

## CBA Research Excellence Award

Academic Year 2019-2020

Application Guidelines

The CBA has annual funds (\$25,000) 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 \$3,000 to \$5,000 per proposal.

**Work Duration:** All work supported by this grant must take place between August 1, 2019 and May 15, 2020. Successful applicants will need to provide evidence of project completion on or before May 15, 2020.

### Deadline and Submission of Proposals

- All proposals must be electronically submitted simultaneously to your Department Chair and the CBA Associate Dean ([jmurray@uwlax.edu](mailto:jmurray@uwlax.edu)) by June 15, 2019.
- The CBA Steering Committee decisions are expected to be completed by July 15, 2019.
- Joint submissions (two or more faculty per proposal) will be considered but the funding limits and maximums for each proposal will be applicable. All co-applicants will split stipend funds equally.
- Multiple submissions by an individual will not be considered.
- Working papers, drafts of papers, or conference submissions or presentations as outcomes will not be considered.
- CBA rank faculty and instructional academic staff in redbooked positions are eligible to apply.
- Individuals whose research has been previously funded but who were not successful in completing the requirements will not be considered.
- Proposals to finish papers that currently have invitations to revise and resubmit to a journal will not be considered.
- Proposals that are solely based on previously funded research will not be considered.
- Faculty with Summer 2019 start-up research funding 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, the Dean, and Associate Dean. Department chairs are eligible to apply for the grant but are precluded from voting on their own applications.

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

1. A project that results in a new journal article submission will be given preference over revision of existing work.
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. Prior success on funded UWL and CBA grants will be considered.
5. The feasibility of the project and likelihood of on-time submission will be considered.
6. Collaboration with another CBA faculty that enhances both faculty's research will be considered.
7. The quality of writing and refinement of proposal will also be considered.
8. The adherence of the proposal to the specifications below will be considered.
9. The Dean in consultation with the Steering Committee will determine stipend levels considering available funds, the number of applications, the merits of the proposal, and the applicant(s) history of success with past grants and scholarly productivity.

## Proposal Preparation

Each proposal is to include (1) a cover sheet, (2) proposal narrative, (3) statement of success on previously funded UWL and CBA grants, and (4) abbreviated scholarship CV.

**Cover sheet:** Include all the following items on your cover sheet.

- Name, department, rank, tenure status, and years of service at UWL for yourself if you are the sole applicant or for all co-applicants.
- Identification of the grant program and time frame:  
CBA Excellence Research Excellence Grant – 2019-2020
- Date of application
- Title of the project
- Abstract of no more than 200 words
- Any other coauthors for the paper, either internal or external to UWL, that are not co-applicants for the grant.
- Identify the expected percentage of contribution for all coauthors, so that percentages add to 100%.

**Proposal narrative:** The proposal narrative must be single-spaced, be no more than two pages in length, have one-inch margins and 11-point font, and include the following sections:

A. Outcome

Describe the expected. The outcome should be a submission to a peer-reviewed journal. Identify target journals and measures of rank and impact (it is useful if you use ABDC journal rankings).

B. Project Description

Provide a brief description of the research question, the relevant literature, and methodology. Connect the research question and methodology to the literature and to your own past work. If the project is related to any previously funded research, describe clearly the unique contribution of the proposed work in relation to previously funded work.

C. Impact

Explain how the proposal will enhance the academic and professional knowledge in your field of interest and teaching and how the outcome would contribute to personal, department, college, and accreditation goals.

D. Project Timeline

Provide a list of activities and hourly time commitment for activities involved in the project. If the project has been previously funded by other grants, describe what previous activities have already been funded and what unique activities should be supported of this research grant. To be funded, all work must be completed on or before May 15, 2020.

E. References

Provide a list of references that you cite in the above sections.

**Statement of Progress on Previously Funded Research:** Explain the extent you were successful in meeting the outcomes specified for all current and previously funded UWL and CBA grants whose funds were or will be dispersed between January 1, 2016, and October 1, 2019. For previously funded grants, report the title of the original proposal and any papers that resulted that were presented, submitted, or accepted. For currently active funded research grants, briefly describe what unique submission(s) are expected to result.

**Abbreviated Scholarly CV:** Include a scholarly CV that is no more than two pages and that lists your scholarly accomplishments, including publications, accepted papers, papers under revision, and working papers. For each of your peer-reviewed publications, acceptances, and papers under revise-resubmit, provide an external measure of quality, such as an external rating (for example, ABDC rating), impact factor, or other impact measure. Include only scholarly accomplishments, not items related to teaching, service, or employment unrelated to scholarship.

## Work Process and Payments

Successful applicants will conduct the work and be paid according to the following schedule:

- Work begins on August 1, 2019.
- Submit on or before January 1, 2020 an interim report (brief one-page memo) outlining the progress of the work and the work yet to be completed. Submit the report by email simultaneously to your department chair and the CBA Associate Dean ([jmurray@uwlax.edu](mailto:jmurray@uwlax.edu)). Completion of this memo is required for the first payment.
- The first stipend payment, equal to half of the total stipend for each applicant, will be dispersed on February 1, 2020.
- On or before May 15, 2020, submit a final report that includes the version of the paper submitted to a peer-reviewed journal and documentation that verifies the submission. Submit the report by email simultaneously to your department chair and the CBA Associate Dean ([jmurray@uwlax.edu](mailto:jmurray@uwlax.edu)). Also upload the paper to Digital Measures under “Intellectual Contributions.” Completion of final report and Digital Measures entry is required for the final payment.
- The final stipend payment, equal to half of the total stipend for each applicant, will be dispersed on June 1, 2020.