



## **Steven H. Sandell Grant Program in Retirement Research 2017 Proposal Guidelines**

The Center for Retirement Research at Boston College (CRR) is soliciting proposals for the Steven H. Sandell Grant Program for retirement income and policy research. The program's purpose is to promote research by junior scholars. Topics include: (1) Social Security and retirement income and policy; (2) macroeconomic analyses of Social Security; (3) wealth and retirement income; (4) program interactions; (5) international research; and (6) demographic research. Junior scholars within the first 10 years of their academic career are encouraged to submit a proposal. The Center welcomes applications from all academic disciplines.

The program, funded by a grant from the U.S. Social Security Administration (SSA), will award up to five grants of \$45,000. Successful applicants are required to complete the research project outlined in their proposal within a year of the award. Eligibility requirements are limited to those stated below; no affiliation with the CRR is necessary to apply.

### **PROPOSAL REQUIREMENTS**

#### *Qualifications of the Principal Investigator*

The Principal Investigator (PI) and Co-Principal Investigator (Co-PI), if applicable, are required to have a Ph.D. or comparable professional certification. Grants are not intended to fund dissertation research.

The PI and Co-PI must be junior scholar(s) who are within the first 1-10 years of completing their Ph.D. or comparable professional certification. The scholar must be employed full-time at an academic or research institution.

#### *Priority Research Areas*

Grant proposals must focus on at least one of the following research areas:

- Social Security and retirement income and policy
- Macroeconomic analyses of Social Security
- Wealth and retirement income
- Program interactions
- International research
- Demographic research

### *Format of Grant Proposal*

Proposals should not exceed 12 pages. Twelve-point, Times New Roman font, 1.5 line spacing, and 1-inch margins are required.

Required elements of the proposal include:

- Cover page with the project title, researcher(s) name and institution(s) [1 page].
- Abstract describing the project purpose, data, and methods. [1 page]
- Description of research question, methodology, data, and timeline. [9 pages]
- References [1 page]

## **GRANT BUDGET**

### *Budget Request*

Applicants are required to submit the “Sandell Grant Budget Matrix” as part of the proposal, which can be downloaded from the [Center’s website](#). The project budget must provide a detailed inventory of funding requested from the CRR and any funding for the project available or requested from other sources. The budget may not exceed \$45,000 and must itemize the costs for:

1. Personnel: salary and benefits for PI and, if applicable, Co-PI and research assistants. Describe whether this amount is a course buy-out or summer salary.
2. Materials and Supplies: e.g. research materials and computers. Researchers seeking to purchase a computer must provide a detailed justification for its specific use on the project. A computer cannot be taken outside of U.S. jurisdiction and will be considered federal property until the end of 2017.
3. Other: e.g. postage, printing.
4. Indirect Costs: capped at 10% for institutions.

Any item costing over \$5,000 is considered equipment. Equipment is not allowed under the Sandell Grant Program. All original documents for expenses incurred must be submitted.

### *Grants/Research Administration Office Approval*

All budgets and grant proposals submitted by a researcher(s) must be approved by the institutional grants/research administration office before they are submitted for review by the CRR. A scanned copy of the budget matrix submission from the Center’s website must be submitted with the online application. This document must include the signatures of the PI, Co-PI (when applicable), and of a representative from the researcher(s)’ institutional grants/research administration office.

### *Cap on Indirect Costs*

The indirect cost rate for the Sandell Grant Program is capped at 10%. Please contact Marina Tsiknis at [tsiknis@bc.edu](mailto:tsiknis@bc.edu) for a 10% cap letter if your institutional representative requires this information.

### *Subcontracts Mechanism for Sandell Grant Recipients*

All grants awarded will be paid through a subcontract with researcher(s)' institution(s) per compliance with federal reporting requirements. No subcontracts will be made directly to an individual(s) under any circumstance.

## **SUBMISSION PROCESS**

All applicants must complete the online submission form found at the [Center's website](#).

Required components of the online application include:

1. Contact information, educational information, and institutional affiliation.
2. Research proposal (Word or PDF attachment).
3. Current CV of the PI and Co-PI.
4. Budget matrix from the [Center's website](#) with signatures.
5. Name and contact information for two references.

**Submissions must be received through the online system by 5:00pm (EST) on Tuesday, January 31, 2017.**

### *Letters of Recommendation*

Grant applicants have the option to submit up to two letters of recommendation for their proposal. Letters should discuss the qualifications of the applicant to conduct the research outlined in the proposal and advocate for the proposed project. Letters are also subject to the above deadline, and must be submitted through the online system by the person writing the letter at the [Center's website](#).

## **REVIEW PROCESS**

Submissions will be reviewed by a panel that will include the CRR Associate Director for Research, faculty members from affiliated institutions, and a representative from SSA. The following criteria will be used to evaluate proposals:

1. Relevance to retirement income policy as listed in the Priority Research Areas section.
2. Research design and methodology, with priority given to researchers using complex data sets which include the *Health and Retirement Study (HRS)*, the *Asset and Health Dynamics among the Oldest Old (AHEAD)*, and the *Survey of Income and Program Participation (SIPP)*.
3. Qualifications of the applicant and research setting.
4. Cost effectiveness.
5. Work plan design and schedule of deliverables.

## NOTIFICATION OF AWARD

Grant recipients will be notified in April 2017. Final projects must be completed within one year of the award. Grant recipients are also required to provide quarterly report updates to the program administrator. Select grant winners may be required to present their results to the SSA in Washington, DC or Baltimore.

## QUESTIONS AND ADDITIONAL INFORMATION

For any questions about the Sandell Grant Program, please call Marina Tsiknis at (617) 552-1092 or e-mail [tsiknis@bc.edu](mailto:tsiknis@bc.edu).

### *About the Center for Retirement Research*

The Center for Retirement Research at Boston College was established in 1998 through a grant from the Social Security Administration. The Center's mission is to produce first-class research and forge a strong link between the academic community and decision makers in the public and private sectors around an issue of critical importance to the nation's future. To achieve this mission, the Center sponsors a wide variety of research projects, transmits new findings to a broad audience, trains new scholars, and broadens access to valuable data sources. Since its inception, the Center has established a reputation as an authoritative source of information on all major aspects of the retirement income and policy debate.

Potential applicants are encouraged to visit the Center's website at [crr.bc.edu](http://crr.bc.edu) to learn more about our research and activities. To join the Center's mailing list, please send an e-mail to [crr@bc.edu](mailto:crr@bc.edu) or fill out an online form through our website.

### *About Steven H. Sandell*

Steven Sandell was a distinguished researcher, leader, and public servant. Dr. Sandell served as the first Director of the Social Security Administration's Division of Policy Evaluation. He built the division from the ground up, assembling a dynamic professional staff committed to policy evaluation. Under Dr. Sandell's leadership, SSA created innovative mechanisms to bring in the highest quality expertise from academia and the research community. Dr. Sandell spearheaded the creation of the Retirement Research Consortium, which includes the Center for Retirement Research at Boston College, the Michigan Retirement Research Center, and the NBER Retirement Research Center. It was his dream that the centers would help to produce a new generation of highly trained social scientists to shape the future direction of policy research. In addition to his successful efforts as a leader, Dr. Sandell made seminal contributions to the literature on labor force participation of older workers, modeling retirement policy options affecting all Americans, the economics of aging and labor economics.

Steven Sandell passed away in 1999 and as a tribute to his lifetime achievements the Center for Retirement Research at Boston College named its grant program for junior scholars in his memory.