2023-2024 POD Network Research Grant Program
Frequently Asked Questions

What should I include in the literature review?

The literature review serves as the foundation for building your proposal and should describe the present state of the issue that is central to the stated research problem. You'll then build upon the literature review by stating what your proposed research project adds to the existing research.

Can I build upon my own existing research project?

Yes, the funds may be used to expand/extend existing research. However, it should be clear which phase of your existing project is central to the grant proposal.

How do I develop a project timeline?

Your project timeline should outline all the expected activities within the project, beginning with the initial recruitment of participants (e.g., advertisements, direct invitations) all the way through to the dissemination of your finished research study's outcomes (e.g., responding to a conference call for proposals, submission of your manuscript to a journal). A timeline might include (not exhaustive): IRB approval (if applicable), recruitment of participants, activities such as workshops or observations (if applicable), collection of data, data analysis, interpretation and composition of findings, and dissemination to scholarly outlets.

What do I include under Project Staff and Responsibilities?

Do not include the names of your research team, but rather provide a title for each person (Primary Investigator, Co-Investigator, Graduate Research Assistant, Student Worker, Faculty Member, etc.) Describe the role and responsibilities for each member of the research team, their qualifications (as applicable), and their present role within the institution where they serve.

What is expected in the evaluation plan?

It is important for your evaluation plan to align with the problem statement and objectives. Clearly describe the data to be collected, how it will be collected, and the methods you plan to use for qualitative and/or quantitative data analysis.

What is meant by dissemination plan?

Awardees are expected to disseminate project outcomes in conferences, journals, or other scholarly outlets.

The following links point to POD Network dissemination outlets that may be of interest to you:
- POD Annual Conference (https://podnetwork.org/resources/past-conference-resources)
- POD Live (https://podnetwork.org/resources/podlive)
- POD Speaks (https://podnetwork.org/publications/pod-speaks)
- To Improve the Academy (https://podnetwork.org/publications/to-improve-the-academy)

(Reminder: Acceptance is not guaranteed.)

Can the grant be used to fund the PI or Co-I?

No, Principal Investigator and Co-Investigator salaries, stipends, and course releases are ineligible.

Can the grant be used to fund to another person?

Yes, wages for research assistant(s), consulting, or data-analysis fees are eligible expenses.

Can the grant be used for administrative costs?

No, the POD Network cannot pay overhead, indirect costs, or facilities and administrative costs.

Can the grant be used to pay research participants?

Yes, however, incentives for research participants may not be paid in the form of a gift card. Alternative compensation might include a physical gift (departmental or institutional SWAG, for instance) or actual cash payment in the form of an institution check. Before actual cash payment can be made, the participant (if subject to US income tax) must complete, sign, and submit a W-9 IRS (Request for Tax Number Identification and Certification) form to the appropriate institution department.

Can the grant be used for travel?

Expenses directly related to cost incurred when traveling to conduct research is eligible, however, travel to a conference or institute, including travel to disseminate research outcomes, are ineligible.

What supplies and equipment are typically funded?
Budget requests received by the POD Network should be accompanied by a brief justification for inclusion that clearly demonstrates how the supplies and equipment directly relate to the research. Eligible expenses (not exhaustive) include research equipment, books and subscriptions, software and software subscriptions, and instructional technologies.

What supplies are ineligible?
Ineligible expenses (not exhaustive) would include goods and equipment for personal use, alcohol, gift cards, and entertainment-related expenses.

How do I receive the funds?
Funding is awarded by check made payable to your institution. Meet with the office responsible for receiving and cashing the check prior to submitting your proposal to help ensure that the check is made out to the appropriate payee.

When should the check be cashed?
We ask that checks be cashed no later than June 30, 2023.