

AHLEF Research Grant Application

Grant Details

- *Title of Proposal
- *Grant Applicant/Name of Institution Conducting Research/Project
- *Contact First Name
- *Contact Last Name
- *Title
- *Mailing Address
- *City
- *State
- *Postal Code
- *Telephone
- *Email
- *Start Date of Proposed Project Period
- *End Date of Proposed Project Period
- *Total Budget Requested

Project Funding Manager

Same as Project Contact

- *Name
- *Title
- *Mailing Address
- *City
- *State
- *Postal Code
- *Telephone
- *Email

Institution Information

- *Name of institution to receive and administer grant
- *Name of the financial official at the institution named above who will be responsible for administration of funds and preparation of final financial report. Person should be CFO, Controller, Contract Administrator or CEO of the organization.
- *Title
- *Mailing Address
- *City
- *State
- *Postal Code
- *Telephone
- *Email

Specific Aims

State the overall objective or long-term goal of the proposed project. Include specific aims, questions, and/or hypothesis addressed within the proposal.

Background/Significance

Describe the potential significance of the proposed project, both theoretically and in terms of potential lodging applications or implications. Identify what is known and not known on the topic and how your study or project will fill the gaps of knowledge or fulfill a specific purpose.

Preliminary Studies

Describe any preliminary work completed by the applicant that led to the proposed project.

Methodology

The proposed methodology should be viewed as adequate to ensure meaningful results. Describe in sufficient detail for the committee to assess the viability of the proposed study/project. Provide a description of and rationale for the:

1. Target population, sample and sampling procedures - if any. The sample needs to be appropriate to the research questions. Applicants should state how the data for the sample will be obtained.
2. Data collection method(s). Copies of any instruments can be included in Appendix C.
3. Analytical techniques to be used.
Identify any potential difficulties in conducting the study or project as well as possible solutions which should be incorporated into the proposal.

Time Frame

A complete schedule of project activities. Estimated time of completion for total project - usually no more than one year - plus target dates for completion of project segments (e.g., piloting, each phase of data collection, analyses, etc.).

Facilities Available

Describe the facilities and resources available for the conduct of the project. If different from the sponsoring organization then documentation of support and access should be included in Appendix A.

Measure Outcomes

Describe the method used to determine the project of research effectiveness. An evaluation plan must be included which consists of short-term and long-term measurable objectives. Specific benchmarks for determining success must be enumerated.

Literature Cited (if applicable)

Include a list of all sources cited in the narrative. *Please enter None if not applicable.*

Step 3 - Abstract

In no more than 150 words, state the objective of the proposal and the resulting product of the research.

Step 4 - Total Project Budget

Please mouseover any for additional tips on completing the requested information.

*What is the total amount needed to complete this project?

Please list any additional sources and amounts of funding already obtained for the research/project (include in-kind goods and services committed). Describe what research/project expenses these funds will cover. *If none, please enter "None".*

Please list any additional sources where you plan to submit the proposal or where you have submitted and notification is pending. Provide the date you expect to be notified of the outcome, the amount requested and the expenses the budgets will cover. It is the responsibility of the applicant to notify AHLEF immediately when additional funding is awarded. Failure to do so may result in disqualification.

Please explain how or what part of the proposed project will be conducted if funding from AHLEF is obtained, but funding from other sources is not obtained.

Step 5 - AHLEF BUDGET

*Personnel

Please list budget narratives if necessary.

Funds may be requested for salary support of the researcher, project director, research assistants, clerical assistants, etc. Personnel costs should be specified by units of time and pay per unit.

For example:

Principal Investigator: 10 weeks of summer salary @ 50% full time effort = \$10,200

Support Staff: \$10 per hour x 20 hrs per week for 8 weeks = \$2,000 x 2 staff = \$4,000

*Supplies

Please list budget narratives if necessary.

Include all direct expenses (e.g., printing, postage, telephone) for any charges actually billed to the project. For example:

- Postage = \$5,000 Mail to 10,000 properties at .50 per piece.
- Stationary & Printing = \$2,000
- Phone Costs = \$1,000
- Internet Access 400 Software/Internet Set-Up 600 = \$1,000 The funds are needed to provide internet access through advertising, blogs, and Website to identify properties and receive relevant information.

*Equipment

Please list budget narratives if necessary.

In most cases, capital expenses for equipment and computer purchases will not be funded unless special exceptions are noted.

For example:

Laptop computer = \$1,200 is needed to track data while at the project sites and during focus groups. The researcher does not have access to any laptop computers through his/her sponsoring organization.

*Travel

Please list budget narratives if necessary.

Itemize travel expenses for each trip and individual involved.

Travel costs associated with the presentation of study results will only be reimbursed if the Foundation requests the presentation. As such, applicants should not include any presentation travel costs in the budget for the grant request. AHLEF will work directly with the grantee to reimburse appropriate travel costs

if a presentation is requested. Grantees can present the results at various industry meetings if they wish but any associated travel would be made at their own expense.

For example: Researcher travel to Washington, DC to conduct 2 focus groups = \$2,500

*Other Costs

Please list budget narratives if necessary. Universities are encouraged to administer the grant without charging indirect costs however an institution may charge no more than 20 percent in indirect costs and this amount must be included in the grant total.

Examples of Other Expenses:

- Indirect Costs = \$3,600 An additional \$3,600 was donated as in-kind support from AHLEF.
- Food and Refreshments for focus groups (approximately 60 attendees @ \$25 each) = \$ 1,500
- Technology Support to assist in developing Websites = \$2,000

*Total Costs

Biographical Sketches

Complete this form for project funding manager, principal investigator, co-investigator(s), consultant(s) and all personnel involved in the project.

Team Members

Name

U.S. Citizenship Status

Current Title

Current Place of Employment

Major Area of Expertise/Research Interest

Role in Proposed Research/Project

EDUCATION (Begin with baccalaureate training and include postdoctoral)

Institution

Location

Degree

Year Conferred

Field of Study

+ Add Additional Education Entry

+ Add Additional Team Member

Appendices

Please upload any of the required Appendices.

Appendix A

Documentation of support and access. If any part of the investigation will be conducted in locations other than the applying institution or the institution conducting the research/project, you must include a letter of support and access from each location.

Appendix B

Documentation of support and availability of consultants to be utilized. All consultants must submit a biographical sketch.

Appendix C

Instruments. Attach a copy of all instruments used in the research project, along with documentation of permission to use if not public.

Appendix D

Verification of human subjects review. All research proposals that involve human subjects (including questionnaires) must include an Institutional Review Board (IRB) Approval letter, or a letter of exemption or a statement indicating when IRB approval will be sent to AHLEF.

Appendix E

Recommendations/Endorsements. Attach all letters of recommendations and endorsements.

Recommendations/Endorsements #1

Recommendations/Endorsements #2

Recommendations/Endorsements #3

Recommendations/Endorsements #4

Recommendations/Endorsements #5

Certifications

*I, the undersigned, certify that the statements in this application are true and complete to the best of my knowledge and accept, if a grant is awarded, the obligation to comply with terms and conditions in effect at the time of the award.

*Date:

Institution Information - Financial Officer

*I, the undersigned, certify that the statements in this application are true and complete to the best of my knowledge and accept, if a grant is awarded, the obligation to comply with terms and conditions in effect at the time of the award.

*Date: