

Enhancing Professional Scholarship within SoACE!

# SoACE Research Fellowship



The SoACE Research Committee is pleased to announce a  
*Call for Proposals*  
for its 2012 Research Fellowship Program.  
Research and study projects that will further the stated professional purposes  
of SoACE and its members will be considered for this funding opportunity

# Guidelines for Application & Proposal Preparation:

## **Eligibility:**

The principal researcher or sponsor must be a current SoACE member in good standing.

## **Proposal Specifications:**

The proposal must be typed, double-spaced, and on 8.5" x 11" white paper with each page numbered. The narrative should not exceed ten (10) pages. All margins should be no less than 1" and no more than 1.5".

## **Submission Instructions:**

Applicants should submit the application form and research proposal to **Art Tyndall, SoACE Research Chair**, at the University of Tulsa Career Services. Electronic submissions are preferred, by email to arthur-tyndall@utulsa.edu, and must be received on or before midnight on Friday, September 30, 2011. Mailed submissions must be postmarked on or before Friday, September 30, 2011 and should be sent to Art at the following address:

University of Tulsa  
Office of Career Services  
800 South Tucker Drive - HSC 17  
Tulsa, OK 74104-9700

## **Application Form (see separate document):**

Identify applicant and institution or organization only on the Application Form. Complete all items. The principal researcher should sign and date the application form. If the principal researcher is not a SoACE member, the sponsor must also sign and date the application form assuming responsibility for monitoring the research to insure all requirements are met.

## **Proposal Narrative:**

1. State the problem, including the purpose and objectives of the research along with the research question(s) i.e., hypotheses to be tested.
2. Demonstrate the relevance of the research to career services and college relations/recruiting professionals.
3. Present background information, including a literature review or information pertinent to the research question(s).
4. Describe the research methodology, including how the data will be collected. Explain instruments such as surveys or tests, and attach a sample of each. Describe the methods to be used to analyze the data.
5. Include a timetable for the completed project broken down into stages. The maximum length of time for the completed project will not exceed two years.
6. Appendices - to include sample survey instruments, calendar, and/or other relevant materials.

## **Budget:**

Prepare a budget (not to exceed \$3,000.00) in compliance with policies established by your 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.

Note: Equipment purchases are not generally approved unless special circumstances merit their inclusion.

Please indicate how expenses over and above the grant reward would be funded if the project should exceed the allocation.

### **Possible Research Topics:**

SoACE members have generated a short list of research needs and possible topics for fellows this year. Feel free to draw from this list or create your own research project.

- Use of technology in the career services/recruiting profession
- Effective and innovative recruiting strategies/Student satisfaction with recruiting strategies
- Interviewing techniques (from both the college and employer perspective)
- Academic implications of career services
- Experiential education programs (from both the college and employer perspective)

### **Selection Criteria:**

The research proposal will be evaluated on the basis of the following criteria:

- Originality
- Clarity of purpose
- Relevance and usefulness of information to SoACE membership
- Appropriateness of design
- Appropriateness of budget request
- Overall quality of the proposal

### **Requirements for SoACE Research Fellowship Recipients:**

1. Complete the project within two years.
2. Present a progress report to the Research Committee at the mid-point of the project.
3. Keep a detailed account of invoices, receipts, and other documentation for all project expenses.
4. Submit a comprehensive final report including an abstract suitable for inclusion in the SoACE Newsletter.
5. Submit a program proposal based on your research findings to a SoACE conference committee within one year of project completion.

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; and 20% upon approval of the final report.

Information also available online at <http://soace.org/>