

INTERNATIONAL PEACE RESEARCH ASSOCIATION FOUNDATION

PEACE RESEARCH GRANT INSTRUCTIONS FOR APPLICANTS

The IPRA Foundation is proud that it receives so many superb peace research proposals from scholars around the world and it brings us great sadness that we are only able to fund a very small number of them. Because the quality of many proposals we receive is so very high, and because winning applicants take such care to follow all the instructions below, applications that fall short will not be considered.

The IPRA Foundation invites proposals that are in line with our **Mission, Vision and Core Values**:

Mission: The mission of the IPRA Foundation is to advance the field of peace research through rigorous investigation into the causes of conflict and examination of alternatives to violence. Peace researchers inform peace activities that inspire visions of a peaceful world.

Vision: The vision of the IPRA Foundation is to:

- Inspire visions of a peaceful world
- Promote knowledge of non-violent peace strategies
- Increase the number of peace scholars around the world
- Encourage peace science and arts • Further the purpose and activities of IPRA
- Grow worldwide communication and collaboration among peace researchers

Core values:

- **Impactful and socially relevant research:** We value original research, and peace activities informed by that research, that contributes to the world community and engages key stakeholders.
- **Positive Peace:** We value peace and justice by nonviolent means.
- **Respect:** We value respecting dignity, humanity, identity and diversity.
- **Empowerment:** We value research by people of and within the most vulnerable and marginalized areas of our world community.

INELIGIBLE APPLICANTS

Only one grant will be awarded to any applicant from the Peace Research Grant Program. If you have previously received a grant, please do not apply for another.

Other ineligible applicants include family members, students or people with other unacceptable relationships to a current or past member of the Board of Directors of the IPRA Foundation or non-Board reviewer, members of the Board of Directors of the IPRA Foundation, or non-Board reviewers.

PROCESS

The Grant Administrator accepts all the required grant application documents, communicates with applicants, sends grant applications to the review committee, collates the committee's results, informs applicants whether or not they have won an IPRA Foundation Peace Research Grant and sends feedback about unsuccessful proposals. The current Grant Administrator is Crystal Money.

The IPRAF Foundation's Peace Research Grant program is unique. If your grant proposal is rejected but is within the guidelines of our mission and vision, we will encourage you to revise and resubmit it, based on the feedback of our reviewers.

Please handle all your communications with IPRAF staff respectfully and politely. Two of the core values of the IPRA Foundation are:

-**Positive Peace:** We value peace and justice by nonviolent means.

-**Respect:** We value respecting dignity, humanity, identity, and diversity.

We use these core values in working with all applicants. Our granting process depends on volunteer reviewers, and we will usually be able to provide a timeline of when decisions will be made. We keep a record of all communications with applicants and grant recipients.

GRANT APPLICATION INSTRUCTIONS

Four documents: To apply for a Peace Research Grant, please fill out the application form, document #1 below, and email it and documents #2 and #3 together at one time to the Grant Administrator, Crystal Money. Authors of document #4 should submit that letter by email directly to Grant Administrator Crystal Money.

1. **Completed** Peace Research Grant Application Form - Emailed by applicant
2. **Your Curriculum Vitae** - Emailed by applicant
3. **Your Project Proposal**, which conforms to the Project Proposal Guidelines below - Emailed by applicant
4. **A Letter of Support** from an official of an organization with which you have been associated, on that organization's letterhead. The recommender must mention your name and their affiliation with you in the letter in the letter. This letter should be emailed directly by its author to Crystal Money (please have it emailed to prg.grants at iprafoundation dot org.)

PROJECT PROPOSAL INSTRUCTIONS

The Project Proposal should include your explanation of the problem or research question investigated by the project, the goals of the project, a detailed research strategy, a timeline for completion of the project, a budget, a brief, relevant bibliography, and full contact information (including phone, postal and email address) for three references. The Project Proposal document must not exceed six single-spaced pages exclusive of bibliography with 1 inch margins all around, Calibri Font 11. (For suggestions on how to address these issues and to structure the proposal, please consult The Foundation Center Learning Lab.)

The proposal must address how the project furthers the goals and mission of the International Peace Research Association Foundation, which are to advance interdisciplinary research into the conditions of peace and the causes of war and other forms of violence. Peace research is distinguished by its attention to systematic observation or study of conflict phenomena and peace strategies. We are especially interested in projects that investigate how the conditions of peace can be advanced and/or the causes of war and other forms of violence be addressed, including their effects on people and society.

The Project Proposal should also include a dissemination plan that explains how you will share your research and how your research could lead to action that will promote peace.

The Project Proposal must include all of the following 9 components:

1. the explanation of the problem or research question investigated by the project
2. the objectives of the project
3. a detailed research strategy
4. a timeline for completion of the project (including projected Project End Date)
5. a budget
6. a brief, relevant bibliography
7. full contact information (including phone, postal and email address) for three references

8. must address how the project furthers the goals and mission of IPRAF (see above)
9. a dissemination plan that explains how you will share your research and how your research could lead to action that will promote peace.

