

SPECIAL REPORT

of the

**ACADEMIC PRIORITIES, GRADUATE, PROGRAM AND BUDGET AND
RESEARCH COUNCILS**

concerning an

INSTITUTE FOR SOCIAL SCIENCE RESEARCH (ISSR)

(Approved by the Rules Committee,
acting on behalf of the Faculty Senate,
May 15, 2013)

Presented at the
729th Regular Meeting of the Faculty Senate
September 12, 2013

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ACADEMIC PRIORITIES COUNCIL

At the APC meeting of January 29, 2013, the Academic Priorities Council unanimously endorsed the proposal for the establishment of the Institute for Social Science Research.

GRADUATE COUNCIL

The Academic Standards and Curriculum Committee (ASCC) of the Graduate Council met on January 30, 2013 and reviewed the proposal for the Institute for Social Science Research (ISSR). The ASCC declined to review this proposal.

PROGRAM AND BUDGET COUNCIL

At its meeting on February 20, 2013, the Program and Budget Council unanimously approved the proposal for the Institute for Social Science Research (ISSR).

RESEARCH COUNCIL

At its meeting on April 26, 2013, the Research Council unanimously approved the Institute for Social Science Research (ISSR).

MOVED: That the Faculty Senate approve the Institute for Social Science Research (ISSR), as
77-13 presented in Sen. Doc. No. 13-071.

Institute for Social Science Research (ISSR)
College of Social and Behavioral Sciences
Proposed Starting Date: Started with Interim Approval on July 1, 2012

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Form T Attachment

I. DESCRIPTION

The Institute for Social Science Research (ISSR) was formerly located in the sociology department called the Social and Demographic Research Institute (SADRI). After its 1962 inception it was grandfathered into unofficial institute status by the faculty senate (see Sen. Doc. No. 97-027). Through the support of the Dean of SBS, its scope and mission have expanded to include supporting social science-oriented research of all faculty at the University of Massachusetts, Amherst, and thus ISSR received interim approval by the Chancellor, Provost and VCRE to begin expanded activities in FY2012 (see appended memorandum).

We now submit our request for formal review by the Faculty Senate for approval of its status as a University Institute.

A. Name: Institute for Social Science Research (ISSR)

Basic Mission: Support: interdisciplinary social science research, research partnerships between social scientists and other scientists, and training and grants activity across campus.

Activity Scope: Grants-related mentoring, submission and post-award administration support, research consultation & methods training, data and software licensing access, research networking and partnerships among social scientists, interdisciplinary methods undergraduate and graduate certificate programs, and clearinghouse of all research resources available on campus. Build bridges across the STEM and humanities disciplines on campus and across the five-colleges.

Clientele: Primarily social scientist faculty and graduate students on campus, but also non-social scientists interested in partnering with social scientists. For a list of UMass, Amherst departments and centers with social science researchers who we see as our target audience, see: <http://www.umass.edu/issr/resources/links.php>.

B. Rationale & Justification

Mission: Support interdisciplinary research and grants activity in the social sciences across campus.

Goals: Increased funding activity, high-quality scholarship and intellectual development, well-trained Research Assistant pool, heightened graduate student training and education, improved social science research infrastructure, and interdisciplinary collaboration on campus.

Objectives: Provide increased support for research development, both for grants and for the services necessary to train strong graduate student Research Assistants, support faculty and graduate students via consultation and methods training and promote interdisciplinary collaborations.

Relation to Campus Goals: The establishment of a general social science research infrastructure contributes to the university's mission to advance the campus to the top tier of public research universities.

ISSR also advances the university's mission to foster interdisciplinary and collaborative research by:

- Establishing ties across social science departments across campus
- Promoting partnerships between natural science, humanities and behavioral science researchers. Interdisciplinary collaborations, particularly including an expert on the grant team who can analyze data and ascertain social impacts of science research is now a major funding expectation by government funding agencies.

ISSR further advances social science graduate and undergraduate education by providing training opportunities, a methods certificate and experience conducting direct social science research in collaboration with ISSR-affiliated faculty.

