


# FAQ for DSSGP

1. When does the Letter of Intent (LOI) submission period open each year?
    a. Early to mid-October – Check our social media and Weekly e-News for more information!
    b. Instagram: https://www.instagram.com/researchsocietyonalcohol/
    c. LinkedIn: www.linkedin.com/in/research-society-on-alcohol-rsa-602826369
    d. Bluesky: https://bsky.app/profile/rsaofficial.bsky.social
    e. Facebook: https://www.facebook.com/profile.php?id=61576960925630
    f. X: https://x.com/RSAposts
2. How do I submit my Letter of Intent (LOI)?
    a. **Once the site is open**, we will provide a link directly to the application site here: https://researchsocietyonalcohol.org/doctoral-student-small-grant/
3. What is the deadline for submitting LOIs?
    a. All Letters of Intent must be submitted by 11:59 pm Eastern on the deadline date. RSA Staff will not be available for support after 5:00 pm Eastern.
4. Must my sponsor be an RSA member in good standing?
    a. Yes, the person sponsoring your LOI must be an RSA Member in good standing. **Please note:** New Memberships for Sponsors **will not** be rushed or pushed through the week of this deadline. **You must plan ahead!** Contact your PI or sponsor in early October when submissions open to ensure you have an RSA Member in good standing to support your submission.
5. What are the allowable costs under this grant?
    a. The allowable costs must stay within the amount of $5,000. However, there have been previously funded applicants that justified extra costs by sharing that they had a sponsor provide match-funding, an additional stipend to complete the project, or talk of securing alternative funding to expand the study. You **could** go that route **IF** you know you can get that funding.
6. Can I still apply for the DSSGP if my work is still under review?
    a. Yes, please still apply for the grant. Make it known in your LOI that your work is still under review and updates will be sent or made as long as the submission window is still open. If you do not get approval, it will be at the discretion of the DSSGP Reviewers to accept or deny your application due to this lack of approval. The RSA Executive Office can grant an extension, but any changes made due to approval or lack thereof **after** the close of reviews will not be allowed.
7. If the $5,000 may not be used for indirect costs, which types of expenses are allowable under this program?
    a. You must ensure your institution will not deduct indirect costs from the award ($5,000), or that the unit will absorb them. That means you cannot budget for general overhead or F&A charges. Instead, the funds should be used for **direct, project-specific costs**, such as supplies, data collection, travel

for research or meetings, participant costs, etc., as long as each cost is directly attributable to the research and documented well.

## What counts as an indirect cost that cannot be charged to the award? (Indirect costs are *not allowed* to be charged against the $5,000 award amount)

Based on general grants-cost principles (and RSA's requirement), things that fall into indirect costs / F&A (Facilities & Administration) and thus would ***not*** be permissible include:

- General university administration, central services, or departmental overhead that cannot be tied specifically to this project.
- Utilities, building maintenance, general office services for the institution as a whole (unless very specifically and directly tied).
- Central institutional costs that benefit multiple projects rather than only this one.
- Charges based on the institution's negotiated overhead rate.
- Broad administrative staff whose time cannot be documented as specifically allocated to this project.
- Equipment/software purchases. Large equipment/software purchases are restricted under this grant.

The RSA statement effectively disallows charging overhead/indirect to the award. So, any cost that would normally be captured by your institution's indirect cost rate or overhead account is off limits.

## What direct costs are allowable under this program?

The $5,000 award is for "support of the research project".

Examples of allowable costs include:

- Research supplies / consumables (samples from donors, assay reagents).
- Experimental work (mitochondrial respiration measures, microscopy).
- Travel / meeting attendance (conference registration and/or travel to the RSA Annual Meeting).
- Participant compensation for studies involving human participants or hiring a research assistant whose work is dedicated to the project (depending on institutional policy).
- Travel directly tied to the research project (fieldwork, data collection, collaborator visits) or dissemination (conference presentations).
- Publication costs (e.g., open access fees) or poster printing if tied to dissemination.
- Project-related survey / participant costs, data analysis software*, reagents, lab supplies, etc.
    - *Software. Data analysis software used specifically for the research project may be included as a direct cost.