In the interest of committing the IPRA Foundation towards the best support of our core values, we note the following criteria:

- You are expected to demonstrate how your project supports nonviolent strategies in peace and conflict studies. We are especially interested in projects that investigate how the conditions of peace can be advanced and/or the causes of war and other forms of violence be addressed, including their effects on people and society.
- You are expected to identify your strategy for disseminating the results of the project to a broad audience and key stakeholders. Beyond academic journals, we recognize the value of cultural art forms, mainstream publications, films, TED talks, etc.
- You are responsible for ensuring the safety and privacy of the research participants.
- If you receive a Peace Research Grant, you agree to include the following statement in all current and future written and oral presentations related to this research project: “This research was funded by the Peace Research Grant Program of the International Peace Research Association Foundation.” ● Special consideration will be given to researchers who demonstrate language and/or cultural competence in the research context.

The Project Proposal must be formatted as follows:

- Length: Maximum length of document must be 6 single-spaced pages (not including the bibliography).
- Margins: 1 inch margins all around
- Font: Calibri Font size 11

FUNDING RESTRICTIONS

Budgets for Peace Research Grants will be closely scrutinized to make sure they comply with our strict budget limitations. We greatly favor responsible budgets.

- All funds must be used for the intended research project.
- We will only support substantiated expenses directly related to the research project.
- Budgets that include non-allowed expenses will cause your application and proposal to be rejected.
- It is your responsibility to make sure your budget only includes allowed items.
- If you have questions about whether an expense is allowable, please ask, but do not ask about any of the non-allowable expenses listed below.

Non-allowed budget expenses include, but are not limited to:

- Fees by a third party such as a university to administer your grant
- Your normal living expenses such as rent, utilities, phone, etc.
- School tuition
- Salary for Primary Investigator
- Any expenses not directly related to the project
- First class or Business class airfare; we fund only economy airfare
- Translation expenses will only be permitted in limited and substantiated circumstances.

If you have translation expenses, please ask if they are allowable.

Successful grant awardees are expected to submit receipts or other proof of budgeted payment amounts before the final payment will be processed.

Important Note: Our Peace Research Grants do not allow for indirect costs, particularly in the form of facilities or administration. All funds must be used for the intended research project.

Only one grant will be awarded to any applicant from the Peace Research Grant Program. If you have previously received a grant, please do not apply for another.

Successful applicants may not modify proposals after being awarded a grant. Modification of a proposal after acceptance will void that award and any money already received must be refunded to the IPRA Foundation. However, the entire proposal may be rewritten and submitted as a new proposal for the next cycle.

All funding decisions are final. We do not accept complaints or arguments about the decisions of the IPRA Foundation and we will not respond to them. We will not accept future applications from unsuccessful applicants who question the reviewers' decisions.

Successful applicants agree to include the following in all current and future written and oral presentations related to this research project: "This research was funded by the Peace Research Grant Program of the International Peace Research Association Foundation." If you are interested in viewing previous recipients, please view the Grant Awardees page.

FOUR IMPORTANT DATES FOR APPLICANTS

1) Initial Award Date: Successful applicants will receive 60% of their award at the beginning of the project, i.e. on the initial award date, and the final 40% only after project completion and a final report as described below has been submitted, and all other requirements have been met.

2) Project End Date: The Project Proposal should state the date the project is anticipated to end. After the grant is awarded, the actual completion date may be negotiated with the Grant Administrator should unanticipated circumstances arise. The project end date is set at one year after the date the awardee receives the grant money, at which time all required final documents are due.

3) Six Month Progress Report: A one page progress report 6 months after receiving a grant must be submitted summarizing how the money has been spent to date, what has been accomplished, obstacles and delays, if any, and next steps.

4) Final Report and Newsletter Article/Abstract Date: The Final Report due date is the same as the Project End Date (above). In addition, an awardee will provide a brief report on the project and its outcomes written in a style appropriate for the IPRA Foundation Newsletter. This brief report of 250-500 words, single-spaced, in Word format, is due on the Final Report Date. The outstanding 40% of grant funding will be disbursed upon receipt of these reports and all other required materials.

FINAL REPORTS

Upon completion of the grant the awardee will submit a final written report including:

- explanation of the goals of the project
- the methodology used in the research project
- identification of project outcomes, including what was accomplished and learned
- explanation of how this research can be relevant for respondents
- explanation of how it can inspire visions of a peaceful world

- the conclusions
- the research and the final report must incorporate the comments made by the evaluators
- the final report should be approximately six pages, up to 2000 words
- the report must be in Word format, in default format, Calibri size 11 font, 8 point spacing after each line
- the report must identify project outcomes, including what was accomplished and learned.
- Primary Investigators should also explain additional dissemination and publication plans as part of the project outcomes.
- Final reports should be written as if they were drafts of manuscripts intended to be sent for publication
- The final report will be sent to the committee for evaluation and approval. Grantees may be asked to revise the report

This final report must be completed within the timeline submitted in the proposal, in not more than one year, or within a revised timeline agreed upon with the grant administrator.

To view previous Peace Research Grant projects, visit our [Grant Awardees page](#).

If you have questions about the application process, grant award or reporting requirements, please contact Grant Administrator Crystal Money.