

# Pennsylvania Middle School Association Research Grant

## Research Grant Guidelines

### **Eligible Projects**

The Pennsylvania Middle School Association (PMSA) will fund up to five (5) \$1000 research grants yearly. The purpose of the grant is to contribute to the body of quality research on middle level education. Special consideration will be given to research that demonstrates the relationship between middle level principles and student achievement.

The grant may be used to support the following:

- purchase of specialized supplies or materials needed for research;
- printing or duplicating of data collection instruments and/or materials;
- photocopying of research materials;
- transcription services;
- conference expenses;
- postage; or
- other relevant expenses to assist the researcher in conducting his/her investigation of middle level practices.

The applicants must demonstrate the need for funds, explain how those funds will contribute to producing quality research, and must provide a detailed budget with their application.

The grant recipients will be expected to write an article summarizing their research. The article will be published in the PMSA newsletter. In addition, the recipients will give permission for their research to be published on the PMSA website. Recipients will be invited to attend and present at the annual PMSA Conference.

### **Application Preparation and Format**

Submit five copies of the application. A Cover Sheet must be attached to two of the copies of the proposal. **DO NOT** include your name on anything other than the Cover Sheet. In preparing materials, the applicant should adhere to the following guidelines. Incomplete applications will not be considered eligible for the grant.

The completed application should be in the following order:

- Cover sheet
- Title and Abstract Page
- Descriptor Page
- Description of the Research
- References
- Budget Summary Form

## **Proposal**

The name(s) of the submitter(s) and institutional affiliation(s) should not be included anywhere except on the Cover Sheet. This will ensure the blind review of all proposals. The proposal should be typed in 12-point or larger type, double-spaced, and organized according to the following format:

- I. **Cover Sheet.** Complete all items on the Cover Sheet supplied in these guidelines including applicant signature. *Attach a Cover Sheet to only two of the proposals.*
- II. **Title and Abstract.** The first page of the proposal should contain the title, exactly as it appears on the Cover Sheet and a succinct, 100-word abstract describing the purpose, method, and potential significance of the research.
- III. **Descriptor Page.** Please complete page 5.
- IV. **Description of the Research.** The description of the proposed research should be as specific as possible but no more than 15 pages, double-spaced, and typewritten in 12-point or larger type. The description must include:
  - a. Research Question – Identify the research question or problem being studied.
  - b. Rationale – Provide a rationale for the study. Relate the research question to the relevant, supporting research literature or to some existing database. Discuss how previous research findings or assumptions suggest that your study is significant.
  - c. Methodology – Describe the subjects or informants that will be used to answer the identified research question. Where appropriate, describe the subjects, materials, and procedures. Consider the following:
    - Sample Methods – procedures and description
    - Data Collection
    - Instrumentation
    - Procedures – materials and timeline
    - Data Analysis – framework and procedures
  - d. Research Significance – Discuss the potential impact of your work on research and practice in middle level education. Special consideration will be given to research that demonstrates the relationship between middle level principles and student achievement.
- V. **References.** Please provide complete bibliographic information for all sources mentioned above. Use a reference consistent with English bibliographic format such as American Psychological Association (APA) style. To accommodate the blind review process, if the submitter’s own publications are cited in such a way as to give away his/her identity, then the submitter should substitute the word “Author” in the citations (e.g., Author, 2003).
- VI. **Budget Information.** Please complete page 6.

**NOTE:** Please **DO NOT** include resume(s) of principal investigator and other project personnel or letters of cooperation. **DO NOT** include appendices. Any proposals that do not adhere strictly to the above guidelines will be eliminated from the competition. **Since this is an open submission process, applications are accepted at any time. Please mail all submissions to:**

Pennsylvania Middle School Association  
C/O Janice Whiteman  
Gannon University  
109 University Square  
Erie, PA 16541

**Grant Recipient Requirements**

The grant recipients will be expected to write an article summarizing their research. The article will be published in the PMSA newsletter. In addition, the recipients will give permission for their research to be published on the PMSA website. Recipients will be invited to attend and present at the annual PMSA Conference.

**Review Procedures and Evaluation Criteria**

Applications will be reviewed by members of the PA Middle School Association Higher Education and Research Grant Committee in combination with outside reviewers. The chairperson will assign three blind reviewers to each proposal. Recommendations for funding will be made to the Association’s Board of Directors for final approval. All applicants will be notified of the outcome six weeks from the date the application was received. The grant recipient will receive a letter from PMSA announcing the award.

Proposals will be judged on the following criteria, which are weighted as follows:

**Proposal Review:**

<u>Criteria</u>	<u>Weight</u>
a. Significance of Research Questions.....	4
b. Rationale for the Research.....	4
c. Adequacy of Methods.....	4
d. Significance of Project Impact.....	3
e. Clarity and Specificity.....	5

Criteria will be ranked from 1 (low) to 5 (high), and then multiplied by the corresponding weights listed above for a possible total point value of 100.

**Pennsylvania Middle School Association Research Grant**

**COVER SHEET**

**Person Submitting Proposal:**

Dr., Mr., Mrs., Ms., Miss \_\_\_\_\_  
(Last Name) (First Name) (Initial)

Institutional Affiliation: \_\_\_\_\_

Position and/or Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip Code)

Telephone: \_\_\_\_\_  
(Office) (Home)

Email address: \_\_\_\_\_

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

Name of Your Dean or Department Head: \_\_\_\_\_

\_\_\_\_\_  
(Complete Mailing Address of Your Dean or Department Head)

Check here if you wish this proposal to be considered as a teacher-initiated research project:   
(If so, add name, phone number and e-mail of a school official who can verify employment status and permission to conduct the research.)

\_\_\_\_\_  
(Name and Title of School Official)

\_\_\_\_\_  
(Phone Number) (E-mail)

I agree that if awarded a PMSA research grant, I will write an article summarizing my research, I will give permission for the article to be published in the PMSA newsletter, and I will give permission for my research on the PSMA website.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Pennsylvania Middle School Association Research Grant**

**DESCRIPTOR PAGE**

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

Research method(s) to be used in this study:

- \_\_\_\_\_ correlational
- \_\_\_\_\_ descriptive research
- \_\_\_\_\_ ethnography
- \_\_\_\_\_ experimental / quasi-experimental
- \_\_\_\_\_ historical
- \_\_\_\_\_ literature review
- \_\_\_\_\_ meta-analysis / quantitative research synthesis
- \_\_\_\_\_ naturalistic / case study
- \_\_\_\_\_ single subject
- \_\_\_\_\_ time series analysis

Provide a detailed timeline:

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