countries of origin.** Labeling samples as “immigrants” is not sufficient.

If the proposed research involves working with schools and/or school districts, describe the planned process for contacting and obtaining permission to gain access for the purposes of the research, whether the process has been initiated, and how far it has progressed.

If your proposed study is longitudinal in design, please specify how you will sustain the participation of those involved, including planning for sample attrition.

If your proposed study involves qualitative methods, please specify how you will use these methods and your specific analytic plan for qualitative data.

If supplementary research funds are requested, identify which activities will be supported by the supplementary research funds, and discuss in detail why these activities are essential to the success of the project.

If the proposed research extends beyond three years (maximum five years), explain why the additional time beyond three years is necessary.

4. Describe in detail your plans for the data analysis (minimum 4-pages). The analytic plan should be aligned with your research questions.
5. Explain the significance of the project in response to the interest of the Foundation for Child Development in both basic and policy-relevant research, and potential implications for meeting the health and education needs of young immigrant children (minimum 1-page).
6. In addition to the usual scholarly outlets, discuss the proposed plans to communicate the research findings to inform decision-makers on policies that affect young newcomer children (minimum 1-page). How will this work support your service to your profession, institution, or the public?
7. Describe how the project engages and recognizes the information and research needs of organizations concerned with immigrants, e.g., national or local advocacy groups, community-based agencies (minimum 1-page). How will this work support your service to your profession, institution, or the public?

Proposals will be evaluated by senior Foundation staff, the FCD Young Scholars Program Selection Committee, and external reviewers based on the following criteria:

- The degree to which the proposed work is theoretically based as well as conceptually and methodologically sound. Procedures for data collection and analysis should be detailed and clear for both quantitative and qualitative studies.
- The degree to which the proposed research demonstrates an understanding of issues that are associated with the immigrant experience (e.g., legal status, country of origin, language spoken at home, English language ability, generation of the children (first, second, one-and-a-half), duration of residence of the child and parents in the United States).
- The relevance of the potential analysis and findings to current and future public policy issues regarding young children of immigrants and their families.
- The quality of the proposed plans beyond the usual scholarly outlets to communicate the research findings to inform decision-makers on policies that affect young newcomer children.
- The engagement and recognition of the information and research needs of organizations concerned about immigrants, e.g., national, state or local advocacy groups, community-based agencies.

The Foundation for Child Development does not have the capacity to share reviews of proposals with applicants once the selection process is complete.

## V. TIMELINE AND WORK PLAN

Provide a monthly project timeline and work plan.

## VI. ITEMIZED PROJECT BUDGET

1. Submit a project budget using the following template for **each** project year and an additional budget that is a **total of all of the project years**. Please specify the project time frame (**month/day/year through month/day/year**) on each page. Provide itemized descriptions of each line item for each year as a corresponding budget narrative. If applicable, provide information on the amount of funding which has been secured from other sources that will be used to support this project.

The research design should be based on funding up to a maximum amount of \$150,000 (inclusive of overhead which is limited to 15% of direct costs). The award may be used for research expenses and salaries. **The Foundation for Child Development does not provide funds for international data collection.**

2. If supplementary research funds are requested, submit a separate budget entitled “Supplementary Research Funds” using the template below for **each** project year and an additional budget that is a **total of all of the project years**. Please specify the project time frame (**month/day/year through month/day/year**) on each page.

Provide itemized descriptions of each line item for each year as corresponding budget notes. If applicable, provide information on the amount of funding which has been secured from other sources that will be used to support this project.

Although a dollar limit on the supplementary research funds has not been set, the supplementary research funds are intended to be a small amount of money, and overhead is limited to 15% of direct costs. The research design should be based on funding up to a maximum award of \$150,000.