Resources

Space & equipment: 17,400 ft-sq of space currently in Machmer Hall which includes office space, a cold data room for high security datasets, archives, a conference room, and a training and consultation lab.

Staff: Acting Director, Acting Associate Director, Grants Manager, Research Business Manager, Consulting team, Advisory Board, IT Workstudy.

C. Specific Activities Planned

I. Spring 2013

ISSR Scholars Program: Two grant-writing mentoring groups

This program provides a course release for interdisciplinary seminars of six social science faculty from across the university to meet regularly through the academic year to develop individual research grant proposals. The seminar includes ongoing presentations and discussion of faculty research proposals, advice on grantwriting and submission, information about grant agencies, and opportunities to meet national scholars for consultation. We have modeled this initiative in collaboration with the Center for Research on Families, which initiated the first such grants mentorship program on campus and has demonstrated that such programs are successful in the long term generation of external funds.

This year's two programs are led by faculty from Political Science and Sociology and professional staff from the Center for Public Policy and Administration and the Office of Research Development.

Progress report from Fall of 2012

Working with the PI home departments, we have organized public speaker visits of the first two ISSR Scholars Speaker Series (Paula England of NYU and Shelly Lundberg of UCSB).

The first three Scholars have submitted the following grants, with the remaining Scholars to submit external proposals for June-August deadlines:

Elisabeth Hamin, LARP, "Sustainable Adaptive Gradients in the Coastal Environment (SAGE): Coupled Engineering-Ecological-Social Typologies to Enhance Coastal Resilience" (sponsor Belmont Forum/NSF, submitted 1/5/2013)

Hannah Wallach, Computer Science and Bruce Desmarais, Political Science, "Organizational Responsiveness to Open Outside Input: A Modeling Approach" (Sponsor NSF, submitted 12/17/13)

Michelle Budig, Sociology "Scarring Effects of Contingent Employment? Early Job Quality and the Work Trajectories of Non-College Youth" (Sponsor William T. Grant Foundation, submitted 1/3/2013).

Research Consulting Program

A team of advanced graduate students with expertise in specific areas (statistical modeling, quantitative methods, qualitative methods, data programming, GIS, etc.) provide free consulting to faculty and graduate students by appointment and walk-in consultation. They are managed by a Senior Methodologist faculty appointee. The graduate students each work about 5 hours a week (and each teaches a few short courses a semester, see below), funded by the Graduate School.

Progress report from Fall of 2012

- After opening in October 2012, by mid-December the consulting center had provided consultation on 30 different research projects.
- 35% of the clientele were faculty and the rest graduate students
- Disciplinary representation:
 - 57% SBS

- 13% Public Health
- 10% Natural Sciences
- 10% Education
- 7% Humanities
- 3% Management

Participant feedback

"I am just so delighted that this resource exists! It is a wonderful resource and I can say with no exaggeration that it has improved my UMass experience more than any other resource at the University, hands down."

"This new knowledge really helped me understand a subsequent network analysis problem and has opened up a whole new dimension of research and analysis for me."

"I was very satisfied with the consulting drop in. It was more than enough for preparing the application, and more importantly got me thinking in new ways about how to analyze the qualitative comments in the questionnaires I am receiving. I will definitely follow up with more consultation. Very good experience for me."

"This is a wonderful service that you are offering and I'm so glad that I know about it"

Research Training Program

1. Short Course Workshops

These workshops are designed to support faculty and graduate students in social science research methods. Graduate students and faculty most often attend in order to gain an introduction to a new data analysis tool or methodological approach. The workshops also help to train and prepare graduate students as research assistants on projects as well as in their own research. They are intended to cultivate a community of practice, and some of our past workshops have led to the creation of ongoing working groups. These short courses are offered for free throughout the semester and are taught by the graduate student consultants, a research library staff, and faculty. Workshops on schedule for this semester include:

