WAYNE F. PLACEK AWARD

APPLICATION GUIDELINES

Deadlines for receipt of applications:
For 2000 Awards: March 28, 2000

FOR MORE INFORMATION

Write to: The Wayne F. Placek Award, American Psychological Foundation, 750 First Street, NE, Washington, DC 20002-4242. Telephone: (202) 336-5814. E-mail inquiries to: foundation@apa.org
Information and downloadable versions of application materials are also available on the World Wide Web at the following URL:

WAYNE F. PLACEK AWARD
APPLICATION GUIDELINES

I. PURPOSE OF THE AWARD

A. The Wayne F. Placek Award is intended to encourage scientific research to increase the general public’s understanding of homosexuality and to alleviate the stress that gay men and lesbians experience in this and future civilizations.

B. Proposals are invited for empirical research from all fields of the behavioral and social sciences.

C. Proposals are especially encouraged for empirical studies that address the following topics:
   1. Heterosexuals’ attitudes and behaviors toward lesbians and gay men, including prejudice, stigma, and violence.
   2. Family and workplace issues relevant to lesbians and gay men, including experiences with and responses to prejudice and discrimination; intimate relationships, marriage, and domestic partnership; intra-family relationships; and parenting.
   3. Special concerns of sectors of the lesbian and gay population that have historically been underrepresented in scientific research, including racial and ethnic minorities, youth, the elderly, and people with disabilities.

II. AWARD INFORMATION

A. Number. It is anticipated that two awards will be made annually, each for a maximum amount of $40,000.

B. Amount. Up to $30,000 may be requested for the base grant; up to $10,000 in additional funds may be requested if the applicant supplies documentation that her or his institution will provide dollar-for-dollar matching funds or their equivalent (see below).

C. Timing and duration. Funding will begin by September 15 in the year the award is made. The award duration is a maximum of two years, during which all data collection, analysis, and write-up must be completed.

D. Allowable expense categories. Funds may be requested for any expenses legitimately associated with conducting an empirical research project, including but not limited to salary (for the applicant or assistants), equipment (up to $5,000), supplies, travel, photocopying, payments to participants, mainframe computer time, and postage.
E. **Other funding information.** The proposed study must be designed so that it can be successfully completed solely with the level of funding provided by this award. Thus, the proposed budget must include all expenses associated with data collection, analysis, and dissemination.

F. **Institutional indirect costs.** The Award does not pay institutional indirect costs. All indirect costs and overhead must be waived by the applicant’s institution.

III. **ELIGIBILITY**

A. The Wayne F. Placek Award is intended for investigators with a doctoral-level degree who are committed to ongoing empirical research on topics directly related to the Award’s priorities, as described above.

B. All applicants must have a doctoral degree or the equivalent (e.g., Ph.D., MD, Psy.D.) at the time that the application is submitted. If a proposal is jointly submitted by two or more co-investigators, all co-investigators must have a doctoral degree or the equivalent at the time that the application is submitted.

C. The award is not intended to fund thesis or dissertation research or other research projects conducted primarily by predoctoral students.

D. The applicant must be affiliated with a college, university, or research institute that meets US federal requirements for administering research awards, including peer-reviewed procedures for safeguarding the welfare of research participants. For proposals with co-investigators, the primary applicant (i.e., the applicant whose name is listed first on the proposal) must meet this requirement.

E. Applications are allowed from individuals outside the United States provided that they have a doctoral-level degree and are affiliated with a college, university, or institute that has established peer-reviewed procedures for safeguarding the welfare of research participants.

F. Applications are especially encouraged from individuals who are at an early stage of their professional career (e.g., junior faculty and individuals who have recently completed their doctorates). It is expected that at least one award each year will be made to an applicant who received her or his doctoral degree within the past seven years.

IV. **FUNDING NOT AVAILABLE FOR RESEARCH ALREADY IN PROGRESS**

The Award is intended for new research. When appropriate, it is expected that applicants will modify their conceptual framework or methodology in response to committee suggestions. Such modifications are not possible if data collection is already in progress or has been
completed. **Consequently, awards will not be made to continue or complete a study by the applicant that is already in progress.** (This exclusion does not apply to secondary analysis of existing data archives, e.g., large-scale national survey data sets.) Applicants desiring further clarification of this restriction should contact the American Psychological Foundation.

