

Guidelines for CBA Research Excellence Award

College of Business Administration

Annual CBA funds (\$25,000) are available for funding research under CBA Research Excellence Award. The primary goal of this grant is to encourage and facilitate faculty research that would lead to journal publications in the future.

Funding Limit: Funding for each grant proposal will be typically limited to \$3000 to \$5000/proposal. Faculty with start-up research funding will not be considered.

Work Duration: Faculty will be given 10 months to complete the research project (August to May)

Deadline and Submission of Proposals

- All proposals must be electronically submitted to your Department Chair by June 15, 2018
- The CBA Steering Committee decisions are expected to be completed by July 15, 2018.
- Joint submissions (two or more faculty per proposal) will be accepted but the funding limits and maximums for each proposal will be applicable.
- Multiple submissions will not be considered.
- Working papers or drafts of papers as outcomes will not be funded.
- Individuals without a successful completion of the previous funded research will not be considered.
- Proposals that are solely based on previously funded research will not be considered.

Evaluation of Proposals

All proposals will be evaluated by the CBA steering committee which consists of the department chairs, director of the SDBC, and deans. Members of the CBA steering committee are precluded from voting on their own applications.

The proposal will be evaluated using the following guidelines. The list is not a prioritized list.

1. A project that results in a new journal article submission will be given preference over resubmission or rewrite (we are not talking revise/resubmit)
2. The quality and status of the target journal will be considered.
3. Prior research track record on quality will be considered. Please include citations of prior research.
4. The feasibility of the project and likelihood of on-time submission will be considered.
5. Collaboration with another CBA faculty that enhances both faculty's research will be considered.
6. The quality of writing and refinement of proposal will also be considered.

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.

The narrative should briefly report on the following:

A. Objectives and Outcomes

The objective(s) and outcomes of the project should be stated. A working paper as the outcome will be insufficient for funding. The outcome should be a paper submitted to a refereed journal.

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 Line

Please provide a list of activities and timeline for activities involved in the project.

D. Project Description

Please provide a brief description of the topic, research question(s), and project including literature review and methodology (if applicable).

E. Citations

Please provide citations of your prior research and the external quality indicator of each journal.

The proposal should be no more than five (5) pages in length including cover sheet and citations.

Work Process and Payment

- The journal article needs to be submitted by 5/30/19
- The interim report (brief 1-page memo) outlining the progress of the work needs to be submitted by 1/1/19.
- The first payment (1/2 of total grant) will be disbursed on 2/1/19
- The final payment (1/2 of total grant) will be disbursed on 7/1/19