1. Network Analysis Data Collection
2. Qualitative Data Analysis in NVivo for Beginners
3. Multiple Imputation for Missing Data
4. Introductory Data Analysis in R
5. Grantwriting workshops for social science graduate students (co-sponsored with Graduate School)
6. Advanced Data Analysis in R
7. Introduction to Stata
8. IRB training
9. Introduction to Qualitative Programming in MAXQDA
10. Stata Management Flow in Stata
11. Introduction to GIS for social scientists
12. Longitudinal Data Analysis and Event History Techniques
13. Sharpen Your Literature Review Research Skills and Cut Through Internet Overload (co-sponsored with library)
14. Haven't I Already Seen That Article? Managing Your Citations (co-sponsored with library)
15. The Giant Social Sciences Data Home (co-sponsored with library)
16. Data Management: What Funders Want to See (co-sponsored with library)

Progress report from Fall of 2012

- We offered six short courses this past fall, which filled almost immediately.
- We had 191 registrants, of which 15% of the clientele were faculty and the rest graduate students
- Disciplinary representation:
 - 46% SBS
 - 7% Public Health
 - 13% Natural Sciences
 - 20% Education

- 1% Humanities
- 3% Management
- 3% Engineering

Participant feedback

"It is a tremendously valuable resource to me as a new faculty member to have these kind of workshops available to expand my methodological toolkit."

"I learned quite a lot - not just about how R works, but also how I CAN LEARN IN R. This is going to be invaluable as I progress with this."

"How wonderful! This is an amazing collective resource that I certainly plan on utilizing over the next few weeks. Having a centralized place for faculty to go to in order to get help with statistical/programming issues is very, very valuable to me."

"I liked how the instructor encouraged us to think about using this method in our own research agendas - I am now quite excited to start using this method in my own research!"

"It was a great introduction for people independently trying to learn R. Thanks for including even the students who are not in social sciences!"

2. Summer Two-Day Workshops Series

These workshops are intended for faculty and advanced graduate students who are in the midst of directly related research projects. They are intensive and generally last two to three days. A nominal fee is charged to cover the instructor's honorarium and students' lunch. ISSR is currently organizing this summer's offerings, which are tentatively titled:

1. Interview Methods and Techniques for the Qualitative Researcher by Gretchen Rossman in Education
2. Running queries, using framework matrices, auto-coding, and classifications and attributes in NVivo by Jackie Stein in Sociology
3. Designing Complex Surveys by Brett Butler in Forestry
4. Innovative Data Visualization in R by Chris Burns in Resource Economics
5. Computer Simulation in Social Science by James Kitts in Computational Social Science
6. Visual Research Methods in Film & Video by Kevin Anderson in Communication/Anthropology

Progress report from Fall of 2012
We offered four summer workshops in June and July of 2012 that filled up with waiting lists.

- There were 20 people enrolled in each workshop for a total of 80 enrollees
- 30% of the clientele were faculty and the rest graduate students
- Disciplinary representation:
 - 56% SBS
 - 9% Public Health
 - 14% Natural Sciences
 - 19% Education
 - 3% Management

Participant feedback

"Great facilitators - very helpful, very engaging and willing to answer individual questions and specific research issues."

"I am definitely coming back to my department with a wealth of knowledge"

"Fabulous instructors - clear explanations, positive attitude, unending patience."

Research in Process Panels

These RIP series feature three to four panelists who come together around a research theme of interest to the social science community. The goal is to create communities around specific research areas and provide opportunities for researchers to network and learn from one another. Our line up for the Spring 2013 semester is as follows:

1. Experimental Research and the Pros and Cons of Mechanical Turk
Panelists: Brian Schaffner, Political Science; Elizabeth Miller, Isenberg; Bernhard Leidner, Psychology
2. Social Science Research in Springfield
Panelists: Fred Rose, CPPA; Sylvia Brandt, Resource Economics; John Mullin, LARP
3. Mixed Methods Research Design: Pros and Cons
Panelists: Gretchen Rossman, Education; Amel Ahmed, Political Science; Bernhard Leidner, Psychology
4. Comparing Qualitative Research Software Packages
Panelists: Bridget MacDonald, Economics; Stuart Shulman, Political Science; Krista Harper, Anthropology; Jackie Stein, Sociology
5. Web Scraping & Crowd Sourcing: New Sources of Social Science Data (being planned)

Progress report from Fall of 2012

We offered three RIPS that were well attended by diverse researchers around the university. They were: Demystifying the UMass IRB for Social Scientists, The Integration of Research and Teaching and The Rewards and Challenges of Interdisciplinary Research.

