Doris Duke Fellowships
for the Promotion of Child Well-Being

Seeking innovations to prevent child abuse and neglect

Frequently Asked Questions: Research to Action Grants Pilot Program

1. **Can the proposed budget accommodate salary support during the grant year**? Yes, staff salary is an allowable expense.
2. **Will grants be available in 2020-2021**? We currently have funding for three grants in 2019-2020 and are uncertain if there will be funding available after the current funding cycle.
3. **Is it acceptable for one fellow to apply for a grant twice (with two different teams)**? Yes, one fellow may participate in more than one proposal. In that case, we encourage the fellow to propose utilizing different skills or data or knowledge for each proposal.
4. **Will you accept proposals with budgets less than $80,000**? Yes, we will accept proposals that do not utilize the full amount of funding available. We do encourage fellows to think broadly about their projects and make sure they are clear about product development and dissemination plans, which often raise a project budget.
5. **Can the PI or co-PIs of the project be fellows who have not yet graduated with their Ph.D.?** Yes, we want fellows to lead the project. The PIs do not need to have their Ph.D. completed yet.
6. **Is it acceptable for the non-research stakeholder to be both an executive director of an agency/organization and have an academic appointment?** Yes, that is acceptable.
7. **What time zone is the proposal submission deadline?** 11:59pm Central Time on Dec. 14th.
8. **Is each fellow expected to make an equal contribution (i.e., 50/50)?** Fellows do not have to plan to contribute equal time on this project. It is acceptable to have different levels of responsibility. However, we do not want teams with a fellow who is "in name only"—each team member should play an important role on the project.
9. **Can there be more than two fellows on one team?** Yes. The only issue that needs to be considered with more than two fellows is the travel budget. For the mid-year meetings, Chapin Hall will cover travel expenses for three people: two fellows and the policy/practice partner. So additional fellows, or additional team members, will need to have their travel covered in the project budget. We will continue to cover hotel costs for all fellows at the

mid-year meetings, so the hotel cost would not have to be covered by the project budget for fellows.

10. **Is it possible to have more than one non-research partner?** Yes, you may propose a project that involves more than one non-research partner. We would expect that the main question you are trying to answer, or problem you are trying to solve, is the same for each organization/agency and that they want to collaborate on finding a solution/answer. It would be good if the populations they served and the community context they were in varied to some extent.
11. **Does the fiscal agent for the grant have to be an academic institution or can it be the agency partner that we intend to collaborate with?** The fiscal agent can be the agency partner. The budget instructions have more info information—scroll down on this page for the instructions and the template: http://www.dorisdukefellowships.org/researchtoactiongrants/
12. **Does clock on the 12 month period start before or after IRB is approval?** The clock starts on the 12 months before IRB approval is received. It will start as soon as the contracts are all signed and executed, which we expect will be by April 1st. One of the selection criteria is about feasibility—so if there are any concerns about IRB approval, we recommend meeting with the IRB contact and walking through the process to make sure you can get approval quickly.
13. **Are indirect costs capped?** Yes, indirect costs are capped at 10% of the total proposed budget (personnel and other direct costs).
14. **If we have a junior scholar on the proposed team, and we plan to budget for that person to attend the Mid-Year Meetings, will they be able to fully participate in the meeting alongside Cohorts Seven and Eight?** Yes, the junior partner can participate in the whole mid-year meeting agenda. They will not meet with your fellowship small groups, but that time could be spent meeting with other junior partners (or taking a break).
15. **When will the grant recipients meet during the 2019 Mid-Year Meeting?** You should plan to be in Phoenix by 8:30 AM on Wednesday, Feb. 27th. We plan to meet with recipients that day before the main meeting begins that afternoon. As such, depending on where you are located, you may need to plan to fly in on the 26th.
16. **What travel costs are covered for the Mid-Year Meetings in 2019 and 2020?** We pay hotel costs for all fellows attending the meeting (if you are a grant recipient and coming in on the 26th, we will pay for 3 nights—26th, 27th, and 28th). We will also pay hotel costs for one additional team member (e.g., policy partner or junior scholar). Chapin Hall will pay other travel costs (e.g., airfare, ground transportation, meals) for three team members—two fellows and the policy/practice partner or junior scholar. If you plan to bring additional team members, you should include those travel costs in your budget. We suggest estimating $500 for airfare and $200 per night for hotel.

17. **If we overestimate the travel budget, will we be able to reallocate it to other costs?** Yes, you may reallocate travel costs should you overestimate the cost.
18. **Are there specific guidelines for honoraria amounts?** No, we do not have any specific guidelines and you should include whatever your budget will allow. As one benchmark, we paid fellowship advisory board members $500 a day when they were reviewing applications and attending meetings in Chicago. You should check to be sure your partner's agency/organization will allow honorariums—many will not.
19. **Is a local agency allowed to participate in more than one proposal?** Yes, they are allowed to. However, it is unlikely that we would fund two proposals that included the same local partner, so as long as the agency and the fellows understand that, they may decide how many teams to work with.
20. **What should be in the IRB plan?** The IRB plan should include how and when the project will be reviewed by the IRB. The purpose of this is to be sure the timeline is reasonable for a 12 month project. If the IRB process takes 4-5 months, then that does not leave enough time to do the actual work. So we want to know that you have considered what the IRB will require in order to grant approval in a timely manner.
21. **In terms of the deliverables, if we choose to do a conference presentation, would the presentation have to be presented before March 2020? Is it enough that the presentation is submitted?** The conference presentation does not have to take place before March 2020. If it is submitted, or clear plans for submission are outlined (i.e., presentation is ready to submit once conference opens for submissions), then that is sufficient.
22. **What should be included in the letter of support from the community partner?** It should include an explanation of why they are interested in the study and how they plan to use the results to improve policy/practice. The letter should also address any data/client access questions and approvals.
23. **If we include a student on the team who will NOT be funded by the grant, should we include their information in the proposal when describing personnel and including CVs?** You should list the proposed team members and include all CVs. It would be helpful to explain why they will be helpful to the project (e.g., experience with community partner) and that their funding will come from another source.
24. **We plan to supplement the grant funding with funding from another source. Should we explain that in the proposal?** Yes, if you are going to use (or hope to secure) additional funding to supplement this grant, you should explain that in the Implementation Strategies section of the proposal.
25. **Does the budget narrative and timeline count toward the page limit?** The budget narrative IS part of the proposal narrative and counts toward the page limit, as does the timeline narrative (overview of the timeline). The budget template, detailed timeline, CVs, and letters of support do not count toward the page limit.

26. **Does there need to be one principal investigator or can fellows share the load and apply as co-principal investigators?** Fellows can apply as co-PIs. Only one of your institutions will be the fiscal agent. But that does not affect the PI question—the PI(s) and the fiscal agent do NOT need to be the same.
27. **Does the fiscal agent (institution receiving the grant money) have to be a non-profit?** Yes the institution serving as the fiscal agent has to be a non-profit (e.g. university, state agency, community based non-profit organization).
28. **Are the indirect costs on top of $80,000 or does the total have to be $80,000 or less?** The maximum total for direct and indirect costs should be no more than $80,000. For example, if the maximum *direct* costs (salary, travel, etc.) is $72,727, then the indirect costs are added (10% of 72,727), then the total budget is just under $80K.
29. **Is there a cap on how much incentives can be for research subjects?** No, there is not. However, if the amount is larger than what might typically be proposed, please be sure to explain the rationale in the proposal narrative.