**ACBS Foundation Grant Policy Document**

The Association of Contextual Behavioral Science Foundation (ACBSF) Grants provide financial support for projects that advance the field of Contextual Behavioral Science (CBS). The aim of the ACBS Foundation grant is to finance projects and/or research that advances the understanding of how CBS principles can be used to impact social or environmental issues.

**Terms and Conditions**

1. Applications for research or projects within the entire array of CBS are eligible for consideration. The aim of these awards is to provide financial support for innovative and original projects of high quality and potential. The choice of theme and the design of the project rests entirely with the applicant (the Principal Investigator). In particular, we are looking to support and fund projects that break new ground. These could include - but are not limited to:
	1. Projects focusing on climate change
	2. Interventions in hitherto untested populations
	3. Novel applications or modalities of interventions
	4. Projects focused on dissemination
	5. Projects that address public policy
	6. Projects that measure outcomes of training
	7. Projects that examine interventions in naturally occurring groups (prosocial)
	8. Projects that have the potential to improve diversity, equity, and inclusion and/or address institutional racism
	9. Projects involving developing nations, refugees or other disenfranchised or marginalized people
	10. Projects that address biological correlates of CBS-relevant targets (multi-level approaches)
	11. Or interventions using technology that would have a wide reach to help people in their natural contexts.
2. Applicants must:

- consider ethical issues. If the primary applicant is employed at a university, institution of higher and further education, registered charity, research institute, and this is a research study, they must obtain Institutional Review Board (IRB) approval. If the project is applied or training-based, and the primary applicant does not work one of the above listed institutions that has an IRB, the applicant must include a statement in the application about how the ethical approach of the project is being independently reviewed for compliance with ethical guidelines of a relevant professional organization (e.g.,<https://www.apa.org/ethics/code> or similar). These formal requirements must be met before the funds can be released, and a formal statement of attestation to adherence to ethical principles is required.

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

- Be a member of ACBS at time of submission (Principle Investigator);

1. For each call, an applicant may apply for only one 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 Grant 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 ACBSF Grant.
6. Awardees must apply in writing to and receive permission from the Grant Committee prior to making any changes to their project following receipt of a Grant.
7. Funding received under the Grant must be used for the project as outlined in the application. Any deviation should first be approved by the Grant Committee.
8. In each grant cycle, ACBSF will award up to $2,000 USD total to chosen projects for the year. Grants will typically be awarded to projects of no more than $2,000 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.
9. The Grant award will not provide any additional funding exceeding the budgeted and approved costs.
10. The PI/awardee cannot transfer a Grant award to any other person.
	1. In exceptional circumstances, a transfer to the named joint applicant may be allowed following approval from the ACBSF Board of Directors.
11. 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.
12. Awardees will be required to submit a final project report detailing their output, deliverables, and project expenditures upon completion of the Grant funded project.
13. The results will be made public by the ACBS Foundation and the awardees are requested (but not required) to submit their project for presentation consideration (oral or a poster) at an ACBS World Conference

**Grant Application - Budget Policy**

This section sets out the financial / budgetary information to be provided when submitting an application. 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 ACBSF Executive Director and the ACBSF Board of Directors have authority over the budget but generally are in concurrence with the Grant Committee.

1. Salary is not permitted for any of the named Investigators, but may be used to support staff engaged on the project.
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 - Institutional Facilities & Administrative expenses (indirect expenses)
* 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 $1,000 USD is requested, details of price quotations should be obtained and included in the budget justification.
	* Any equipment purchased by Grant 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 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 persons with demonstrated experience to review applications. Grant proposals are favored which:

● demonstrate compelling scientific excellence in the design and project plan;

● surmount traditional disciplinary boundaries;

● involve projects that may not be easily funded at present by an alternative source;

● involve projects which, if successful, are sustainable in the future and/or has the chance of obtaining additional funding in the future;

● include people early in their career;

● include diverse collaborators (if multiple investigators are included).

When the application reviews have been received by the Grant committee, an assessment panel meets in order to rank the applications and decide on those that it will recommend for funding. The applications will be judged both on fit with the call, scientific quality, originality, and potential to maintain the implementation (for applied projects) or to clearly and compellingly demonstrate how the project will be subsequently implemented in the real-world and the planned steps that will be taken to insure this (for research projects). These recommendations are sent to the ACBSF Board of Directors for ratification. Efforts will be made by the committee to maintain a balance of CBS priorities (ACT, RFT, FAP, etc.) and maintain a balance of geographical regions supported. In the case of applications of equal ranking, the Grant committee will give preference to proposals that are either from developing nations; involve initiatives that may not easily be funded by an alternative source; or involve early career researchers/practitioners.

Applications are normally assessed within 6 weeks of the end of the submission period. The Grant 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.

**Project Expenditure Policy**

1. The ACBSF 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 upon receipt of the signed grant agreement and the IRB approval or Ethical attestation. 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 ACBSF Executive Director will contact the awardee for this information.
2. The PI is responsible for ensuring spending does not exceed the budgetary allocation. The ACBSF 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 project 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 Grant Committee will undertake post award review procedures in this regard.
4. Any under-spend must be returned to the ACBSF 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.