Social Science Resource Mapping Project

ISSR has created and continues to build a clearinghouse of information on social science resources on and off campus, featured here: <http://www.umass.edu/issr/resources/>. This includes information and instructor contact on all types of methods classes offered in the last five years at UMass and the four colleges; grants submitted by UMass social science researchers; online methods instruction resources; research labs and workspaces on campus; computing resources, etc.

Social Science Software Licensing Coordinating Role

Departments and faculty often purchase individual licenses for data analysis software that could be more affordably provided via group licensing. ISSR can coordinate interested shareholders and interface with OIT to advocate for campus licensing for commonly used software programs. One software license coordination project ISSR is exploring for the spring term is a group purchase of Qualtrics, a sophisticated survey design software. Political Science currently pays \$2,000 a year for five faculty to use this software; however, a group license for many more faculty can be purchased for \$5,000 a year.

Progress report from Fall of 2012 ISSR successfully coordinated a group software licensing agreement for NVivo across SBS, CNS and Education. Our research showed that an estimated 100 faculty had previously purchased individual licenses, incurring twice the expenditure than the campus license cost.

Pre and Post Grants Support

ISSR's Grants Manager and Research Business Liaison will assist faculty in the grant preparation, submission, and management process. They will prepare budgets, provide proofreading and copy editing of proposals, interface with OGCA, help faculty navigate the federal electronic proposal systems, train and support departmental grants staff, and manage post-award accounts.

II. Future years

In addition to expansion of the above programs, ISSR will have a new, externally-recruited Inaugural Director who will pursue these or other research initiatives in FY2014:

Research Incubator Function On a competitive basis, provide appropriate resources of space and financial support for faculty-initiated research clusters. Consider expanding the ISSR Scholars Mentoring Program to include a group for multidisciplinary Co-PIs located in different colleges. Collaborative groups of faculty spanning at least two disciplines would be eligible for support.

A program to sponsor on-campus conferences to extend the reputational and intellectual reach of research clusters might be adopted as well.

Organize regular meetings with other centers and institutes across campus to begin identifying common research synergies for putting together joint funding proposals. Researcher "speed dating" meet and greet programs are one model.

Promote early formation of collaborative ties between social and natural scientists to provide infrastructure for social science evaluation components on future research projects

High Performance Computing Hire staff to interface with the High Performance Computing Center in Holyoke that will be on line in 2013 and which will allow large amounts of quantitative and qualitative data to be securely stored, backed up, and accessed remotely and securely by multiple users.

Data Repository Expansion ISSR already serves as the ICPSR portal for the campus. ICPSR is the leading international data repository for the social sciences. Develop substantively specific data repositories, such as one on workplace diversity with the EEOC.

Proposal for an ISSR Springfield Social Science Incubator Space A Springfield-University of Massachusetts Amherst alliance with physical space located in the city's downtown will enhance the research of UMass scholars, heighten the impact of social science research already occurring in Springfield, and invest in Springfield's infrastructure and resources. We propose the establishment of a shared research space to enable meetings, interviews, trainings, experiments, and focus group research by UMass social scientists from the College of Social and Behavioral Sciences (SBS), the College of Natural Sciences (CNS), Education, Public Health, and the College of Humanities and Fine Arts (HFA) at the 31 Elm Street location.

Springfield-based research conducted by UMass social scientists can be grouped into two types:

- Ongoing research already occurring in Springfield, but that suffers from the lack of a centralized place for meetings and trainings
- Experimental and focus group research currently occurring in Amherst that would be mutually beneficial to both UMass researchers and Springfield residents if it were relocated to Springfield. A social science experimental and focus group laboratory in Springfield would support the ability of UMass social scientists to draw from a more diverse and representative human subjects pool than is available on or near the Amherst campus.

