



Social Sciences Research Grant Program

Application Guidelines

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INTRODUCTION

WADA's mission is to promote, co-ordinate and monitor, on an international basis, the fight against doping in sport in all its forms. As part of its strategic objectives, WADA has identified both education and research as priorities. It is essential that anti-doping education programs and initiatives be based on scientific knowledge and evidence. Therefore a Social Sciences Research Grant Program has been created to encourage research in the social sciences and to obtain information, which will enable more efficient doping-prevention strategies.

Within the context of its Social Science Research Grant Program, WADA encourages collaborative research projects, proposals that provide for joint funding (i.e., where the applicant does not rely only on funding by WADA but also proposes other funding sources), projects with specific cultural and/or regional perspectives, and student project submissions. The larger portion of funds will be dedicated to investigator-initiated applications (Research Program). From time to time, however, WADA will make a specific request for applications following a special program announcement (Target Research Program). In order to be considered, all proposed research projects must answer the conditions of the annual call for proposals and be related to one or more of the research priorities set out in the call for proposals.

GENERAL PROVISIONS

WADA may award a research grant to organizations of all types (universities, colleges, small businesses, for-profit or not-for-profit organizations, etc.). Although it is the Principal Investigator who will write the grant application and will be responsible for conducting the research, the research organization affiliated with the Principal Investigator 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 end date, for a maximum duration of three (3) years. Research proposals requiring more than three years (such as longitudinal studies) may be admissible for funding only by breaking down the project into phases and re-applying under the program for funding for each phase separately. Even if the first phase of a multi-phase project benefits from a grant, there is no guarantee that any subsequent phase will be funded. Each phase will be considered on its merits and will compete with other applications that year.

ADMISSIBLE PROJECT TYPES:

1. Grant support is generally provided for new projects or for subsequent phases of previously funded projects.
2. Grant support may, however, also be available for an existing project not already funded by WADA if additional investigating of a specific question, not foreseen in the original project, could not be financed with the project's original funding sources.
3. Grant support may be available for exploratory research, where it is expected that the results of such research could provide the basis for subsequently seeking larger grants from other established research funding sources.

GENERAL FUNDING CONSIDERATIONS:

4. 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 the present document.
5. Projects receiving funding from other sources (whether or not such program is a WADA program) may not submit expenses already submitted under such other program.
6. Projects receiving funding from other sources will be looked upon favorably.
7. The average budget of previously funded projects is the following :

One year projects:	17 420 USD
Two year projects:	30 300 USD
Three year projects:	64 000 USD

However, WADA will consider projects applying for a higher budget (in a reasonable proportion) and offering high significance for the fight against doping.

PROJECT DURATION AND PAYMENT OF FUNDING INSTALMENTS:

8. Applicants may request a project period of up to three (3) years.
9. For one (1) year projects, 80% of the funds will be paid within 30 days of the signature of the contractual agreement. The remaining 20% will be paid within 30 days of WADA's receipt of the final report.
10. For projects of more than one (1) year, proposals must state what funds are allocated for each calendar year. For each year, funds will be paid as described in item 8 above. Funding for any subsequent year is conditional on the submission of a satisfactory progress report at the end of each calendar year.

RESUBMISSION OF UNSUCCESSFUL APPLICATIONS:

11. An unsuccessful grant application may be revised and resubmitted up to two (2) years in a row, provided that the application fits within the research priorities identified in the relevant calls for proposal.

APPLICATION PROCESS**A. APPLICATION FORM****General Information on Project****Step 1/17**

Project Title: The title should be no longer than 20 words and should be understandable also to someone who is not a specialist in your particular field of expertise.

Duration of Project: Indicate the estimated date for the start and the completion of the entire project. Please note that a final report will have to be submitted to WADA within a maximum of six (6) months of the completion date indicated in the Application Form.

Amount Requested from WADA for Each Year: For planning and budgeting purposes, WADA needs to know how the funding is to be allocated by calendar year. A more detailed budget must be provided as part of the obligatory enclosures described later in the present document.

Project Category: Please refer to this year's call for proposals to ensure that your project fits within at least one of the research priorities described. PROPOSALS WILL NOT BE ACCEPTED IF THEY ARE NOT RELATED TO THE PRIORITIES OF THE PROGRAM.