V. **THE APPLICATION PROCESS**

A. **Applicants are advised to follow these guidelines carefully.** Applications that do not comply with instructions may be disqualified from the review process.

B. All applications must be neatly typed (letter or laser-print quality), with one-inch margins all around, single-spaced, with at least a **12-point** type face or font. Do not right-justify the text (i.e., leave a ragged right margin). Number each page consecutively at the bottom center. Unless otherwise specified, applicants are advised to consult the *Publication Manual of the American Psychological Association (Fourth Edition)* for guidance on format of text and references.

C. Applicants should submit eight copies of their application, including appendices. All pages of the application should have the applicant’s last name at the top right corner of the page in a running header. If an appendix is included, the first page of each item in the appendix should be labeled with the applicant’s name and project title.

D. At least one copy of the application and appendices should be clipped (not stapled) to permit subsequent photocopying, if necessary. The remaining copies may be stapled or clipped.

E. Applicants who wish to have written confirmation that their application was received are advised to send it via certified mail (return receipt requested), express mail, or other express delivery courier that will provide confirmation of delivery.

F. **Proposal format:** Applications must include all of the following sections, clearly labeled, and in the order listed. Applications that exceed page limits or otherwise fail to conform to the prescribed format may be disqualified from the review process.

1. **Page 1:** Completed cover page. Use the form provided with application materials.

2. **Page 2:** Abstract of the proposal, including a clear statement of the problem and summary of methods (approximately 250 words).

3. **Page 3:** A detailed budget. Use the form provided with application materials. The budget must specify the amounts requested in each of the following categories:
a) **Personnel and salaries**, including fringe benefits if appropriate. For each individual to be paid from the award, indicate (a) the base rate of salary or wages (current annual salary or hourly wage); (b) the amount of time (percentage or number of hours) that the individual will devote to the proposed project; (c) the amount of salary requested (this is the base rate multiplied by the amount of time); (d) the amount requested for fringe benefits; and (e) the total amount requested. Examples:

1. **Summer salary for the Principal Investigator:** $3000 per month \( \times \) 100% time for 2 months = $6000 salary. Fringe @ 20% = $1200. Total = $7200.

2. **Research assistant:** $7 per hour \( \times \) 20 hours/week for 15 weeks = $2100 wages. Fringe @ 10% = $210. Total = $2310.

b) **Equipment** ($5000 maximum). This category includes durable goods, such as a computer or printer, costing at least $500 and expected to last beyond the duration of the project. As much as possible, list specific features that affect the price of the equipment and its usefulness for the proposed research. For example, specifying “Pentium-II 300 MHz notebook computer with 128 Mb RAM and 6 GB hard disk” is preferable to simply listing “laptop computer.”

c) **Supplies.** This includes routine office and computer supplies.

d) **Travel.**

1. This category includes any travel necessary for completing the research, including local travel (e.g., for data collection).

2. Because applicants are required to submit their findings for presentation at an annual APA convention, this category must include any funds that will be needed for travel to that convention, usually in the second year of the award. The maximum amount allowed for APA travel is $2000. Funds may be requested for convention registration, economy-class round-trip transportation (e.g., airfare, train fare), hotel accommodations, meals, and incidentals. More information about the convention location and deadlines for submitting proposals can be obtained from the American Psychological Association (www.apa.org). Note that proposals for convention presentations are usually due the previous November or early in December.
e) **Other costs.** These include payments to participants, photocopying, postage and delivery costs, mainframe computer time, preparation of slides for presentations, and telephone charges. This category also includes items that cost less than $500 but do not clearly fit in the Supplies category (e.g., locking file cabinet, hand-held tape recorder, software and site licenses).

