

DAVID CAUL GRADUATE RESEARCH GRANT PROPOSAL SUBMISSIONS

To submit an application for the David Caul Graduate Research Grant, please read this document carefully and follow the submission instructions below.

For consideration, the Applicant must fulfill the following criteria:

- (1) The Applicant must be a **graduate student** (in a Masters, PsyD, or PhD program) in psychology, psychiatry, social work, or related fields; b) an undergraduate psychology honors student or c) a resident in psychiatry.
- (2) The proposed research must be primarily concerned with **dissociation** or closely related topics.
- (3) The Applicant must submit a completed research proposal. The application will consist of: (a) an *applicant information* cover sheet; (b) a *research overview* page; (c) a 1000 word maximum *summary of the proposed research* presenting the rationale, research questions (e.g., aims and hypotheses), research design, and procedures, source of participants, ethical considerations and site (or sites) from which ethical approval is/will be granted; (d) a proposed *budget* for the grant indicating the amount requested and how funds would be spent and a brief description, attached to the budget, of why the grant will be essential to performance of the project; (e) CVs from both the applicant and his or her Faculty Supervisor; (f) a letter of support from the primary faculty member overseeing the research that addresses the applicant's ability to carry out the proposed research (this letter can be submitted independently by the faculty member); (g) a letter of ethical approval for the study from an IRB if available; and (h) (where applicable) letters of support from recruitment sites.
- (4) The research proposal must be approved by the Applicant's graduate faculty supervisor as submitted. If an award is made and the project is substantially changed, the Committee must be notified of that fact as soon as possible. If the revised protocol appears to change resource needs, then the Committee may perform an ad hoc review of the revised project to assure that the award remains justified.
- (5) Before grant funds can be distributed, the Applicant must provide certification that the research proposal has been granted approval by the Institutional Review Board or other Ethics oversight committee of his or her educational institution. If research is to be conducted outside the educational institution, then certifications must be provided to the committee for each site.

Proposals will be evaluated on a number of dimensions, including: the relevance and importance of the research question to the field of dissociation, originality, feasibility, quality of the aims/hypotheses, how well the methodology addresses the research question, whether the budget is justified given the research design, and the overall quality of the proposal.

Awards announcement letters will be sent out in late October or early November and announced at the 2011 ISSTD Conference in Montreal.

It is an expectation that recipients of a Caul award:

- Acknowledge support from the David Caul Graduate Research Grants of the International Society for the Study of Trauma and Dissociation in any publications or presentations that result from the project.
- Provide the David Caul Graduate Research Grant Committee with a copy of any publications and/or presentations that result from the project.
- Submit to the David Caul Graduate Research Grant Committee a brief, written report within two months of the conclusion of the project summarizing the research findings and listing any presentations, conference papers, grant proposals, or publications that have resulted from the project.

For questions, please contact Dr. Courtenay Cavanaugh (cocavana@camden.rutgers.edu) or Dr. Eric Vermetten (e.vermetten@umcutrecht.nl).

Submission Instructions

Please read and follow the instructions below carefully to complete your application for the David Caul Graduate Research Grant.

1. Click on the links for each document below and download these files into a folder you create on your computer.
2. Name the folder as **yourlastname_Caul_Application_2011** (see example below).
3. Name each file (see example below).
4. Prepare each document according to the directions found on each form.
5. When all documents are collected into the folder on your computer, "Zip" the file (further instructions below) with all your documents, attach and send in an email to Dr. Courtenay Cavanaugh (cocavana@camden.rutgers.edu) and copied to Dr. Martin J. Dorahy (martin.dorahy@canterbury.ac.nz).

