

## **Guidelines for Spring 2018 Research Grant and External Grant Proposal Funding College of Business Administration**

### PURPOSE

One time CBA funds are available for funding research under a temporary grant program. The primary goal of this temporary grant program is to provide funding opportunities to the CBA faculty and IAS for scholarship activities and external grant submissions to non-UWL sources.

Scholarship: Scholarship proposals should relate directly to the instructor(s) area of teaching or research and should directly contribute to maintaining the individual's faculty qualifications for AACSB (especially Scholarly Academic (SA) or Scholarly Practitioner (SP) under the 2013 standards) with the outcome being articles for submission to academic, practitioner or pedagogical journals or similar publishing outlets.

External Grant Proposals: Funding to draft and submit grant proposals will be limited to major external grant funding agencies. Major grants are considered those in excess of \$50,000 and funded by a non-UWL source.

### FUNDING

Funding Limits: Funding for each scholarship proposal will be limited to \$3000 to \$5,000/person. Faculty with start-up research funding for summer 2018 will be considered, but the research from two funding sources must generate two separate papers and may be given a lower priority. Similarly, faculty with funding for summer 2018 emanating from a University Faculty Research Grants committee will be considered, but the research from two funding sources must generate two separate papers and may be given a lower priority. Funding for the preparation of external grants will be limited to a maximum of \$3000 unless exceptional circumstances and needs are substantiated. Faculty with a record of low service **will** be given low priority.

### DEADLINES and SUBMISSION OF PROPOSALS

1. All proposals must be electronically submitted to your Department Chair by January 31, 2018.
2. The CBA Steering Committee decisions are expected to be complete by February 10. Awards will be made at the end of the fiscal year for accepted work.
3. Joint submissions (two or more faculty per proposal) will be accepted but the funding limits and maximums for each proposal will be applicable.
4. Multiple submissions by individuals will not be considered.
5. **Funding for the proposals is for work completed by June 1, 2018.**
6. Awards will only be made for a paper presented or a paper accepted to present at a conference in 2018 or paper submitted to a refereed journal. Papers need to be uploaded into Digital Measures by June 1, 2018.
7. Working papers will not be funded. Papers **accepted** to refereed journals before January 1, 2018 will not be funded since no additional work is required.
8. Revise & Resubmit papers or previously submitted but rejected papers, requiring additional work in the spring will be considered but at a lower priority and awarded at the lower level.
9. Individuals without a submitted paper on previous funded research will not be funded.
10. Proposals based on previously funded research may be funded, but with a lower priority and at a lower award level. The applicant must explain why a substantial, renewed effort is required.

### EVALUATION OF PROPOSALS

All proposals will be evaluated by the CBA Steering Committee which consists of the department chairs, Director of the SBDC, MBA Director, and deans. Members of the CBA Steering Committee are precluded from voting on their own applications. Scholarship proposals will be evaluated on their substantive merits and their contribution to the individual's, department's and college's scholarship portfolio. External grant funding proposals will be evaluated as to their cost effectiveness and likelihood of success in generating funds for College initiatives. Progress and success of obtaining outcomes stated in prior years' proposals will be considered as a criteria for funding proposals in this cycle. Proposals will be funded until available funds are expended.

## PROPOSAL PREPARATION

Each proposal is to include a completed cover sheet and a project narrative. The proposal must be *double spaced* and submitted electronically.

1. **Cover Sheet.** A proposal cover sheet is attached.

2. **Abstract.** No more than 200 words.

### **3. Proposal Narrative.**

For **external grant proposals** consider a narrative using suggestions provided in [Planning Your Application](#) and [Writing Your Application](#) found on the NIH webpage under Grants Process Overview at [http://grants.nih.gov/grants/grants\\_process.htm](http://grants.nih.gov/grants/grants_process.htm). Alternatively, you may wish to consider a Guide to the Grants Process found at major research institutions. This might be a preliminary proposal to be submitted to an external agency for review. The progress report should have a review of the literature and a narrative of the hypothesis and methodology. The proposal should be no more than four (4) pages in length including cover sheet and abstract.

**Scholarship proposals** should be no more than two (2) pages in length including cover sheet and abstract.

The narrative should briefly report on the following:

#### A. Objectives and Outcomes

The objective(s) and outcomes should be stated so that the project is completed by June 1, 2018. A working paper as the outcome will be insufficient for funding. The outcome should be a paper presentation, paper submitted to a refereed journal, or its equivalent.

#### B. Impact

This section should explain how the proposal will enhance the academic and professional knowledge in the person's field of interest and teaching and how the outcome would contribute to personal, department and college goals. Target journals must be clearly identified and should be peer reviewed.

#### C: Project Time Commitment

Please provide a list of activities and hourly time commitment for activities involved in the project.

#### D. Statement of Progress and/or Outcomes on Previously Funded Proposals

If you had a grant proposal that was funded in a previous UW-L or CBA grant cycle, please explain the extent you were successful in meeting the outcomes specified in the previous proposal. For scholarship proposals report the Title of the Proposal and papers presented, submitted, or accepted, if any.

# CBA FACULTY/ACADEMIC STAFF PROPOSAL FUND APPLICATION

## COVER SHEET

### PROPOSAL TITLE

#### 1. Primary Applicant:

- a. Name \_\_\_\_\_
- b. Department \_\_\_\_\_
- c. Years of service at UW-L \_\_\_\_\_

Additional Applicants (if any): \_\_\_\_\_

#### 2. Budget (Stipend) Request:

#### 3. Abstract:

#### 3. Narrative

- A. Objectives and Outcomes
- B. Impact
- C. Statement of Progress and/or Outcomes on Previously Funded Proposals