Visiting Scholars Program Invite visiting faculty as semester-long “scholars in residence” and sabbatical placements to assist with gaps in methodological or grant training expertise at UMASS (e.g., faculty who have reviewed or received grants from NIH might be invited, or faculty who have collaborated with scholars in closely allied or quite different disciplines.)

Mock Proposal Review Panels Bring in senior researchers to serve as a mock review board to evaluate faculty research proposals.

Grants Facilitation Working with ORD, connect faculty to meet with grants officers, and extend invitations to grant officers to visit campus.

Interdisciplinary Social Science Methods Certificate program development Develop and coordinate existing graduate and undergraduate methods courses with cross-disciplinary appeal that are being taught across the campus to provide a certificate program. This will allow faculty to teach – and graduate students to take – more specialized methods courses enrolling students from multiple department, since in many instances there is insufficient demand within a department for such methods courses.

This will also be an opportunity to bring faculty together across disciplines to co-teach seminars, for example, courses that are taught around a popular secondary dataset (such as LIS, US Census, CPS, PSID, NLSY, AddHealth, EEOC, etc.). Such courses have a high probability of producing multiple papers and pilot data for collaborative research projects.

Undergraduate Research Assistant Program Modeled after successful efforts in SBS departments, ISSR-affiliated faculty would submit research proposals for year-long undergraduate RA support. ISSR could provide student training as part of the RAship. The students could receive course credits or a stipend, or some combination. Students selected for the RA program would be provided a title reflecting the importance of their position.

D. How does this enterprise differ from other offices or activities on campus with similar names, missions, interests?

The most similar organization on campus is the Center for Research on Families, which offers a similar grant mentoring support program and training workshops. Another organization is The Center for Research and Education in Women's Health (CREWH), which has a small grants mentoring program and a speaker series. However, each of these centers limit their support to faculty and graduate students who study families or women’s health (albeit broadly defined). Neither center has the substantive or functional spread that we envision for ISSR.

Our institute will meet the larger demand of all social scientists on campus. We see our role as complementing and expanding the services that other centers like CRF & CREWH provide. We are already working in concert with existing centers and institutes on campus to avoid duplication and to maximize the university’s combined resources. We have appointed the director of CRF to ISSR’s Advisory Board and have worked together with CRF to co-organize speaker series and workshops over the past year. In addition, we meet regularly with CRF, CREWH and ORD to share best practices for running a grant mentoring program and we are collaborating with CPPA and ORD in running our current mentoring program.

ISSR also shares similar interests and goals as the Office for Research Development (ORD) for promoting successfully funded research. We will work closely with ORD and the Research Business Manager Network to refer social science faculty to them for additional grant development and to co-sponsor grants-related events and workshops that pertain to social science research. ORD is oriented toward direct grant activity on behalf of all UMass faculty. Our mission goes beyond this to include research training

II. INSTITUTIONAL RELATIONSHIPS AND GOVERNANCE

A. List all University units involved and describe administrative arrangements with them, if any:

- The ISSR Director will report to the College of Social and Behavioral Sciences Dean and is appointed by the Dean. An initial funding arrangement will be shared across the SBS Dean, the Provost, the Vice Chancellor for Research and Engagement and the Dean of the Graduate School.
- A commitment for financial contribution on the indirect cost returns on grants from participating colleges outside SBS (HFA, ISOM, PHHS, CNS, and Education); and the Office of Research Development.
- Collaboration with ORD, CREWH and CRF to develop a mentoring grant network and infrastructure.
- Co-sponsorship with the Computational Social Science group, and other such interdisciplinary research clusters on campus, to support synergy meetings, conference/speaker support, and grant activity.

B. Describe any organizational relationships (as distinct from funding sources) with other agencies, public or private, outside the University:

ISSR supports the University's membership in the *International Consortium for Political and Social Research (ICPSR)*. ISSR (at the time SADRI) was the founding member of the Massachusetts Federation of ICPSR which now annually provides thousands of data sets to faculty and students from: Amherst College, College of the Holy Cross, Mount Holyoke College, Smith College, University of Massachusetts at Amherst, University of Massachusetts at Boston, and University of Massachusetts at Dartmouth. ICPSR is a major resource for research is used by many instructors for both graduate and undergraduate classroom purposes.

