



## Social Science Research Grant Program

# Application Guidelines

### For more information:

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### For application mailing:

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Postal Address: Social Science Research Grant Program  
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## INTRODUCTION

WADA's mission is to promote, coordinate, and monitor, the fight against doping in sport in all its forms. To reach these strategic objectives, WADA has identified educational programs and research as priorities. It is essential that anti-doping education programs and initiatives be based on scientific knowledge and evidence of intervention effectiveness. The purpose of WADA's Social Sciences Research Grant Program is to encourage research in the social sciences and to obtain information which will enable the development of more efficient strategies that prevent or stop doping among athletes.

Within the context of its Social Science Research Grant Program, WADA encourages collaborative research proposals where the applicant works with professional colleagues to obtain funding from sources in addition to WADA. Proposals that examine cultural differences and/or regional perspectives are particularly appealing. All proposed research projects must address the conditions and research priorities indicated in the annual call for proposals.

While the primary allocation of funding will be dedicated to investigator-initiated applications (i.e., the *General Research Program*), from time to time WADA will solicit applications for special programs, called the *Targeted Research Program*. All information regarding the General and Targeted Research Programs will be posted on WADA's Website.

## GENERAL PROVISIONS

WADA may award a research grant to various types of organizations such as universities, colleges, small businesses, and for-profit or not-for-profit organizations. Although the principal investigator (PI) will be expected to write the grant application and will be responsible for conducting the proposed study, the research organization affiliated with the PI will be required to enter into a contractual agreement with WADA.

Grants will be allocated for projects, which shall be performed on a one-time basis, and solely by the investigators and associates or sub-contractors who are named in the grant application. Projects must have a defined completion date, with a *maximum duration of three years*. Research proposals requiring more than three years for completion (e.g., longitudinal studies; extensive clinical studies, prolonged intervention studies) will be considered for funding, however, the proposal must indicate how the project will be divided into phases. In addition, each phase of the project will require a new application for funding, and will compete with other applications submitted that year. Thus, funding one phase of a longitudinal multi-phase project is not guaranteed for subsequent phases.

## **ADMISSIBLE PROJECTS**

The following types of projects may be considered for funding:

- New projects or subsequent phases of previously funded projects;
- Projects currently or previously funded by other sources that explore a new aspect of the project, and not covered by other sources of funding; and
- Exploratory research where it is expected that the project's outcomes could result in future grant applications that require more extensive funding.

## **GENERAL FUNDING CONSIDERATIONS**

1. Applicants may request funds for direct costs only, reflecting the actual needs of the proposed project and in accordance with limitations stated under the "Detailed Budget" section of this document.
2. WADA research grant funding covers only studies or components of studies that are not supported by other sources.
3. Projects partly funded from other sources will be viewed favorably.
4. Collaborating with other institutions will be viewed favorably.
5. The average budget of previously funded projects is the following :

One-year projects:	~US\$20,000
Two-year projects:	~US\$30,000
Three-year projects:	~US\$65,000

WADA will consider projects requesting a higher budget (that complies with limitations outlined in the "Detailed Budget" section) for projects promising high significance to the fight against doping.

## **PROJECT DURATION AND PAYMENT OF FUNDING INSTALMENTS**

1. Applicants may request funding for a period of up to three years.
2. For one-year projects, 80% of the allocated funds will be paid within 30 days after signing the contractual agreement. The remaining 20% of the approved budget will be paid within 30 days of WADA's receipt of the final research (project) report indicating successful completion of the study.

For projects of a duration of more than one year, proposals must state fund distribution for each calendar year. Funds will be paid to the institution of the PI for each year in the same manner described in Item 2. Funding for subsequent years is conditional upon the submission of a satisfactory progress report at the end of each calendar year.

## RESUBMISSION OF UNSUCCESSFUL APPLICATIONS

3. An unsuccessful grant application may be revised and resubmitted up to two consecutive years, provided that the application fits within the research priorities identified in the relevant call for proposals. If the proposal is rejected after the second year it may not be resubmitted for further consideration for funding.

## APPLICATION PROCESS

### APPLICATION FORM

#### General Project Information

Project Category: Indicate which category best describes the aims of your project.

Project Title: The title should be no longer than 20 words and should be understandable to someone who is not a specialist in the Principal Investigator's (PI) field of expertise. The title should reveal the study's purpose and design. A sample high quality title is "Effect of a Coach Educational Program on Attitudes Toward Doping Among Male Elite Athletes." A sample poor title is: "Reasons Elite Athletes Ingest Performance-enhancing Drugs" or "A Holistic Approach in Studying the Influence of Career Transitions on Athletes' Drug-taking Behaviors."

Duration of Project: Indicate the estimated start and completion dates (month and year) for the project. If applying for a multi-year project, indicate the completion date for the entire project.