Step 2/17

Project Summary: The project summary should be no longer than 500 words. It should, at a glance, provide the reader with a clear understanding of the objectives of the proposal and how these objectives will be achieved. This summary will be used during the final approval process and, if the application for funding is successful, as the description that will appear on the page of WADA's Website that lists funded projects. It should therefore not contain any confidential information.

General Information on Investigator(s)Step 3/17

Applicant Name and Title (Principal Investigator): Although many investigators may be involved in a project, this field identifies a single investigator, who is applying for funding on behalf of the research team. This Principal Investigator will be the person whom WADA shall contact for all matters related to the project. Furthermore, it is a requirement that the Principal Investigator's institution of affiliation shall be the signatory of the contractual agreement with WADA, should the project be accepted for funding. The named Principal Investigator is expected to play a lead role in the research team.

Contact Information: This field relates to the Principal Investigator, his/her principal institution of affiliation and his/her direct contact information.

Step 4/17

Administrative Contact: For this field, 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 street name and number suitable for courier deliveries.

Step 5/17

Other Investigators: Please name all the other investigators participating in the project and identify, for each, only their title and institution of affiliation. Other details on investigators should be provided as part of the obligatory enclosures described later in the present document.

Specific Information on ProjectStep 6/17

Research Hypothesis, Questions and Objectives: Please provide a brief description of the actual situation or problem to be addressed by the project. What hypothesis or hypotheses will be tested? What questions will the research results seek to answer? Operational objectives should be phrased as concise statements describing the project outcomes and what will be different as a result of the project.

Step 7/17

Background Literature and Preliminary Studies: Give a concise overview of the relevant literature on your research topic. Include information about recent international progress in the field of the research topic, and the relationship of this proposed topic to work generally performed in the field. If applicable, indicate the results of preliminary studies conducted by the investigators participating in the project, which would be relevant to the planning of your research project. A more detailed and critical literature review should be provided as part of the Project Plan described later in the present document.

Step 8/17

Results Dissemination Plan: Provide all available information on your intentions for disseminating the results of this project in the scientific community, through publications in the international literature and through other relevant channels, to reach eventual end-users of the results.

Projected Budget per Calendar YearStep 9/7

This section of the Application Form is meant to provide an overview of budget allocations by category of expenses and by calendar year. You will be required to provide more details on the nature of expenses and supporting documentation (quotes, etc) as part of the obligatory enclosures described later in the present document.

Additional InformationStep 10/17

Significance for Doping Prevention/ How will the results of this research project help develop education and prevention programs?: Please indicate how this project will be applicable to the anti-doping fight, most particularly how its findings may impact doping prevention strategies and may inform anti-doping education programs. If relevant to a particular setting (specific sport, country or region, etc.), describe also its importance and the impact of the expected project results with respect to that setting.

Step 11/17

Relevance of Project to Your Institution or Anti-Doping Program: Please describe how this 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 will be required to undergo a research ethics review from a relevant ethics review board. It is the investigator's responsibility to obtain ethics approval. This section of the Application Form is meant only to identify the status of your project in securing the necessary approval.

Step 12/17

Research Ethics Safeguards: Please provide a brief statement of the ethical issues, which arise or may arise from your research project, and an explanation of how each of these issues will be addressed. Clearly indicate any potential ethical, safety or regulatory aspects of the proposed research and the way they will be dealt with in your proposed project. More information and supporting documentation will be required as part of the obligatory enclosures described later in the present document.

Other Sources of Funding and Potential Conflicts of Interest: If one or several of the research team investigators have submitted or are in the process of

submitting the same or a similar proposal to other funding programs, indicate the program name, the year of submission, and the amount requested. Please also disclose any potential conflicts of interest that you foresee relating to this project.

B. ENCLOSURES

Step 13/17

Project Plan/Description

The Project Plan may not exceed five (5) pages.

Specific Aims: Describe the aims of the project, ensuring that the proposed work does indeed address the objectives and research priorities identified in this year's call for proposals.

Background and Significance: Describe how the research is significant and whether the research addresses an important problem. Describe how the anticipated outcomes will advance the knowledge base of the discipline and why the project aims and concepts are novel and innovative.

Literature Review: Provide a critical and comprehensive report on the relevant literature related to the topic of your research, making clear how previous findings or conclusions indicate the need/justification for this proposed project. Indicate how you perceive your project to improve, increase or complement current knowledge in this area. Include a reference list of publications consulted in planning this research project.