4. **A detailed budget justification.** The applicant should briefly but clearly explain how all proposed expenditures are necessary for completing the proposed research and are otherwise unavailable to the applicant. The procedures used to calculate the amounts requested in the budget should be clearly explained. Examples:

a) “Photocopying: $200. Includes routine photocopying (12 months @ $10 per month = $120), plus costs of copying 200 questionnaires (10 pages each @ 4 cents per page = $80).”

b) “Travel: $1925. Includes $1300 to attend the APA convention in the project’s second year and present results from the project. Also includes costs for local travel to conduct interviews (50 interviews at an average of 50 miles traveled for each interview @ 25 cents per mile = $625).”

5. If more than $30,000 is requested, explanation of the source for up to $10,000 in institutional matching funds. A letter from the applicant’s institution officially agreeing to provide funds or in-kind services must be attached as an appendix (see separate section on matching funds below).

6. **Applicant’s brief vita or biographical sketch,** including (a) educational background, (b) relevant professional experience and additional training, and (c) recent and relevant publications and professional presentations. The Public Health Service (PHS) 398 form may be used for the biographical sketch if the applicant wishes. **The vita or biographical sketch must not exceed 2 pages.**

7. **Brief description of applicant’s other formal time commitments and funding,** if any, and how they overlap with the proposed research. This information will be used to assess the applicant’s time commitments and whether or not her/his current commitments and extramural funding might affect work on the proposed project.

8. **A description of relevant facilities and resources available to the applicant through her/his institution or local community,** such as office space, equipment and services, library, official relationships with community organizations to be involved in the research, and access to research participants. **The purpose of this section is to describe the applicant’s research environment and the ongoing**
resources that she/he will have that will facilitate successful completion of the research. (1 page maximum).

9. **Description of problem, background, and methods** (10 pages maximum), including the following sections:

a) Statement of problem and review of relevant literature.
b) Report of findings from the applicant's previous research (if any) relevant to the research problem or methodology, including completed pilot studies.
c) Proposed research design, with detailed description of methods for data collection and analysis. Depending on the type of research proposed, this section could include discussion of:
   (1) sampling and recruitment (e.g., sample size and associated statistical power, sampling methods, sample composition);
   (2) planned pilot studies;
   (3) measurement or operationalization of variables (e.g., questionnaire or interview design, plans for identifying and observing key variables in observational studies, validity and reliability of measurement methods);
   (4) possible problems that might be encountered in data collection and contingency plans for dealing with them;
   (5) plans for data analysis (e.g., coding of qualitative data, statistical analyses, assessment of inter-rater reliability).
d) Time line or schedule for completing the research (including write-up and dissemination) within two years of receiving the award.

10. **Procedures for protecting the welfare of research participants** (for all proposals that involve original data collection from human participants). There is no page limit for this section, but in most applications it will require 1-2 pages. In addition, documentation of approval by the applicant’s Institutional Review Board or Human Subjects Committee must be attached as an appendix (see below).

11. **Discussion of the gender and racial/ethnic composition of the proposed sample.** Decisions to limit the research sample to either men or women should be adequately justified on scientific grounds. Similarly, decisions to exclude members of a particular racial/ethnic group from the research sample should be adequately justified on scientific grounds. If individuals from a particular group (gender, ethnic/racial) are expected to be included in the sample in such small numbers that data obtained from them cannot be separately analyzed in a meaningful way, this should be discussed and justified.

This section is intended to stimulate applicants to consider explicitly the representativeness, diversity, and heterogeneity of their samples. A restricted
sample may be necessitated by the research question or by practical considerations, such as the local availability of research participants. Applicants should make their samples as representative as possible of the population they propose to study and to which they will generalize their findings. There is no page limit for this section, but in most applications it will require less than 1 page.

12. A bibliography, listing references cited in the application (3 pages maximum). Use APA format for all references.

13. An explanation of the research project’s relevance and likely applications to meeting the Placek Fund goals (1 page maximum). In addition to advancing scientific knowledge, research funded by the Placek Award is expected to have practical applications to the issues identified in the Placek funding priorities. This section of the proposal should identify ways in which the research findings can be applied to policy, law, public education, clinical treatment, or other areas. Relevant to this point, the section should also describe plans for disseminating the research findings to each of the following audiences:
   a) individuals and groups likely to be able to use them in public policy, the law, education, clinical treatment, or other areas;
   b) other researchers and professionals;
   c) the general lay public and, if appropriate, the population from whom data were collected.