Please note that a final report must be submitted to WADA within two months of completing the study/project, as shown on the Application Form.

Amount Requested from WADA for Each Project Year: For planning and budgeting purposes, WADA requires information detailing how the funding will be allocated for each calendar year of the project.

Project Summary: Project summary length should not be longer than 500 words. It should, at-a-glance, provide the proposal's objectives and how these objectives will be achieved. The summary should not contain any confidential information and be written in layperson language.

**General Information on Investigator(s)**

Applicant/Principle Investigator (PI) Name and Title: Although several investigators may be involved in the project, indicate the one person who is responsible for carrying out the study. The PI will be WADA's principal contact for all matters related to the project. Furthermore, should the project be accepted for funding, the PI's institution of affiliation shall be the signatory of the contractual agreement with WADA. The PI is expected to play a lead role in the research team.

Contact Information: Indicate the PI's primary institution/employer/affiliation and his/her direct contact information, including mailing address, e-mail, office phone (starting with country code), and fax.

Administrative Contact: Indicate the complete postal address to which all administrative communications regarding this project should be sent. If this postal address is a postal bag or box number, please also provide a physical street name and number suitable for courier deliveries.

Other Investigators: Designate the names of all other investigators participating in the project and identify their title and institutional affiliation. Other details on co-investigators should be provided as part of the obligatory enclosures described later in the present document.

**Specific Information on Project**

Research Problem/Research Question: Provide a brief description of the overall objective(s), problem or knowledge gap(s) to be addressed by the project, followed by the specific research questions to be answered to meet the objectives, resolve the problem or inform the knowledge gap.

Literature review/Previous studies that support this proposal: Provide a concise overview of the research literature related to your research topic. Include information about recent international progress related to the research topic and the relationship between your proposed study and the existing published research. If applicable, indicate the results of the most relevant previous studies, particularly studies that have been conducted by any of the current participating investigators. It is particularly important that your review of literature consist primarily of primary references, that is, original published research, as opposed to second references (e.g., books, book chapters, conference presentations). If a theory or model is being tested, then briefly describe the theory/model and the results of related research which tests the theory or model. Remember that the literature review justifies the need for your proposed study and also indicates how your study contributes to the existing body of knowledge in the anti-doping literature.

Hypotheses: Please state specific hypotheses if appropriate to your research design. These should be based on the literature review and relate to your overall

objectives and specific research questions. Where possible, state directional hypotheses.

Research Design and Methods: How will your research design and methods allow you to test your hypotheses? Outline the conceptual framework. For both qualitative and quantitative research, please provide details of populations to be sampled, sample sizes and recruiting methods. Please include the inclusion/exclusion criteria for the sample. For quantitative research, please provide a power estimate for your sample size with respect to testing significance. If working with partner-organizations for access to sample participants, please attach letters from those organizations confirming such access. Where established inventories are used (e.g. attitude scales; personality appraisals; etc), please provide evidence of their validity and reliability. Include details of pilot testing if applicable. You may submit additional supporting documentation, such as questionnaires, interview protocols, in the additional documents section.

Significance for Doping Prevention and the Development of Education and Prevention Programs: Indicate how this project will influence the fight against doping in sport. In particular, how will the findings of your study be applied toward the development of doping prevention strategies, and improve anti-doping education programs. In addition to contributing to current knowledge, provide concrete examples of applying the results of your study. If relevant to a particular setting (e.g., specific sport, country or region,), describe the impact of the expected results with respect to that setting.

### **Projected Budget per Calendar Year**

Provide an overview of budget allocations for each expense category and for each calendar year for the study. Please provide justifications for each expense category and for each calendar year for the study. Please enclose as an annex any supporting documentation, such as quotes on consulting services or future purchases.

*Research Assistant Services*: Remuneration to a graduate student for gaining research experience may be offered. Include the following information: detailed job description of the position and specific functions of the research assistant; required academic level (i.e., masters, doctoral or post-doctoral student); projected dates (starting and ending months/years) of employment; and salary.

*Contractor or Consultant Services*: Where private professional contractor/consultant services are needed, quotes from at least two potential providers must be submitted with the proposal. Justification for such services should include the specific expertise sought and explain, if relevant, why this expertise cannot be provided by a research team member. What are the unique qualifications of the contractor or consultant?

*Equipment and Supplies:* Items to be purchased or services to be obtained, such as survey and field expenses, and printing and mailing costs. Please note that WADA will not fund the purchase of computers or other office equipment.

*Travel Expenses:* Anticipated travel expenses must be specific and justified. What are the purposes and activities to be performed of a researcher/assistant that requires travel? Only travel expenses to be incurred by the investigators for the purpose of data collection are allowable.

### **Additional information**

Results Dissemination Plan: Provide information on your intentions for disseminating the results of this project within the scientific and anti-doping communities (e.g., publication in an international peer-reviewed journal, presentation at a professional conference, and any other relevant channels).