Research Design and Methods: This should constitute the main section of your Project Plan. Outline the conceptual framework, design and methods and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the project. Where applicable, include details of statistical power, sample size and sampling methods, main variables to be measured/examined, instruments of measurement/observation and their validity, methods of data collection, and analysis of data. To the extent relevant to your Project Plan, you may submit additional supporting documents (questionnaires, interview protocols, sample forms, etc.) as described under the "Additional Documents" section of the present document.

Detailed Budget

Allowable costs include: a) equipment and supplies; b) research assistant services; c) contractor or consultant services; and d) travel expenses. All costs must be justified. Institutions may not claim infrastructure costs. Investigators may not apply for funding of their salaries. ALL COSTS MUST BE GIVEN IN U.S. DOLLARS.

Equipment and Supplies: Specify the 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.

Research Assistant Services: This budget item is intended to offer remuneration to a graduate student for gaining valuable research experience. The following information must accompany the detailed budget: detailed description of the position and functions of the research assistant, the assistant's academic level (i.e., whether he/she is a masters, doctoral or post-doctoral student), period of employment, and salary. As such, a research assistant shall not be listed as an investigator in the proposal.

Contractor or Consultant Services: Where private professional contractor/consultant services are to be used, quotes from at least two 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 the research team members themselves.

Travel Expenses: Anticipated travel expenses must be justified and detailed. Only travel expenses to be incurred by research participants or by the investigators for the purpose of data collection are allowable.

The detailed budget must also indicate other funding sources available to the project.

Information on the Principal Investigators and Main Collaborators

A curriculum vitae of the Principal Investigator as well as a list of his or her recent publications relevant to the research topic are obligatory. Please provide the same information for main collaborators.

Information on the Home Institution and Available Resources

Provide an overview of the institution of affiliation of the Principal Investigator and its research facilities. Explain briefly what resources of the home institution will be 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.

Ethics Review Documents

Before receiving funding from the Social Science Research Grant Program, all projects involving human subjects must undergo an ethics review carried out in accordance with the terms of the *Research Ethics Policy* published on the WADA Website. An ethics check will take place during the evaluation of proposals and a complete ethics review will be carried out for proposals dealing with particularly sensitive issues.

Most particularly and as a minimum, the following information must be provided:

- a description of the recruitment process, incentives and conditions of participation for research participants, including assurance of voluntary participation;

- a description of the safeguards in place to guarantee confidentiality and anonymity of research participants' individual responses;
- a copy of informed consent forms and of notices of information for participants and, if research participants are under the age of majority, a description of the process to be followed to obtain parental consent;
- a copy of the project team's application to a local ethics review board application and of the approval issued by such board. If approval is pending at the time of the application, proof of approval must be submitted to WADA as soon as it is received.

C. ADDITIONAL DOCUMENTS

Over and above the supporting documentation expressly requested in the Application Form, applicants may include in an appendix to their proposal, preprinted questionnaires or surveys, and sample forms provided, however, that this appendix does not exceed 30 pages in its totality. Applicants may use the project description section to do so.

D. DEADLINES AND OTHER LIMITATIONS

Submission deadlines are absolutely firm and will be enforced. To be admissible for evaluation, proposals must be received at WADA headquarters in Montreal before or on the day of the deadline as specified in the call for proposals. NO EXTENUATING CIRCUMSTANCES WILL BE TAKEN INTO CONSIDERATION.

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

E. FORMAT OF SUBMISSION

Language of Submissions

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

How to submit:

Complete applications, including all appendices and supporting documentation, must be submitted through the online application portal before midnight (Montreal time) on the deadline specified in the call for proposals. All attachments must be printable on US letter size or A4 and be in any one of the following formats: MS Word, MS Excel, or PDF.

Note: Notwithstanding the above requirements applicable to electronic submissions, a paper copy of the Application Form alone, with original signatures, must also and in any event be received at WADA headquarters in Montreal no later than ten (10) 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 and the signatory of such agreement must be an authorized person of the Principal Investigator's institution of affiliation. Once a contract is signed by all required parties, 80% of the funds for the project or, as applicable, for the first year of the project, will be paid to the institution of affiliation based on the information provided under the "Amount Requested from WADA for Each Year" section of the Application Form. In order to receive subsequent grant amounts, the Principal Investigator will be required to prepare and sign a final report or, as applicable, progress reports, including a complete final or, as applicable, interim financial report. With projects in excess of one (1) year's duration, progress reports must be submitted before year-end and approved by WADA for further payments to be made according to the timelines published on WADA's Web site.