We have brought in the below listed consultants, who direct prominent social science institutes at similar universities. We have established ongoing relationships with them for future advice as we continue to expand.

Phil Morgan (Sociologist), Director Duke Social Science Research Institute

Tom Carsey (Political Scientist), Director UNC Odum Institute

C. Describe the organization's advisory board or other governance group:

- Michelle Budig (Sociology-SBS)
- Nancy Folbre (Economics-SBS)
- Krista Harper (Anthropology-SBS)
- John Kingston (Linguistics-HFA)
- John McCarthy (Graduate School Dean)
- Sally Powers (Psychology-CNS; CRF director)
- Brian Schaffner (Political Science-SBS)
- Acting Director Jennifer Lundquist (Sociology-SBS)
- Dean's Office representative John Hird

We will also appoint advisory members from Management, Education, and Public Health.

D. Will this be an institute – an independent organizational unit, acting as a department for purposes of non-faculty personnel actions and appointments, able to solicit its own funds without departmental approval? Yes.

E. If a center, describe the relationship within the department to which this organization is subordinate: N/A

F. Describe arrangements for any patent rights, copyrights, or other ownership components of activities, and any restrictions on access to research information: N/A

III. RESOURCES

A. Describe the space available for use by the organization (If this is not a permanent location, indicate other space arrangements that are to be made in the future, if known.):

Third floor, west wing of Machmer Hall:

- Consultation & Training lab, 20' x 18.5';
- Archives room, 16.7' x 23.3'

- Rossi Conference Room, 20' x 29.7': capacity 65 without seminar tables, 40 with tables
- Data Storage Room, 16.7' x 11'
- Grants Mgr's office, 10' x 12.3'
- Business Manager's office, 10' x 12.3'

Availability of space on the first floor of Draper Hall has been discussed. Another possibility to explore is space in the Library if space becomes available due to the transfer of hardcopy books to off-campus space. The library is in a central location and ISSR's location there would expose more research faculty and students to library research resources and the learning commons, a stated goal in the library's mission.

B. Describe any requests for space that have been made:

No formal requests have been made. However, ISSR will need more centralized space for meetings and classes, and spaces in which to conduct training and research. We believe a logical space would be contiguous to the SBS departments, many of which are located in the adjoining buildings of Thompson and Machmer (Political Science, Anthropology, Communication, Journalism, Sociology, Economics) as well as in Stockbridge (Resource Economics) and Hills North (LARP).

C. Describe any repairs, renovations, major equipment needed to make the space you have useful to the organization:

- Access to a virtual server for increased computational capacity and access to databases.
- Renovate existing conference room
- Additional office space for new staff hires
- Investment or sharing arrangements for a focus group room, a survey center, biometric, experimental facilities, and a conference room outfitted for online conference calls.

D. If any non-University employees or students are or will be using space, describe the arrangement:

N/A

E. Staffing (when operation is fully developed):

1. Non-faculty:

- Grants Manager, PSSAP Level 25 (working title Grants Manager) FTE \$52,000, source of funding SBS Dean's Office
- Research Business Manager Liaison, PSSAP Level 26 FTE \$44,000, source of funding SBS Dean's Office/VCRE
- Grants Support & Public Relations starting out at half-time, \$30,000
- Statistical Support Position, FTE \$60,000
 - To be staffed by a faculty ISSR Methodologist until we hire someone
- Graduate Consultants, FTE \$40,250, source of funding Graduate School
- IT Support Work Study positions, \$10,000, source of funding SBS Dean's Office.