Relevance of Project to Your Institution or Anti-Doping Program: Describe how the project fits within the strategic objectives of your department/university/company/national anti-doping program.

Research Ethics Review: In accordance with WADA's Research Ethics Policy, all research involving human subjects are required to be reviewed by the Principal Investigator's (PI) university ethics committee or some other ethical review process prior to submitting a WADA research grant.

Research Ethics Safeguards: Provide a brief statement of the ethical issues that may arise from your research project, and an explanation of how each of these issues will be addressed prior to, during, or after the study has been completed. Include in your statement any potential ethical, safety or regulatory aspects of the proposed project, and the way they will be addressed in your proposed project.

Other Sources of Funding and Potential Conflicts of Interest: If one or more members of the research team have submitted or are in the process of submitting the same or a similar proposal to other funding programs, please indicate the program or organization's name, the year of submission, the amount requested, and current status of the grant application should be indicated. In addition, the PI should disclose any potential conflicts of interest that are anticipated relating to this project.

## **Additional documents**

Information about the Principal Investigator and Collaborators: The PI's *curriculum vitae*, including a list of his/her recent publications relevant to the submitted research topic are very helpful, if available. Similar information is needed, if available, for research collaborators.

Information on PI's Home Institution and Available Resources: An overview of the institution with whom the PI is affiliated and availability of its research facilities are needed. Briefly outline the resources that the home institution will make available to the research team during the proposed project. If the project represents collaborative work between two or more institutions, this information must be provided for each institution involved.

Letters confirming the cooperation of partner-organizations: Should your project involve cooperating with partner-organization, please provide proof that the organizations have been contacted and are willing to cooperate.

Ethics Review Documents: Before WADA's Social Science Research Grant Program funds a proposal, all projects involving human subjects must undergo an ethics review carried out in accordance with the terms of the *Research Ethics Policy* published on WADA's Website. An ethics check will take place during the evaluation of all grant submissions.

The following information must be provided (minimum requirement):

- A description of the participant recruitment process, incentives and conditions of participation for research participants, including assurance of voluntary participation.
- A description of the safeguards to guarantee confidentiality and anonymity of research participants' individual responses. It is understood that anonymity is not always possible nor desirable (e.g., intervention/experimental research designs), however, researchers should use codes rather than the participants' name if at all possible.
- A copy of informed consent forms and of notices of information for participants. If research participants are under the age of legal consent, the process for obtaining parental consent must be described.
- A copy of the project team's application to the PI's institution ethics review board and evidence of the ethic review board's approval is required. If approval is pending at the time of the application, proof of approval must be submitted to WADA must be received prior to allocation of grant funding.

Annexes: In addition to the supporting documentation requested in the "Application Form," applicants may include, located in the Appendix of their proposal, preprinted questionnaires or surveys, and sample forms. This material must not exceed 30 pages.

## **DEADLINES AND OTHER LIMITATIONS**

To be admissible for evaluation, proposals must be received at WADA headquarters in Montreal, Quebec, Canada on or before the day of the deadline as specified in the call for proposals. Submission will not be accepted after this deadline, even if WADA is informed in advance of a tardy submission.

Wherever indicated, the limitations on length of text or number of pages must be strictly observed. Pages or text in excess of the specified limit will be removed prior to sending the proposal to external reviewers. Please number all pages of your submission.

## FORMAT OF SUBMISSION

### Language of Submissions:

All applications, including supporting documentation, must be provided to WADA in the English or French language.

### How to Submit

Complete applications, including all Appendices and supporting documentation, must be submitted by email ([ssr@wada-ama.org](mailto:ssr@wada-ama.org)) before midnight or Eastern Standard (Montreal) Time on the deadline specified in the call for proposals. All attachments must be printable in U.S. letter size or A4 format and provided in any of the following formats: MS Word, MS Excel or PDF (and equivalent).

Note: In addition, a paper copy of the Application Form with original signatures must also be received by WADA headquarters in Montreal, Quebec, Canada, no later than ten business days after the deadline specified in the call for proposals.

## FUNDING AND CONTRACTUAL OBLIGATIONS

All grants are conditional upon the applicant's acceptance of the terms of WADA's Social Science Research Grant Program. Successful applicants are required to enter into a contractual agreement with WADA. The signatory of such agreement must be an authorized person from the PI's institution or affiliation. After a contract is signed by all required parties, 80% of the study's funds will be paid to the PI's institution to financially support the study's first year. The amount of support reflects the information provided in the section, "Amount Requested from WADA for Each Year." Subsequent funding will be contingent on a final report progress report signed by the PI. For projects requiring more than one year, progress reports consistent with the timelines published on WADA's Website must be submitted before year-end and approved by WADA.