**Guidelines**

**Introduction**
In memory of Steven Manners, who served as Assistant Director of the Center for many years, we are pleased to announce the 18th annual development awards program in recognition of his contributions to the Center and the University community. We will make two awards of up to $10,000 each. Faculty may apply for Research Development Grants intended to support pilot research in the social, behavioral, and policy sciences. Special consideration will be given to applications which are related to areas of particular interest to UCSUR or applications utilizing data collected by UCSUR.

**Eligibility**
Full-time faculty or researchers from all University of Pittsburgh campuses may apply.

**Activities to Be Supported**
Research Development Grants are designed to provide support for carrying out pilot research in the social and behavioral sciences that has the potential of leading to larger externally funded projects of interest to local/national foundations or state/Federal agencies. All pilot research in the social and behavioral sciences will be considered. The Manners Award is interested in supporting work that is related to focus areas of the UCSUR programs or research conducted at UCSUR. Examples of this include:

- Applications that collect data on smart phones or other mobile devices including integration of survey data, location tracking, qualitative video or audio data, and/or physiological monitoring data for real-time ecological momentary assessment (EMA) studies.
- Applications incorporating information available through the Western Pennsylvania Regional Data Center (RDC) supported by UCSUR. Particularly those advancing key initiatives of project partners in the focus areas of health, public safety, human services, blight and vacancy and public administration.
- The use of survey data collected by UCSUR, such as the Pittsburgh Regional Quality of Life (2011); Pittsburgh Regional Environmental Survey (2013); State of Aging in Allegheny County (2014); Pittsburgh Regional Diversity Survey (2015); Pittsburgh Regional Caregivers Survey (2017).

Linkages between RDC geographically based data and the surveys are also encouraged. Additional information can be found at http://ucsur.pitt.edu/

**Evaluation Criteria for Research Development Grants**
The following criteria will be used in evaluating proposals: (a) scientific merit; (b) background and experience of investigator; (c) adequacy of resources and environment; (d) appropriateness of budget for the proposed work; (e) strong likelihood that the pilot work will lead to subsequent external peer reviewed funding, and (f) relevance to UCSUR focus areas.

**Due Dates and Duration of Award**

**Letter of Intent.** The Manners Awards has instituted a letter of intent requirement. The goal of this is to allow the screening out of proposals that are not within the scope of the Award. Applicants are required to submit a one-page letter of intent to describe the proposed project. **The letter of intent is due by February 28, 2018.**

**Application.** After review, applicants selected to submit a full proposal will be notified within two weeks. **Final applications are due May 4, 2018.** Awards will be made by June 22, 2018. Start dates for awards can be any time after July 2, 2018. IRB approval is required in order to access funds for Research Development Grants. Projects should be completed within a one-year period. A progress/final report is due at the end of Year 01, and, if needed, an extension request must accompany the Year 01 progress report requesting an additional year to complete the project.

You may submit your letter of intent and application in person, by mail, or electronically. To submit in person/by mail, include 4 copies addressed to Anna Aivaliotis, UCSUR, 3343 Forbes Avenue, Room 211, Pittsburgh, PA 15260 (campus address: UCSUR, FORBL 211). To submit electronically, email Anna Aivaliotis at annaca@pitt.edu.

Please refer all questions to Dr. Judith Matthews at jtmatt@pitt.edu.