



INSTITUTE OF COACHING

McLEAN HOSPITAL, HARVARD MEDICAL SCHOOL AFFILIATE

Pre-Proposal Application Instructions

Prior to applying for a grant you are required to submit a pre-proposal of up to 2 pages with a budget. This process enables us to give you preliminary feedback on your proposed research. Pre-proposals can be submitted at any time.

Once you have completed your 2 page Pre Proposal Description following the instructions below you will upload it at our Slideroom online [grant submission portal](#).

At this site you will create a Slideroom account and fill out a Pre Proposal Application Form. You will then be able to upload your project description and budget.

The Pre Proposal Application Form asks for the following information:

- Your name and highest degree;
- Your institutional affiliation;
- Your contact details;
- Which type of Harnisch Grant you are applying for;
- The title of your project;
- The names and affiliations of your key collaborators;
- An estimate of the funding support you are requesting.

Pre-Proposal Description: You will be asked to upload an attachment with a 2 page Project Description which will include the following information:

1. State your specific research questions and hypotheses you will address and test.
2. Clearly indicate what is new and unique about the proposed research and how the expected findings will advance the coaching literature, research and practice on this topic.
3. Identify the quantitative and/or qualitative research methods you will use in sufficient detail to establish the viability and rigor in your proposed study. This includes description of variables, measures, sample size; for qualitative projects or components include data collection approach, sample size, data analysis.

4. If relevant, describe how the coaching will be organized and what approach will be used.
5. Indicate what findings you anticipate.
6. Estimate the duration of your project.

Budget: You will be asked to include a line item budget.

General Budget Guidelines:

1. **Research related expenses that can be covered by the grant** include: Participant compensation, laboratory equipment purchases or rental of timeshared equipment, costs associated with the creation and reproduction of research materials including transcripts, translations, phone calls and faxes, as well as costs to attend the Annual Institute of Coaching Conference for presenting the results of this research.

2. **Coaching session costs and researcher time are reviewed on a case-by-case basis.**

3. **Non research related expenses which are not covered** include: Salaries, literature reviews, secretarial compensation, professional development costs, tuition for additional coursework, capital equipment expenditures (i.e. computers, tape recorders), repayment of loans or other personal obligations, gifts or gratuities.

Note: see also specific budget guidelines for each type of grant.

Budget Template

Project title			
Principal Investigator			
Project Expense	Number of units	Price per unit	Total cost for item
<i>Ex: Transcription of Interviews</i>	<i>10 interviews</i>	<i>\$100</i>	<i>\$1000</i>
TOTAL project costs			
TOTAL requested from IOC			

Proprietary Models:

Given that one goal of the Institute of Coaching is to advance the field of coaching as a whole, **we do not fund research on coaching models, tools, or methods that are proprietary** (i.e., trademarked, copyrighted, or otherwise protected) or primarily commercial in nature (i.e., exclusively associated with one author or group). This includes any future decisions to create proprietary material based on research we have supported.

Review Process:

Your pre-proposal will receive a review by the Scientific Advisory Council who might provide initial feedback. Pre-Proposals are accepted, rejected or additional information or revisions are requested. You will receive our decision within a month of submission.

If additional information is requested, you will be asked to submit a pre proposal addendum on-line.

If your pre-proposal is approved, you will be invited to submit full proposals for our quarterly deadlines February 1, May 1, August 1 or November 1.

Please be aware that an invitation from the Institute of Coaching to submit a full proposal application does not guarantee funding.

Please direct questions to grants@instituteofcoaching.org

We look forward to reviewing your materials.