In order to ensure that your materials are received and properly reviewed, the filename of your folder and each document you send must start with your last name. *For example, if Pierre Janet were applying, he would create a folder and save the documents to his folder on his computer as outlined below:*

Submissions Name

Example of Folder/File

Folder created on computer

Janet_Caul_Application_2011

Item 1. Application

Janet_Application.doc

-Information Cover Sheet

-Research Overview

-Research Proposal

-Budget and Justification

Item 2 . Applicant's Curriculum Vitae

Janet_CV.doc

Item 3 . Mentor's Curriculum Vitae

Janet_Mentor_CV.doc

Item 4 . Mentor's Letter of Support*

Janet_Mentor_Letter.doc

Item 5 . Institutional Review Board approval

Janet_IRB_Approval.doc

(If your proposal has already received such an approval.)

Item 6. Letters of Support -Recruitment Site/s

Janet_RS_Approval.doc

(If applicable.)

Please follow this syntax for all Submissions. If you have any questions, please write to our Program Manager, at ISSTD HQ, Jennifer Randall, jrandall@isst-d.org and she will direct appropriate attention to your request.

If your mentor would like to submit his/her letter of support independently, it should be sent directly to Dr. Courtenay Cavanaugh cocavana@camden.rutgers.edu. Please instruct your mentor to use your last name and "Caul Award" in the subject line of the email.

How to "Zip" a Folder

After you have saved all of your application documents into your folder on your computer, you will then email the entire folder to the committee. This requires that you "zip" the folder so that it can be attached and sent via email.

To Zip the folder, generally you would right click the file, highlight 'send to' and click on 'Compressed Zip Folder'.

For further instructions how to "Zip" a file, go to <http://office.microsoft.com/en-us/help/HA011276901033.aspx>

Required Application Forms (checklist)

Please be sure to download and submit items 1-6 listed below with the exception of your Mentor's letter if they are submitting it directly to Dr. Courtenay Cavanaugh at cocavana@camden.rutgers.edu. Items 5 and 6 must also be submitted if applicable to your proposal. We will not chase down missing documents.

If you have questions regarding the submission process, please write to our Program Manager at ISSTD HQ Jennifer Randall, and she will direct appropriate attention to your request.

Item 1: Application – 4 Required Forms:

1. Information Cover Sheet -Your Contact Information
2. Research Overview -Brief Description of proposed research (limit 150 words), timeline, etc.
3. Research Proposal -Write your 1,000 word maximum proposal on this form.
4. Budget and Justification -Use this document to show your budget and justification.

Save-as **yourlastname_Application.doc**, save to your application folder on your computer, and email in the folder with all of your forms. Applications are being accepted from August 15 – September 30, 2011.

Item 2: Applicant's Curriculum Vitae

Please copy and paste your CV onto this document, save-as **yourlastname_CV.doc**, and save to your application folder on your computer, and email in the folder with all of your forms.

Item 3: Mentor's Curriculum Vitae

To submit the Mentor's CV, please save-as **yourlastname_MentorCV.doc**, save to your application folder on your computer, and email in the folder with all of your forms.

Item 4: Mentor's Letter of Support

Use this document to provide the committee with a letter of support for the applicant. The mentor's letter should include the applicant's ability to carry out the research.

Please write your letter below, use the “save-as” feature to save the document in the following format: **applicantlastname_Mentor_Letter.doc**. Your letter may be returned to the applicant to be submitted in the application package, or emailed directly to Courtenay Cavanaugh, PhD, cocavana@camden.rutgers.edu.

Item 5: Institutional Review Board Approval

(if your proposal has already received such an approval)

Approvals may be scanned and included in your application folder. If scanning, save-as **yourlastname_IRB_Approval.doc**, save in your application folder on your computer, and email in the folder with all of your forms. If you do not have the ability to scan this document, it may be faxed to: Jennifer Randall at ISSTD HQ 703-610-0234. Be sure to include your last name and “Caul Award” on the fax cover sheet.

Item 6: Letters of Support from Recruitment Sites

(if applicable)

Please have each site provide a separate letter of support using this document. Save-as **yourlastname_RS_Approval.doc**, save to your application folder on your computer, and email in the folder with all of your forms.

Still have questions? Write to our Program Manager at ISSTD HQ, Jennifer Randall, jrandall@isst-d.org.