14. IRB approval. All projects involving original data collection from human participants must be approved by the applicant’s Institutional Review Board or Human Subjects Committee. Documentation of such approval must be submitted to APF before the proposal can be considered. There are no exceptions to this rule.

   It is preferred that documentation of the proposal’s final approval by an Institutional Review Board or Human Subjects Committee be attached as an appendix to the proposal when it is submitted. However, documentation that IRB approval is pending may be submitted with the proposal, provided that documentation of final IRB approval is received by APF within 21 calendar days of the application deadline. Any proposals lacking final IRB approval after this time will be disqualified from review.

15. Matching funds. Attach a letter of support from the applicant’s institution detailing plans for providing matching funds or in-kind services, if applicable (see Section V below.). Required for all projects requesting more than $30,000.

16. Nomination of outside reviewer(s). See Section VII, below, regarding outside reviewers. Please submit a separate page for each reviewer nominated (up to
two nominations). Outsider reviewers nominated by the applicant should not have a conflict of interest, as described in Section VII (c) below. 
(Encouraged for all applications but not required)

17. **Appendices.** All information necessary to evaluate the proposed research should be included in the body of the proposal. Appendices may be included to supplement the application but must not be used to circumvent the application’s page limits. Appropriate materials for the appendices include:

   a) Letters of support from groups or individuals that will directly participate in the proposed research (e.g., community organizations that will provide resources or help to recruit participants). **Note:** General letters of support attesting to the applicant’s abilities (e.g., from professional colleagues) are not requested.

   b) Copies of questionnaires, interview protocols, consent forms, debriefing materials.

   c) Up to 3 relevant reprints, preprints, or papers submitted for editorial review (do not attach unpublished manuscripts unless they have been submitted for editorial review). Examples of relevant reprints are those that demonstrate the applicant’s knowledge of the research literature directly relevant to the proposed project, completion of preliminary research relevant to the proposed project, or successful use of methodologies or techniques described in the proposal.

G. **Matching funds.**

   1. Applicants may request up to $10,000 beyond the $30,000 base award if they secure dollar-for-dollar matching funds (or in-kind services) from their institution. For example, an applicant who secures $10,000 from her or his institution may apply for $40,000 from the Placek fund, making a total of $50,000 available for the research ($30,000 base award + $10,000 from applicant’s institution + $10,000 from Placek matching funds = $50,000). Applicants who request matching funds must submit a written assurance from their institution that the funds will be provided if an award is made. The institution’s letter should be submitted as an appendix to the proposal and should include the following information:

   a) The specific amount of funds to be provided, or the dollar equivalent of in-kind materials and services.
b) If in-kind matching will be provided, the specific form of matching support, e.g., release time, research assistant salary, travel funds, photocopying.

c) A statement that the institution would not otherwise provide the applicant with the funds, materials, or services described.

d) A pledge by the institution to provide the support if an award is made.

2. Examples of acceptable in-kind matches include the following.

a) Significant release time to free the applicant from teaching a course, serving on a university or department committee for the academic year, student counseling, service work, or clinical work (the monetary value of such release time is to be based on the applicant’s salary).

b) Provision by the institution of a paid research assistant who is appropriately qualified to work on the applicant’s project. The applicant must be able to select the assistant.

c) In-kind services or supplies for which the applicant would otherwise have to pay, such as photocopying, postage, supplies, or clerical support. These must be services or supplies that the applicant would not otherwise receive from the institution.

3. Examples of unacceptable in-kind matches include (but are not limited to) the following:

a) A portion of the applicant’s salary that would be paid whether or not an award is made, and that does not include specific and significant release time from teaching, committee work, or other required activities. A nominal amount of release time (e.g., less than 10%) is not considered acceptable for matching purposes unless the applicant demonstrates that it will have a substantive impact on her or his work load.

b) A waiver of institutional overhead charges. (All institutions are required to waive indirect costs for the Placek Award.)

c) Contributions that do not directly benefit the applicant, such as waiver of a student research assistant’s tuition or fees.

d) Photocopying, computer time, telephone charges, or other expenses that would be routinely provided by the institution, whether or not an award is made.
H. Awards will be made on a competitive basis. Up to two awards of a maximum of $40,000 each will be made.

