2021 SoACE Research Fellowship Program Guidelines

Purpose of Program:

SoACE provides a $1500 Research Fellowship to promote and support research and study projects that will further the stated professional purposes of SoACE and its members. Research proposals should fall within the SoACE mission which states:

SoACE is organized exclusively to create a common understanding between individuals in career services and college relations focused on the career development and employment of the college-educated to promote and foster relationship among the constituents; serve as the voice of the profession for the southern region of the United States; create and retain leaders in the profession by facilitating the exchange of knowledge and insight; provide professional development and promote high professional standards; and identify trends, issues, challenges, opportunities in the profession.

Administration of Program:

The program will be administered by the SoACE Board of Directors through the Director for Professional Development and will be coordinated by the Chair of the Scholarship and Research Fellowship Sub Committee.

Research Status Reports:

A research progress report is due to the Chair of the Scholarship and Research Fellowship Sub-Committee SoACE to track the progress of the project. The report due dates will be established when the project is awarded. Failure to provide these reports could result in a delay or loss of funding.

Distribution of Funds:

Funds for the project will be allocated in the following manner:
- 50% at the beginning of the project;
- 50% upon approval of progress report #2

Prior to the initial payment, the recipient will need to submit an itemized budget in compliance with policies established by their institution/organization for research grants. Matching funds may be utilized as long as the criteria for this research effort is not altered in any way. Describe and support each budget item. The following is a list of suggested items to include:

Personnel (release time, percent of salary, clerical assistance, graduate assistants), postage, printing and duplication, travel, office supplies, telephone, computer time and/or programming, and other direct and indirect costs (amount and date) charged by your institution, if appropriate.

The amount of the award is stated in the agreement letter and based on the budget submitted in the proposal. Recipient must keep a detailed account of invoices, receipts, and other documentation for all project expenses, to be submitted with final research report.

Compliance with Federal Law and Guidelines:

The researcher agrees to follow all Federal law and research guidelines when completing this research.

Final Report and Presentation Expectations:

The project must be completed within the allotted time frame. Upon completion, the recipient will submit a comprehensive final report including an abstract.

The recipient will also present a session (if session proposal is accepted by proposal review team) at the annual conference on the Research project, following deadline set by the annual conference committee.

If conference proposal is not accepted, the recipient will share the research project, findings, and applications of the findings through one of the following options
1. SoACE webinar
2. White paper uploaded to SoACE website and shared through the SoACE blog
3. Informal SoACE blog post

Timeline for 2021 Research Fellowship:

(based on a two-year project; dates will be amended based on project specifics before this agreement is sent for signature of recipient)

Milestone	Timeline
Applications Due	*February 2021*
Award Announced	*April 2021*
Distribution of First 50% of Funding	*June 2021 (official "start date" of project)*
Submission of Progress Report #1	*December 2021*
Submission of Progress Report #2	*July 2022*
Distribution of Final 50% of Funding	*July 2022 (or upon approval of report)*
Submit Program Proposal to SoACE Conference Committee*	*June 2023 (following timeline of call for program proposals)*
Submit Final Report and Expenses Log	*November 2023*
Present Findings at Annual Conference*	*2023 Conference*
Share Findings Via Webinar, White Paper Posted to Website, or SoACE Blog*	*Early 2024*

*If conference presentation proposal is not accepted, results and application of research will be presented via SoACE webinar, white paper posted to website and shared through SoACE blog, or informal SoACE blog post early 2024