

2010 Research Grant Q/A

Q: Will receiving a grant preclude the winner from making a potential future profit from the research results. i.e. if the research leads to or results in a marketable product, is there any stipulation about the profit?

A: There is no restriction on profiting from your research

Q: Is there is either a 'template' or hopefully a previously successful grant application to review. How detailed would I need to be in the description of the proposed research methods?

A: You are welcome to review the winning proposal abstracts on our website www.architects.org/grants. The abstracts posted are what is submitted within the grant application. Proposals should be detailed and comprehensive to the extent necessary to describe your project. Non-essential details and overly technical language should be avoided. You are also welcome to contact past winners and request a copy of their proposal to find out about their level of detail.

Q: I am working to contact industry individuals but have not developed any contacts at this point. Can I proceed with the application without this information? Would they need to be considered potential collaborators?

A: Although complete applications are preferred, applications that indicate that additional collaborators will be engaged are not disqualified. You should include a note in your proposal that indicates your goals for these contacts.

Q: On the form, it says that the principal researcher's biography is limited to 3 pages. We have two principal researchers and don't just want to pick one as their abilities are very different. Can we submit more pages? If not, is it OK to submit to biographies at 1.5 pages each?

A: You are welcome to send biography information on all principal members of the team. We recommend that you are concise because it's helpful to the jury but if you go over by a page or two you won't be disqualified.

Q: On the Principal Researcher's Biography, should I list the name of our firm where I am president or should I just list "an architecture and planning firm" The name of our firm has my name in it.

A: Because that file needs to be completely anonymous you should refer to your firm as an architecture and planning firm.

Q: On the budget page, under other sources of funding our firm has committed to funding a substantial portion of the cost. Should I list the name of our firm?

A: Because that file needs to be completely anonymous you should note that your firm is committing resources but do not list the firm name.

Q: A question about the principal researcher's biography. Should I XXXX out my name from the papers and positions? Or is the biography allowed to include references to who I am.

A: The bio should not reference who you are. You can XXX out your name or others actually replace the name with "Principal Researcher". If there is more than one Principal Researcher you might use Principal Researcher A and B.

Q: Should I also cross out references to the Universities where we teach or is it OK to leave that in?

A: It's ok to leave the university name.

Q: Requirements for proposals – FILE 2 asks for appropriate project team credits including email address and names. What do you mean by credits? Do you mean literally contact information or do we include curriculum vitae? It seems you only ask for the principal researcher's biography. Please clarify.

A: The credit document can be a little as the requested information: names, postal addresses and email addresses of all individuals, but some folks include complete bios for each person. Whichever you prefer is fine, this document is not seen by the jury but used after the winners when we list all project team members.

Q: Do I need to have my idea patented before I go to you guys? How can I talk to you about my research without being at the risk of exposing my idea?

A: The goal of the BSA research grant program is to elevate the profession's knowledge and toward that goal we publish all research reports. Abstracts of funded projects are also posted on our website. You may wish to consult a copyright lawyer if you are not comfortable with this type of exposure of your idea.

Q: When I email File 3, can the three items be three separate attachments or do you want all the items in one attachment?

A: File 3 should be one document with all 4 parts sent as one attachment. (The email should include a total of three attachments – File 1, File 2, and File 3).

Q: Is it acceptable to indicate references to the authors' prior work as (i.e. Authors et. at. 2008)?

A: Its fine to indicate that the researcher has published (books, papers, articles) in the past and list the publishers/publications and topic. We suggest you use general topic information instead of specific book/article titles.

Q: Can the award be used for general dissertation writing and research? Or is it best to focus the application on a very particular sub-project that goes towards the overall research?

A: Either approach is allowed as long as the request is to support original research. We do not fund existing literature research which is often a component of thesis work.

Q: In the application form, do I need to include tax ID of our University? Our team will have me, one graduate student, and one more professor from another University, but I will be the PI.

A: The tax ID number must be submitted for the organization that is to receive and distribute the funds.

Q: May we include salary in our budget? What is the maximum amount of the salary, if any? May we include travel expense for team meetings? May I assign some amount for assisting graduate student's tuition?

A: Team member compensation is allowed. Include compensation detail in the budget. The jurors will use all submitted information in their decision and to determine the level of funding

Q: Your answer under "Application Questions": "It is not expected that the original research will result in a built project." I assume that within a research methodology proposal an illustrative buildable project reflecting the methodology's application feasibility will be acceptable.

A: Yes, you may include buildable project as an example of the research methodology. The guidelines are to clarify that research projects that result in other types of outcome are also encouraged.

Q: Could you please advise me if my proposed topic would be relevant to this program: Develop a syllabus for an undergraduate course on the relationship between architectural history and practice. The course will be a template for teaching this subject in any city, but will have a place specific on-site component where student drawing is integral to the learning process.

A: For this type of project to be considered, you would need to outline the original research you would do and how that would influence the development of the syllabus. Would you research design pedagogy? Or in some other way conduct original research? The resulting research may result in a new way to teach architectural history and practice whereas developing a syllabus based on existing research and education practices would not qualify.

Q: I plan to estimate the amount of time I will spend on research and the production of written and graphic course materials. I will then apply my average hourly salary (billing rate minus expenses, overhead & profit) to determine the grant amount requested. Please confirm this is an acceptable approach to the grant budget determination.

A: We do not require a specific formula to determine funding requests. Including all financial details in your project budget will assist the jury in understanding how you intend to spend the funds.

Q: Do the authors lose the right to publish the study results in a journal? Can any research team member other than the project leader be the first author of the publication?

A: The guidelines state that the BSA (in the absence of a pre-existing publication contract) shall have the right of first publication and, in any case, shall have the right of publication of the project results, and that the BSA shall have the right to select the form of publication. We are flexible with individuals or teams that have publication opportunities that will help further our goal of sharing the research generated through this program widely. We do recommend that you discuss any publication plans and priorities with your team members as we do not dictate who on the team has publication rights.

Q: does BSA have any preference regarding where research is published by the research team and does the BSA require that the grant be mentioned in publication?

A: One of the primary goals of the BSA research grant program is to encourage sharing research and collaboration among practitioners and academics. We encourage publication in all media including websites, peer-reviewed publications, trade journals, books, articles, etc. We do ask that you credit the BSA Research Grant program. A simple note... the research for this project was funded in part (or in whole) by a Boston Society of Architects Research Grant. Include the website too if you can...www.architects.org/grants.