

**CBA Research Grant and External Grant Proposal Support**  
**Spring 2019**  
**Grant Proposal Guidelines**

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) standards, with the outcome being articles for submission to peer-reviewed 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 for each scholarship proposal will be limited to \$3000 to \$5000 per person. Faculty with start-up research funding for Summer 2019 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 2019 emanating from the 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 ELIGIBILITY OF PROPOSALS

1. All proposals must be electronically submitted to your department chair by 4:00 PM, February 15, 2019.
2. The CBA Steering Committee decisions are expected to be complete by February 20, 2019. 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, 2019.**
6. Awards will only be made for a paper presented or a paper accepted to present at a conference in 2019 or paper submitted to a refereed journal before June 1, 2019. Papers need to be uploaded into Digital Measures by June 1, 2019.
7. Working papers will not be funded. Papers accepted to peer-reviewed journals before February 1, 2019, will not be funded since no additional work is required.
8. Consideration may be given for papers that have previously received revise & resubmit requests from peer-reviewed journals or papers that have been previously submitted to peer-reviewed journals but were rejected. However, such proposals will be given lower priority, awarded at a lower level, and will require specific explanation and justification of the additional work that will occur in Spring 2019.
9. Individuals will be given lower priority if they were awarded UWL or CBA research grants in the last three years and the work from those grants did not result in a submission to a peer-reviewed journal.
10. Proposals based on previously or currently funded research grants may be funded, but with a lower priority and at a lower award level. The applicant should explain why a substantial, renewed effort is required, and clearly describe the activities that are currently or were previously funded by other grants and what unique activities should be supported of this research grant.
11. Newer CBA faculty with Summer 2019 start-up support funds will be considered. The applicant should clearly describe the anticipated submission to a peer-reviewed journal that is supported by the start-up funds and what unique submission to a conference or peer-reviewed journal should be supported by this research grant.

## EVALUATION OF PROPOSALS

All proposals will be evaluated by the CBA Steering Committee which consists of the CBA academic department chairs, the director of the SBDC, the Dean and the Associate Dean. 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 criterion for funding proposals in this cycle. Proposals will be funded until available funds are expended.

## PROPOSAL AND NARRATIVE GUIDELINES

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

**Cover Sheet:** A proposal cover sheet is attached. The cover sheet includes an abstract which may be no more than 200 words.

**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:** No more than three (3) pages in length including cover sheet.

**Proposal Narrative:** The narrative should briefly report on the following:

### A. Objectives and Outcomes

The objective(s) and outcome(s) should be stated so that the project is completed by June 1, 2019. A working paper as the outcome will be insufficient for funding. The outcome should be a paper presentation, a submission to a conference, or a paper submitted to a peer-reviewed 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, college, and accreditation goals. Clearly identify target peer-reviewed journals and report measures of their rating or impact.

### C: 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.

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

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.

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APPLICATION  
Spring 2019**

Cover Page

Proposal Title

1. Primary Applicant:

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

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

2. Budget (Stipend) Request:

3. Abstract:

Narrative

A. Objectives and Outcomes

B. Impact

C. Project Timeline

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