I. All applications will be treated with the utmost confidentiality. Applications will be destroyed after the review process is completed. Application materials cannot be returned to the applicant.

VI. DEADLINES

A. Final deadlines for receipt of applications are:
   For 2001 awards: March 27, 2000.

B. All materials must be received at the same time, although documentation of final IRB approval will be accepted up to 21 calendar days after the application deadline, provided that documentation of pending IRB approval was included with the application. Do not submit applications in a piecemeal fashion.

C. Submissions received after the application deadline will be disqualified from review.

D. Awards will be announced in August, with funding expected to begin by September 15.

VII. HOW PROPOSALS ARE REVIEWED

A. Proposals will be reviewed by a Scientific Review Committee, which is an interdisciplinary panel of scientific researchers.

B. In addition to being reviewed by all members of the Scientific Review Committee, comments on each proposal will be requested from at least one outside reviewer with special expertise relevant to the proposal. Applicants are encouraged to nominate one or two potential outside reviewers at the time they submit their proposal. Whether or not one of those individuals is subsequently asked to review the proposal will be decided by the Scientific Review Committee.

C. Conflict of interest. Outside reviewers with a conflict of interest are not eligible to review the proposal. Members of the Scientific Review Committee with a conflict of interest for a particular proposal must absent themselves from Committee deliberations involving that proposal. To avoid any conflict of interest, all reviewers must affirm that they meet the following criteria:

   1. The reviewer does not have any financial or material interest in whether or not the proposal or the applicant(s) receives funding.
2. The reviewer does not have a close personal or professional relationship with the applicant(s) — e.g., collaborator, former teacher, student, or close friend. *(Note that this criterion does not disqualify individuals who simply have a friendly collegial relationship with the applicant(s), provided that relationship would not bias their review or create the perception of bias to a reasonable, disinterested observer.)*

3. The reviewer does not have a history of professional or personal conflicts with the applicant(s).

4. In the reviewer’s best judgment, her or his participation in the review process for the application would not create an appearance of conflict of interest to a reasonable, disinterested observer.

D. Each proposal will be evaluated on the following criteria:

1. Significance of the research question, importance of the project’s objectives, originality, timeliness, focus, and relevance to the goals of the Wayne F. Placek Fund. This criterion includes consideration of the applicability of the proposed research to law, policy, public education, and other arenas related to the Fund’s goals of increasing public understanding of lesbian and gay concerns and alleviating the stress faced by gay and lesbian people as a result of societal prejudice.

2. The applicant’s knowledge of existing theory and previous research relevant to the research question, both within the applicant’s own discipline and in other relevant disciplines.

3. Quality of the applicant’s theoretical or conceptual framework and, if proposed, hypotheses.

4. The methodological quality of the proposed research study. This criterion includes the following considerations:

   a) Is the proposed sample of adequate size and composition for addressing the research question and assuring the study’s external validity? This criterion includes general evaluation of the appropriateness of the proposed sample for the scientific question and the practical applicability of the study findings. It also includes evaluation of the scientific appropriateness of the proposed sample’s gender and ethnic/racial composition. *(Note: Unless the research question necessitates use of student or campus samples on scientific grounds, preference is generally given to projects using community samples or population-based samples.)*
b) Are the proposed strategies for operationalizing variables — including the use of scales, standardized measures, and coding procedures — appropriate? This includes evaluation of the reliability and validity of such strategies.

c) Are data collection procedures adequate for meeting the study’s goals?

d) Is the data analysis plan adequate and appropriate?

e) Is the proposed time frame realistic?

5. Feasibility of the study, given the proposed budget and the resources and time available to the applicant.

6. The applicant’s qualifications, training, and experience for completing the research successfully. This includes evaluation of the applicant’s past record of successfully completing empirical research and disseminating it to relevant audiences (e.g., through publications in professional journals). The Committee always considers the applicant’s career stage in making such evaluations (e.g., applicants who have recently completed their doctorate are not expected to have published as extensively as more senior applicants).

