

ASA DDRIG PROPOSAL CHECKLIST

Setup:

- Read through all the proposal requirements on the ASA DDRIG page.
- Determine you are eligible to apply.
- View the application in the ASA grant portal (you do not have to have an account or start an application to do so).
- Identify an eligible faculty Research Sponsor and meet with them to discuss your proposal plans including the Statement on Departmental Context, Biosketch, and Certification Letter they will need to complete. Arrange to send them a full draft of your proposal with enough time for them to provide feedback.
- Leave time to proofread your documents and get a second person to proofread.
- Talk to your department's or institution's office of sponsored research to find out how the grant will be administered should you be awarded. They may also have suggestions and advice.
- When you are ready to apply, create an account in the ASA grant portal and check to be sure that you have received the confirmation email from the system. If not, please follow the directions for setting your spam filter.
- Once you are sure you will apply, you can begin to fill out the application and upload materials. Do not wait until the last minute to start your application.

Properly formatted documents:

- Use single-spaced, 12-point Times New Roman font (do not just adjust character or word spacing).
- Have no more than 6 lines of text per vertical inch.
- Are easy to read (text is not crowded on the page).
- Have 1-inch margins on all sides; there is no text outside the margins except for the running header with your name and proposal title.
- Paper size is set to 8.5 by 11 inches.
- Include page numbers if more than one page.
- Include a heading centered at the top of the first page identifying the proposal component (for example, "Project Summary") as well as a running header with only your name and the proposal title. (Note: the ASA DDRIG biosketch, budget, and CPS templates are pre-formatted and do not require the header.)
- Do not contain any hyperlinks.
- Are saved as pdfs with the filename "Last Name_First Initial_Component" (e.g., Last Name_First Initial_Project Description").

Proposal documents:

1. Project Summary (1p max).

- Formatted correctly (see above).
- Includes 3 labeled sections: Overview, Intellectual Merit, and Broader Impacts.
- Is written for a general sociological audience.

2. Project Description (10pp max).

- Formatted correctly (see above).
- Is consistent with the proposal funding criteria on the ASA DDRIG page (see section below on communicating to reviewers).
- Includes clearly labeled sections for "Intellectual Merit" and "Broader Impacts" and plans for achieving both.
- Includes a clear timeline for the project including when and for which activities the funds will be used.

- Avoids jargon; explains any specialized terms or techniques.
- 3. References Cited (ASA Format).**
- Formatted correctly (see above).
 - Citations are in ASA format.
- 4. Biosketch for scholar (template, 2pp max).**
- Uses the required ASA DDRIG Biosketch template.
 - Does not include any personal information such as address, email, telephone number.
- 5. Biosketch for sponsor (template, 2pp max).**
- Uses the required ASA DDRIG Biosketch template.
 - Does not include any personal information such as address, email, telephone number.
- 6. Budget Spreadsheet (template).**
- Uses required ASA DDRIG Budget template.
 - Includes only allowable expenses (no costs for the sponsor, no overhead/admin costs).
 - Does not include funds for ASA membership or registration for the upcoming ASA Annual Meeting (those are included as part of the DDRIG award).
 - If living expenses are requested, the living expenses sheet is completed, the total amount is entered on the main budget sheet, and both sheets are uploaded.
 - Amounts on main budget sheet add up and total \$16,000 or less.
 - Total amount requested matches the amount entered in the online application.
- 7. Budget Justification (3pp max).**
- Formatted correctly (see above).
 - Includes specific details on each line item, how and when funds will be used, and how amounts were determined (for example, if you are requesting funds to attend a conference, have you specified which conference/s?).
 - Includes an explanation of how the grant will improve the dissertation.
 - Explains how the DDRIG will not duplicate any concurrent funding.
 - Total amount matches the budget spreadsheet and what was entered in online application.
- 8. Current and Pending Support (template).**
- Uses required ASA DDRIG CPS template.
 - Sources of support are grouped by status and listed in order starting with Current, then Pending, then Submission Planned.
 - ASA DDRIG included as a pending source of support.
 - All current/pending sources of support for the project are identified.
- 9. Facilities and Equipment (2pp max).**
- Formatted correctly (see above).
- 10. Data Management Plan (2pp max).**
- Formatted correctly (see above).
 - Includes all four components:
 - Explains what data, software, curriculum materials, and other materials will be produced.
 - Describes how data will be managed and maintained during and after the project.
 - Specifies where de-identified data, metadata, or data collection tools will be shared institutionally.
 - Explains why it is inappropriate or infeasible to share certain data-related products.
- 11. Statement on departmental context and scholar-sponsor collaboration (1p max).**
- Formatted correctly (see above).

- Demonstrates that scholar and sponsor have discussed the proposal requirements and come up with specific plans for:
 - submitting materials and receiving feedback;
 - meeting to discuss process and products;
 - presentations, publications, and other activities related to project.

12. Research Sponsor Certification.

- Formatted correctly (see above).
- Uses the required wording.
- Signed by research sponsor.

Proposals may also include the optional documents listed below:

Letters from any outside collaborators.

- Formatted correctly (see above).
- Uses the required wording.
- Are only from people outside scholar's institution.
- Are from people whose names were entered on the application.

Interview or Survey Guide (5pp max).

- Formatted correctly (see above).
- Is either a survey or an interview guide.
- Does not include any additional explanatory text or information.

IRB Certification (will be required before awards disbursed).

- Apply for or have a plan to apply for IRB before March when awards announced.

The combined impact of the proposal's submitted documents should communicate to reviewers:

- The project's potential to advance knowledge production in sociology by expanding on existing theories, filling gaps in knowledge, and or making methodological contributions.
- The project's potential to benefit society and contribute to the achievement of specific, desired societal outcomes.
- A research design that is clearly conceived, empirically rigorous, and likely to be successfully completed as proposed.
- A budget that is clearly justified, appropriate to the proposed timeline and activities, and reasonable in terms of the requested items and amounts.
- The scholar is qualified and will have the support needed to successfully complete the proposed activities.

Before clicking the "submit" button:

- Open each section of the online application and check your responses.
- Preview uploaded documents by clicking on icon to right of filename or by using the 'Document Viewer' and 'Application Packet' tabs at top of the page.
- Be sure you have uploaded the correct documents, that they are readable, adhere to the formatting requirements, and where applicable, use the appropriate ASA DDRIG template.
- Double check that the project dates and requested amount entered in the application match those on your budget sheet and budget justification.

On-time proposals:

- You must submit the application online by 11:59pm ET on Nov 1. You will not be able to submit after that time regardless of whether you've already started an application.**