



SoACE Research Fellowship Program Guidelines

Purpose of Program:

The purpose of the SoACE Research Fellowship is to promote and support research and study projects that will further the stated professional purposes of SoACE and its members. This research 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 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:

- 40% at the beginning of the project;
- 40% upon approval of the mid-term report
- 20% upon approval of the final report

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 either via SoACE webinar or SoACE blog post.

Timeline for 2020 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)

Applications due	February 2020
Award announced	April 2020
Distribution of first 40% of funding	June 2020 (official “start date” of project)
Submission of Progress Report #1	December 2020
Submission of Progress Report #2	July 2021
Distribution of next 40% of funding	July 2021 (or upon approval of report)
Submit Program Proposal to Conference Committee*	June 2022
Submit Final Report	November 2022
Distribution of final 20% of funding	Upon Approval of Final Report
Present Findings at Annual Conference*	December 2022 Conference

*If conference presentation proposal is not accepted, results and application of research will be presented via SoACE webinar or SoACE blog post early 2023.