7. Adequacy of plans for protecting the welfare of human participants, if applicable.

8. Adequacy of plans for disseminating the research findings to multiple audiences (the scientific community, individuals and organizations likely to be able to apply the research findings, the general public and, as appropriate, the research population).

E. Recipients of the award will be announced at the APA convention. Recipients will be notified in advance of the convention. Once recipients have indicated their acceptance of the award, all other applicants will be notified by mail.

F. In order to make the application process a valuable experience for all, the Scientific Review Committee will provide each applicant with a critique of her or his proposal within approximately 8 weeks of announcing the award recipients. The critique is intended to assist the applicant in revising her or his proposal for future submission to another funding source.

VIII. TERMS AND CONDITIONS OF AWARDS

A. Award recipients are expected to complete the research substantially as they described it in their proposal; this includes following the time line they proposed. Funds must be used for expenses clearly related and necessary to conducting the research project substantially as described in the original proposal. Some flexibility is possible for meeting unexpected contingencies. It is expected, however, that award recipients will conduct the research and spend the funds as described in their proposal.
B. All awards are made with the explicit understanding that the research will be conducted by the applicant as detailed in the proposal.

C. The Placek Award is for doctoral-level researchers and is not intended to fund graduate student research.

D. No indirect costs or institutional overhead may be paid from the award.

E. The awardee can elect either of two mechanisms for receiving funds.

1. The awardee may have the funds administered through her or his university, college, or institution. In this case, the APF will make the award to the institution, and the institution will be required to accept responsibility for accounting for all funds. It is the awardee’s responsibility to negotiate distribution of the funds with her or his institution. The institution must not require indirect costs or overhead for administering the award.

2. The awardee may elect to have the funds paid directly to her or him. In this case, the awardee must accept responsibility for accounting for all funds. Any tax liabilities that might be incurred as a result of this distribution mechanism are the awardee’s responsibility.

F. If matching funds are promised by an awardee’s institution, a letter from a responsible official will be required after the award is announced but before Placek funds are disbursed. That letter must specify the institution’s plan for contributing its share of matching funds or in-kind services; this plan must include a specific date by which those funds or services will be provided to the awardee.

G. Awardees are expected to submit an abstract to the Program Committee of Division 44 (or another appropriate APA division) to present the results of their research at the annual APA convention by the second year of their award. The deadline for submitting abstracts is usually in November or early December. Two copies of the abstract must be submitted to the APF. It is the awardee’s responsibility to obtain the necessary information about deadlines and submission procedures.

H. The award is for a maximum period of two years. Except in unusual cases (and only with specific permission), it is expected that awardees will have completed their project within this time.

I. Within 90 days after the end of their 2-year award period, awardees must submit a final report to the APF. This report must include information in three areas:

1. A description of the research method and results; this description should follow APA format for journal articles.
2. A description of the ways in which research findings have been (or will be) disseminated to multiple audiences.

3. A complete statement of expenditures associated with the award. This statement will be provided by either the awardee or the awardee’s institution, depending on the manner in which funds were disbursed. Note: It is expected that awardees will spend the entire amount of their award during the 2-year award period. Any unspent funds must be returned to the APF.

J. It is expected that results from the research will be submitted for publication to a peer-reviewed journal. To encourage such publication, the awardee may submit a preprint or reprint (along with a cover letter including appropriate supplemental information) instead of the research findings section of the final report.

K. All publications resulting from the award should include acknowledgment of the Placek Fund. The following language is suggested: The research described in this paper was supported by a grant from the Wayne F. Placek Fund of the American Psychological Foundation.

L. Two copies of all publications resulting from the project must be submitted to APF.

M. In addition to scientific publication, it is also expected that awardees will disseminate their findings to the general public in written or oral form. Such reports should acknowledge the Fund’s support. Two copies of all written reports or articles disseminated to the general public must be submitted to APF.

N. Failure to adhere to these conditions may result in the awardee being required to return the funds to the APF.

O. All awards are distributed in U.S. funds.