**ACBS Research Development Grant Policy Document**

The Association of Contextual Behavioral Science (ACBS) Research Development Grants provide financial support for research that advances the field of Contextual Behavioral Science (CBS). The purpose of these Research Development Grants is to provide financial support for high quality, innovative, original research projects.

**Terms and Conditions**

1. Applications for research on any topic within the entire array of CBS are eligible for consideration. The choice of theme and the design of the research rests entirely with the applicant (the Principal Investigator).
2. Applicants must:

- Be affiliated with an institution that supports research (commonly eligible institutions include universities, institutions of higher education, and registered charities);

- Present a sufficient explanation of the availability of time to engage in this research (e.g. % of your work time to be allocated for this project);

- Be a member of ACBS at time of submission; and

- Possess at least a Bachelor’s degree or the equivalent.

- Master’s students, doctoral students, or postdoctoral researchers must be full time students or have an employment contract for the full duration of the grant period during which their award will be spent.

1. For each call, an applicant may apply for only one Research Development Grant as a Principle Investigator (PI). Researchers can be co-applicants on multiple submissions as long as they are listed as PI only once.
2. One Principal Investigator and any number of co-applicants can be added, as long as their involvement in the project is justified in the application.
3. Application forms must be complete. No supplementary material will be accepted and all relevant material must be displayed within the application form. Application forms must display information clearly and concisely and must be of a high professional standard. Incomplete application forms will not be reviewed.
4. The application needs to demonstrate that the aims of the Research Development Grant (RDG) program have been taken into account.
5. An application will be deemed ineligible if the PI has not yet finished the final report on a previous ACBS RDG.
6. All projects will need ethical approval before RDG funded research is conducted.
7. Awardees must apply in writing to and receive permission from the RDG Committee prior to making any changes to their application following receipt of a RDG.
8. Funding received under the RDG must be used for the project as outlined in the application. Any deviation should first be approved by the RDG Committee.
9. In each grant cycle, ACBS will award up to $20,000 USD total to chosen projects for the year. Research Development Grants will typically be awarded to projects of no more than $5,000 USD each, however larger projects will be considered based on their merits and their documentation of additional funding sources to ensure that the project will be carried out as proposed.
10. The RDG award will not provide any additional funding exceeding the budgeted and approved costs.
11. The PI/awardee cannot transfer a RDG award to any other person.
    1. In exceptional circumstances, a transfer to the named joint applicant may be allowed following approval from the ACBS Board of Directors.
12. The start date of the project will commence automatically upon the announcement of the awards. The award must be spent either within 18 months of the start date or before the end date of the awardee’s contract with their institution, whichever is earlier.
13. Awardees will be required to submit a mid-grant report before receiving the second half of the grant money. A template for this mid-grant report is provided by ACBS.
14. Awardees will be required to submit a final project report detailing their output, deliverables, and project expenditures upon completion of the RDG funded project.
15. Awardees will be required to present their research to ACBS -- for example, through a poster or PowerPoint presentation at an ACBS World Conference within two years of the completion of the project. If the author is unable to attend, a PowerPoint presentation with recorded narration or a poster may be sent to the ACBS World Conference instead.

**RDG Application - Budget Policy**

This section sets out the financial / budgetary information to be provided when submitting an application to the RDG. Please read through this carefully in advance of submitting an application. The budget is part of the grant application and will affect the evaluation of the application. The ACBS Executive Director and the ACBS Board of Directors have authority over the budget but generally are in concurrence with the RDG Committee.

1. Salary costs can be included for personnel essential to carrying out the research project, such as research assistants, postdoctoral researchers, technicians, laboratory managers, and administrators. Salary is not permitted for any of the named Investigators.
2. The duration of personnel appointments should be clearly outlined in the proposal.
3. Non-eligible costs:

* Teaching buy-out
* Ph.D. student stipend and fees
* Institution overheads
* Conferencing and related travel for investigators

1. Eligible costs:
   * Equipment
   * Details of all requested equipment necessary should be itemized. VAT or other significant relevant taxes, at the prevailing rate, should be included.
   * Where equipment of a value of more than $3,000 USD is requested, details of price quotations should be obtained and included in the budget justification.
   * Any equipment purchased by RDG funds will belong to the PI’s institution of employment.
   * Materials and Consumables
   * An outline of all materials and consumables that will be used during the course of the research, alongside detailed justification, should be provided.
   * Participant Reimbursement
   * Details of participant reimbursement costs should be listed in the application.

* Ethical board application
  + In cases where an application to the appropriate ethical board, requires a charge, then this charge is considered to be an eligible cost and included in the budget.

1. Budget Justification Narrative
   * The budget justification is the narrative explanation of the budget. It helps reviewers to evaluate whether the budget requested is reasonable and represents appropriate value for money spent. It should clearly explain why requested costs are necessary for the proposed research project and how these costs have been calculated.

**Assessment Process**

Eligible applications are assessed by a panel of reviewers drawn from relevant disciplines. The coordinator for the grant review process invites academics and those with demonstrated research experience to review applications. Research Development Grant submissions are favored which are of the highest quality; demonstrate compelling competence in the research design; transcend traditional disciplinary academic boundaries; and involve research which, if successful, has the chance of obtaining additional funding in the future.

When the application reviews have been received by the RDG committee, an assessment panel meets in order to rank the applications and decide on those that it will recommend for funding. These recommendations are sent to the ACBS Board of Directors for ratification. Efforts will be made by the committee to maintain a balance of CBS research areas (ACT, RFT, FAP, etc.) and maintain a balance of geographical regions supported. In the case of applications of equal ranking, the RDG committee will give preference to proposals that are either from developing nations; involve research that may not easily be funded by an alternative source; or involve early career researchers.

Applications are normally assessed within 6 weeks of the end of the submission period. The RDG committee will notify all researchers by e-mail (via the PI e-mail address listed on the application) of the outcome of the assessment process. Reviewers’ feedback on the application also will be provided.

**Research Expenditure Policy**

1. The ACBS Executive Director will send the awarded money to the awardee’s institution. All awards will be paid into a research account at the designated institution. One half of the awarded money will be sent at the start of the project, and the second half of the awarded money will be sent after the mid-grant report has been received (but no sooner than four months after the start date). Upon notification of an award, the PI must provide instructions to ACBS about where/how to provide the funds (address for a check, bank draft information, etc.). The ACBS Executive Director will contact the awardee for this information.
2. The PI is responsible for ensuring spending does not exceed the budgetary allocation. The ACBS Board of Directors will not be responsible for any over-spend on the project. PIs may, and are encouraged to, seek funding from other sources to meet their research goals.
3. Awardees will be required to provide details of their actual expenditures in comparison to their original proposed budget at the end of the award period. Auditable back-up documentation, including invoices, cost allocations, etc., must be maintained by all awardees. The RDG Committee will undertake post award review procedures in this regard.
4. Any under-spend must be returned to the ACBS Board of Directors within 3 months of the end of the project or immediately on cessation of the project for any reason other than completion.