



# SoACE Research Fellowship Program Guidelines

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## **Purpose of Program:**

The purpose of the SoACE Research Fellowship is to promote and support research and study projects that will further the stated professional purposes of SoACE and its members. This research should fall within the SoACE mission which states: SoACE is organized exclusively to create a common understanding between individuals in career services and college relations focused on the career development and employment of the college-educated to promote and foster relationship among the constituents; serve as the voice of the profession for the southern region of the United States; create and retain leaders in the profession by facilitating the exchange of knowledge and insight; provide professional development and promote high professional standards; and identify trends, issues, challenges, opportunities in the profession.

## **Administration of Program:**

The program will be administered by the SoACE Board of Directors through the Director for Professional Development and the Research sub-committee.

## **Research Status Reports:**

A research progress report is due to the SoACE Director of Professional Development to track the progress of the project. The report due dates will be established when the project is awarded. Failure to provide these reports could result in a delay or loss of funding.

## **Distribution of Funds:**

Funds for the project will be allocated in the following manner:

- 40% at the beginning of the project;
- 40% upon approval of the mid-term report
- 20% upon approval of the final report

Prior to the initial payment, the recipient will need to submit an itemized budget in compliance with policies established by their institution/organization for research grants. Matching funds may be utilized as long as the criteria for this research effort is not altered in any way. Describe and support each budget item. The following is a list of suggested items to include:

Personnel (release time, percent of salary, clerical assistance, graduate assistants), postage, printing and duplication, travel, office supplies, telephone, computer time and/or programming, and other direct and indirect costs (amount and date) charged by your institution, if appropriate. The amount of the award is stated in the agreement letter and based on the budget submitted in the proposal.

Recipient must keep a detailed account of invoices, receipts, and other documentation for all project expenses, to be submitted with final research report.

**Compliance with Federal Law and Guidelines:**

The researcher agrees to follow all Federal law and research guidelines when completing this research.

**Final Report and Presentation Expectations:**

The project must be completed within the allotted time frame. The goal is that the recipient will present results at the annual SoACE conference in December of the year in which the project is completed. Upon completion, the recipient will submit a comprehensive final report including an abstract suitable for inclusion in the SoACE newsletter. The recipient will also present a session at the annual conference on the Research project, following deadline set by the annual conference committee.

**Timeline for 2018 Research Fellowship:**

*(based on a two-year project; dates will be amended based on project specifics before this agreement is sent for signature of recipient)*

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| Applications due                                | March 2019                                   |
| Award announced                                 | May 2019                                     |
| Distribution of first 40% of funding            | June 2019 (official “start date” of project) |
| Submission of Progress Report #1                | December 2019                                |
| Submission of Progress Report #2                | July 2020                                    |
| Distribution of next 40% of funding             | July 2020 (or upon approval of report)       |
| Submit Program Proposal to Conference Committee | June 2021                                    |
| Submit Final Report                             | November 2021                                |
| Distribution of final 20% of funding            | Upon Approval of Final Report                |
| Present Findings at Annual Conference           | December 2021 Conference                     |