2. Faculty (provide name, department, extent involved, release time arrangement, if any):

Acting Director: Jennifer Lundquist, Sociology, two-course release

The Director is appointed by the SBS Dean upon recommendation by a search committee.**

- Manage Staff
- Run resource mapping project
- Plan institute expansion
 - Hire new staff
 - Manage new website design and promotional materials
- Plan workshops
- Oversee ISSR Scholars programs
- Chair Advisory Board meetings
- Execute new research initiatives

- Serve on recruitment committee for external ISSR Director hire, University Research Council, Research Strategic Planning Committee, University Deans of Research Committee, Computing Research Committee, and the Teaching Commons Advisory Committee.
- Interface with OIT on software licensing

**During the last three months ISSR has actively recruited a senior-level inaugural director, a position that will bring national recognition and new resources to UMass and ISSR. The hiring process is ongoing and five highly qualified individuals have been brought in for interviews. The new Director will be appointed as of July 2013.

Acting Associate Director: Emily West, Communication, one-course release

- Organize and implement Research in Process Panels
- Spearhead methods certificate program
- Organize and implement research working groups
- Assist Director with overload of above tasks

ISSR Methodologist: Henry Renski, Landscape Architecture Regional Planning, one-course release

- Hire RA consultants and coordinate their training outreach
- Conduct statistical and methodological consulting
- Develop and coordinate methods workshops
- Spearhead establishment of server at MGHPC

• ISSR Scholars Leader, one-course release

- Plan syllabus
- Manage guest speaker series & scholar consultant visits
- Facilitate biweekly meetings for two semesters
- Provide oral and written feedback at each stage of the grant writing process
- Conduct background research on funding opportunities, past grant prototypes and research networking for scholars

• Advisory Board

- Consult with director in setting policy concerning:
 - advancement of research activities
 - use of funds for the institute's research support functions
 - planning and organizing research seminars, workshops and public meetings
- To meet once a semester at a minimum or as convened by the director and/or at the request of any committee member.

3. Describe how the Institute may impact existing teaching responsibilities of participating faculty members through buy-out arrangements, reduced teaching loads, or other provisions, and how such impacts will be resolved:

The director will receive two course releases. One course release will also be provided for the ISSR Methodologist, the Associate Director, as well as for each of the ISSR scholars and workshop leader. The course releases will be determined in advance collaboration with department chairs so that qualified staff can adequately fill departmental teaching needs.

- E. **Attach a detailed budget showing sources of funding, full year basic operation cost and anticipated expenditures. (This should show programmatic expenditure descriptions, kinds of funding accounts and amounts by subsidiary accounts as well as alternative funding arrangements or programmatic adjustments to be made if funding sources fail.)**

Operating costs and anticipated expenditures are attached.

Projected Funding Sources:

Because ISSR will be a university-wide resource for social scientists, funding sources include the Provost, the Vice Chancellor for Research and Engagement, the Graduate School, the College of Social and Behavioral Sciences, and other participating colleges.

ISSR will generate grant overhead from the increased grant activity it will foster. We estimate that grants run through ISSR will steadily increase from about five new such grants in FY2013 to twenty such grants by FY2015. This will result in a projected direct cost of \$4,000,000 and \$2,360,000 in indirect costs by FY2015. RTF cost sharing will be negotiated upon contract as follows:

RTF Cost Sharing

	SBS Faculty	Non-SBS Faculty
Faculty	Keep their 10%	To be determined by home Dean
Dept*	Split its 10% overhead return 50-50	Split its 10% overhead return 50-50
Dean	SBS Dean contributes all of the 10% overhead return to ISSR	Home Dean splits the 10% overhead return 50-50

* In the case of joint-appointed faculty with CPPA, departmental shares are always divided 50-50 between the home department and CPPA.

In cases where centers contribute significantly along with ISSR in direct grant mentoring and grant support functions, the departmental 10% RTF will be divided differently, with 1/3 to ISSR, 1/3 to the Center, and 1/3 to the department.

In all ISSR Scholar Fellowship grants, ISSR will take half of the 10% departmental overhead. In these cases, jointly appointed CPPA faculty and those faculty who received grants assistance from other centers must negotiate the remaining 50% departmental RTF with the department.

Course releases for participating ISSR Scholars from all colleges will be covered by ISSR at the SBS internal course buy out rate.