
ISTA EDUCATIONAL FOUNDATION RESEARCH GRANT PROCESS

The ISTA Educational Foundation's mission is to engage, inspire, and empower student leaders who will improve our world through advancing transport packaging design. Dedicated to the support and service of the packaging community, the ISTA Educational Foundation (ISTAEF) is a non-profit, tax-exempt 501(C)3 charitable organization, raising and distributing funds to foster educational growth in the transport packaging space.

The Foundation will implement this mission by supporting several following activities and programs, including awarding of research grants. The majority of funding will be used to support research in distribution packaging via grants to packaging schools. The funding could be used to support the packaging school research curriculum or could support a capstone-type project/course. The selected researchers will be invited to present their findings at the ISTA Forum as either a speaker or as part of a poster board event. The funding could be used to support the recipients' travel expenses. The goal is to tie grants to research in the distribution packaging area.

ISTA Educational Foundation website: https://ista.org/educational_foundation.php

PROCEDURES AND REQUIREMENTS

This document outlines the minimum requirements expected for successful proposals for ISTA Educational Foundation research grants.

ADMINISTRATION

The administration of the Research Grant awards resides at ISTA Headquarters, under the supervision of the ISTA Educational Foundation Board of Directors (the Board).

AWARD RESPONSIBILITY

Responsibility for the awarding Research Grants resides with the ISTA Educational Foundation Board of Directors (the Board). The Board is charged with actively maintaining the research grant program in terms of nominations, grant scope, grant award process, etc. Revisions/changes are subject to approvals by the Board.

WHO MAY SUBMIT PROPOSALS

Any U.S.-based undergraduate program with a concentration in packaging, with the capabilities of executing distribution packaging research may submit a proposal.

GRANT ELIGIBILITY

1. ISTA wishes to support undergraduate research in distribution packaging via grants to packaging schools. The funding could be used to support the undergraduate packaging school research curriculum or could support a capstone-type project/course.
2. It is the applicant's responsibility to confirm their school's ability to perform the distribution packaging research as proposed. In general, the applicant must have the capabilities to perform the proposed research. This includes having the appropriate curriculum, instructors, oversight, facilities and faculty and student capabilities to perform the distribution packaging research as proposed.

3. By submitting a proposal, the school agrees that their research team is willing and able to present results at the ISTA Forum.
4. Schools do not have to be ISTA members to be eligible for grants.

CALL FOR PROPOSALS

1. An annual Call for Research Grant Proposals will be posted on the [ISTA website](#), and other member outreach as appropriate. It also will be distributed to all ISTA university members and student members.

GRANT PROGRAM DESCRIPTION

The Board will determine annually the amount available for research grants. A description of the research grant program, including scope, process, requirements, proposal deadline date (deadline date) and grant amount (aggregate and individual) is maintained at www.ista.org.

PROPOSAL DEADLINE

1. The deadline for proposals is March 29. The Board will make the selections and announce the winners of the grants in conjunction with the ISTA Forum.
2. A complete proposal must be received by the Board on or prior to the deadline date. Proposals will be accepted daily during the submission period.
3. The research will be executed in the fall, with the results presented at the ISTA Forum the following spring.

PROPOSALS

1. All proposals must be submitted using the proposal portal: [Research Proposal Portal](#)
2. All proposals must be received at ISTA on or prior to the deadline.

SUBMITTAL OF PROPOSALS TO BOARD

1. After the proposal deadline, ISTA will forward all eligible proposals to the Board for consideration.
2. Incomplete proposals will not be submitted to the Board.
3. If there are submitted proposals at ISTA Headquarters at the time of the proposal deadline date, the Board will consider awarding grants. However, if there are no proposals or if the proposals are not deemed suitable, the Board reserves the right to withhold grant awards for the year.

SELECTION PROCESS

1. The evaluation of the proposals will be performed by the entire Board.
2. Board members employed by any of the schools submitting proposals will not be involved in evaluation of the proposals or selection of the grant recipients.
3. The ISTA Educational Foundation President must approve the final selection by ensuring the Board's grant award process has been followed.
4. The Board will use the proposal evaluation form to assess the proposals and identify grant recipients.
5. There must be a minimum quantitative score associated with the proposal evaluation criteria to establish a merit-worthy threshold to ensure and maintain grant integrity. It is left to the Board to determine the weightings for each of the grading criteria used in the evaluation and the minimum threshold.

6. If the minimum score is not obtained by any proposal, then the grants will not be awarded that cycle.
7. The Board must keep a history of the results of their evaluation and selections from year to year. This must be available to future members involved in the process to ensure consistency from year to year, and must be archived electronically (nominations, grading criteria, evaluations, and recommendations) at ISTA Headquarters.

GRANT PRESENTATION

1. The intent of the grants is to support and encourage research in distribution packaging via grants to packaging schools. To accomplish this, grants shall be presented by the ISTA Educational Foundation President representing the ISTA community. The ISTA Educational Foundation President may designate a Vice-President, Past President, a member of the Board or MC of the Forum to perform this duty if necessary.
2. Presentation of the grants will occur during an appropriate Forum or event pre-defined in the description of the award.
3. It is the responsibility of ISTA Headquarters to ensure that suitable provisions are made for the dignified presentation of the grants.

ANNOUNCEMENT

1. After approval by the President, a copy of the letter notifying the recipients of grant awards will be distributed to the designated Packaging Schools.
2. Pre-Presentation:
ISTA will offer the grant recipients an option to have a personalized press release created and distributed by ISTA. The grant recipients will complete and submit the appropriate announcement form to ISTA.
3. Post-Presentation:
Recognition of grant recipients after the fact will be posted on the ISTA web site, or other member outreach. Responsibility for supplying this data resides with ISTA Headquarters.

PROPOSAL EXPIRATION

1. Should a proposal not be selected in the initial year of submission, the proposal will not be carried over for future consideration.
2. However, packaging schools may re-submit the proposal for consideration at the next call for proposals. Updated materials to enhance the original proposal are highly encouraged and may be submitted if such materials are received prior to or on the next appropriate proposal deadline.