## Budget Template

Budget Item (month/day/year through month/day/year)	Total	Requested from FCD
1. Personnel (for each person include job title, annual salary, and the percentage of time to be spent on the project)		
2. Fringe benefits (note the underlying calculation, e.g., 20% of total salaries)		
3. Travel		
4. Project-related equipment and supplies		
5. Data processing		
6. Other (please specify)		
7. Total direct costs (sum of the above line items)		
8. Total indirect costs (FCD limits overhead to 15% of direct costs)		
9. Sub-contractors		
10. Total		

## VII. CURRENT CURRICULUM VITAE OF THE APPLICANT

### VIII. ATTACHMENTS

1. The pdf or link to up to two (maximum) journal articles and published chapters by the applicant that are relevant to the proposed research must be emailed to [ysp@fcd-us.org](mailto:ysp@fcd-us.org) by Wednesday, November 2, 2011. The subject of the email must include your first and last name and institution.
2. Bibliography for the proposal.
3. Evidence that approval for human subjects review by the institution's internal review board is underway.

### IX. EVIDENCE OF INSTITUTIONAL SUPPORT

Please address both letters to the Foundation for Child Development.

1. Letter of support on institutional letterhead from the dean or chair of the department. The letter must:
  - Confirm that **either** the applicant holds a tenure-track position and has not received tenure or has received tenure and the date when it was attained. **Please note tenure equivalent positions are not eligible for the fellowship.**
  - Address how the fellowship will support the tenure-track activities of the applicant if the applicant has not received tenure.
  - Confirm the institution's commitment to support the applicant's proposed percentage of paid time to be devoted to the proposed research.
  - Describe the specific institutional resources that will be made available in support of the project (e.g., specific number of course reductions per year, cost sharing, return of indirect costs, etc). **Letters that do not describe any specific institutional resources that will be contributed to the project will adversely affect the applicant's rating.**
2. Letter of support on institutional letterhead from the appropriate office handling project payments (e.g., Research Foundation). In the event that the proposal is selected for support, please include specific information on how the check should be made out, and where the check should be sent, including the contact name, title, address, email address, and telephone number.

**X. COPY OF THE MOST RECENT IRS LETTER CONFIRMING THE TAX-EXEMPT STATUS OF THE INSTITUTION**

**XI. MOST RECENT COPY OF THE AUDITED FINANCIAL STATEMENTS OF THE INSTITUTION**

**XII. LETTERS OF RECOMMENDATION**

Two letters of recommendation that describe the ability of the applicant to undertake the project should be **submitted directly to the Foundation for Child Development by the deadline, Wednesday, November 2, 2011. Each letter should be addressed to Ruby Takanishi, Ph.D., President. If both letters are not received by the deadline, the proposal will be disqualified.**

**Please note that at least one of the two letters must fully evaluate the proposed research and include comments on the quality of the research questions, significance of the proposed research, and soundness of the proposed methodology and plans for analysis.**

Proposals will be considered incomplete if at least one of the two letters does not evaluate the proposed research in detail. Only two letters are requested to complete the proposal package. Additional letters of recommendation will not be reviewed.

**DEADLINE**

Ten (10) completed proposals (see item I.3.) must be received **on or before Wednesday, November 2, 2011.** The deadline is firm. No email, fax, or incomplete submissions will be accepted. Please mail your proposal package to:

**Foundation for Child Development  
Changing Faces of America's Children -  
Young Scholars Program  
295 Madison Avenue, 40<sup>th</sup> Floor  
New York, NY 10017**

An email confirming the receipt of your proposal package will be sent by Friday, November 18, 2011.

If you have any questions, please refer to the **2012 FCD Young Scholars Program Description and Frequently Asked Questions** that are available on the Foundation for Child Development web site:

<http://fcd-us.org/our-work/new-american-children/apply-ysp>

or submit your question(s) via e-mail to [ysp@fcd-us.org](mailto:ysp@fcd-us.org).

Due to the expected volume of calls, Foundation staff cannot accept telephone inquiries. We appreciate your cooperation.