NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

NASSM Service Learning Grant Program

Name
The NASSM Service Learning Grant Program allows students and academics to connect theoretical knowledge and organized service activities in the community by providing service-learning opportunities, scholarship, and capacity in the field.

Details
A. Funding is available for any of the following stages of service-learning projects:
   1. startup phase needing funding to develop a course
   2. pilot course phase needing money for initial offering of a course
   3. improvement phase needing funding to build capacity to expand a course or its associated services.

Committee
A. The NASSM Service-Learning Grant Program Committee shall consist of five (5) professional members: two (2) of the most recent Dr. Garth Paton Distinguished Service Award winners and three (3) professional members
B. The Committee will appoint the Chair.

Award
A. Each year, grant amounts will depend upon Treasurer's recommendations; however, a total grant pool amount expected not to be less than $5,000 per year will be the norm.
B. This amount will be split amongst award recipients on a basis determined by the NASSM Service-Learning Grant Program Committee.
C. No less than one (1) and no more than five (5) awards will be given in a year.
D. Awards will be announced at the Annual Conference in conjunction with the Founder's Reception.

Timeline
A. Calls for grant proposals communicated to the membership: January 5
B. Intent to submit a proposal via email to the chair: February 1
C. Submissions due: March 15
D. Notification: May 1
E. Awards are given at the Founders' Awards Night.

Content
A. Complete the online form with author details.
B. One PDF file containing the information outlined below is to be submitted electronically through the NASSM website. The file should be labeled as FirstInitial_LastName.ServiceProposal.pdf (e.g., J_Smith.ServiceProposal.pdf)
C. Proposals should follow the following guidelines:
   1. In addition to completing the coversheet, authors should include a proposal of no more than 2,500 words (including references, tables, and figures) that clearly outlines:
      a. a general overview of the service-learning project
      b. the theoretical foundation for the work
      c. the key learning objectives and how these are linked with the course content

d. the potential impact on the community and plans for sustaining the project past the term of the grant.

2. Authors should include an itemized budget of expenses within the following parameters:
   a. Funds shall not be expended for equipment normally provided by an institution, or for expenses not directly related to the service-learning project
   b. Allowable expenses include salary, materials, travel, or other items needed to complete the service-learning project
   c. Travel costs are limited to those required for the project and shall not be expended to present findings at conferences
   d. Indirect costs cannot exceed 10% of the total project and should be included in the final budget proposal.
   e. Expenses should not pre-date the award.

3. Proposals should follow APA guidelines and be submitted to the NASSM Service-Learning Grant Program Committee Chair in electronic form.

4. All work must be scheduled to be completed within a year of the date the grant is awarded.

5. Only one proposal per service-learning leader (whether primary or otherwise) per year is allowed.

6. Primary investigators with funded grants are eligible to apply again three years from date that grant was initially submitted, provided all grant requirements have been met.

Evaluation

A. Proposals will be evaluated on the following criteria:
   1. Alignment with the mission of NASSM (20%).
   2. Originality of the service-learning project in the sport management field (25%).
   3. Clearly articulated (50%):
      a. a general overview of the service-learning project
      b. theoretical foundation for the work
      c. the key learning objectives and how these are linked with the course content
      d. the potential impact on the community, budget justification, and plans for sustaining the project past the term of the grant
   4. Additional consideration will be given to new investigators (i.e., persons who earned their terminal degree less than five years before the grant submission).
   5. To qualify, all investigators of the research team should have earned their terminal degrees within five years (5%).

Eligibility

A. The principal investigator must be a current professional member and must have been a NASSM member for the previous two consecutive years prior to the application.

B. All co- investigators listed on the application must be a current professional member of NASSM in good standing at the time of the application. (Note: NASSM membership runs from Jan 1- Dec 31. Applicants must be current members at time of application).

Post-Award

A. Award recipients are expected to adhere to the following guidelines:
   1. Demonstrate a commitment to completing the work and submitting to NASSM outlets (e.g., conference, journals) as a priority.
   2. Submit status reports on the progress of the research as requested by the NASSM Service-Learning Grant Program Committee.
   3. Retain their membership within NASSM for at least one (1) year post-award.

4. Present a summary of findings for NASSM's use in promoting the grant program and its recipients.
5. Include the following statement in all written documents including publications and presentation materials and print and electronic communications that result from successful funding: "This work was supported by funds received from the NASSM Service-Learning Grant Program."

Other

A. The following stipulations also apply:
   1. All grants are made payable to the principal investigator's university/institution; thus, checks are being made out to the universities/institutions rather than to individuals receiving the grants.
   2. All unexpended funds must be returned to NASSM in full within 60 days of the final written report.
   3. Principal Investigators must assume personal responsibility for the proposal, execution of the research plan, and presentation of the results.

Annual Report

The Chair shall prepare and submit a report to the Executive Council annually.