

DELTA PI EPSILON
RESEARCH FOUNDATION, INC.
APPLICATION FOR RESEARCH GRANT

FROM

(NAME(S) OF PROPOSED RESEARCHER(S))

RECEIVED _____

ACKNOWLEDGED _____

DISPOSTION _____

BY _____

CHAIRPERSON, GRANTS COMMITTEE

ACKNOWLEDGED _____

REPORT RECEIVED _____

Signature(s) of Applicant(s) _____

Date _____

PLEASE ATTACH THIS PAGE AS THE FIRST PAGE OF ALL COPIES OF THE PROPOSAL

DELTA PI EPSILON RESEARCH FOUNDATION, INC.

GUIDELINES FOR DEVELOPING RESEARCH PROPOSALS

The purposes of Delta Pi Epsilon Research Foundation, Inc., are to provide for the advancement of research in business education, which shall include but not be limited to accounting, information processing, marketing, basic business education, and emerging technologies related to business education, and to support such research through grants. Toward this end, the Foundation will fund projects designed to have an impact on business education, encourage creative research from people not yet established as researchers, and invite researchers in other fields of study to contribute their expertise to the field of business education.

The Foundation will support studies that are descriptive (survey as well as ex post facto), experimental, qualitative, and developmental. The Foundation will not support masters thesis research. Dissertation research may be supported for up to \$500. The size of grant will vary depending on the type and magnitude of the proposed study. Partial funding may be available for projects which are partially supported through other sources.

All grant recipients must be members of Delta Pi Epsilon, Inc. Membership information is available at <http://www.dpe.org>.

GENERAL GUIDELINES

The following are general guidelines for preparing your proposal. If you have questions, please contact any member of the Foundation. The proposal should be brief and specific. It must be self-contained, since the review procedures do not permit a meeting with the applicant(s). The proposal should convey a clear sense of what is intended, the rationale for the research, and methods and procedures to be followed. Be clear, concise, and direct.

Read carefully the specific guidelines attached and address each category in the proposal in the order provided. The length of the proposal will depend on the scope of the research project. The elements presented here can be adapted to most research projects.

Proposal Length: The number of pages in the proposal should not exceed 10 double-spaced pages. In addition to the proposal itself, attach a one-page vita for each researcher. Be concise but complete.

Renewal Requests: When an application is made for renewal of an ongoing project, the application must include a progress report of the work accomplished on the project to date.

Qualifications: The qualifications of the project leader(s) to carry out the proposed research should be documented. Individuals who have not received a previous grant through the Delta Pi Epsilon Research Foundation should give adequate information and data to allow for fair evaluation of their ability to meet the goals of the proposed research. To receive funding, all researchers must be members of Delta Pi Epsilon.

Funding Restrictions: Please note that the Foundation will not reimburse grantee(s) for indirect expenses associated with the grant (for example, university overhead expenses) or funding of other expenses associated with presenting or disseminating the results of the research.

Grant Approval Funding: Upon approval of the grant, one-third of the total amount approved for the grant will be paid to the researchers.

Interim Project Report: An interim project report will be submitted to the Executive Director of the Research Foundation at a date to be determined by the proposal recipients. Upon submission and acceptance of the interim report and accompanying documentation of expenses incurred, a second third of the monies will be paid to proposal recipients.

Final Report: Upon submission and acceptance of the final report and accompanying documentation of itemized expenses, the remaining one-third of the grant will be paid to the grantee(s). The final report is defined as written evidence that the proposed project was successfully completed. The research project should be completed within the stated period of time in the research proposal. The grantee(s) should report to the Foundation any inability to complete the project on time. In some cases the Foundation may consider an extension. The Foundation reserves the right to retrieve dispersed funds and withhold remaining funds when a research project is not completed in a timely manner.

The final report of research completed under the grant becomes the property of the Foundation, and it or a designee will hold the copyright, with the exception of doctoral dissertations. In any publication of the research, the grantee(s) shall be recognized as the author(s), and the Delta Pi Epsilon Foundation shall be recognized as the sponsor of the research. The Foundation reserves the right to publish the final research report in the manner it determines appropriate (e.g., all or part(s) of the final report). In the event that the Foundation should decide not to publish any portion of the final research report, the Foundation will issue the grantee(s) a written statement giving the grantee(s) the right of publication of the research. In any non-Delta Pi Epsilon publication of the research, the Foundation will have the option of being recognized as the sponsor.

Conditions of the Grant

The grantee(s) will be asked to sign a contract in which they acknowledge publication rights, expected reporting processes, financial responsibilities, how evaluation of the grant will occur during the time grantees) are completing the research, and publicity of the grant.

SPECIFIC GUIDELINES

The proposal should include each of the following categories. Label each category clearly and then address its topic clearly and succinctly.

1. PERSONAL INFORMATION

Name, mailing address, and home telephone number of applicant(s)

Present position and primary responsibilities or subjects taught by researcher(s)

School or school district address and telephone number

Name, title, and telephone number of supervisor

2. TITLE OF RESEARCH PROJECT
3. DOLLAR AMOUNT OF ASSISTANCE REQUESTED
4. BEGINNING AND ENDING DATES OF PROJECT AND TIMELINE
5. STATEMENT OF THE PROBLEM. Clearly delineate the basic need for the research and the research problem statement, accompanying it with a rationale or theoretical framework adequately supported by cited literature.
6. OBJECTIVES AND PURPOSE OF THE PROJECT. State precise, measurable outcomes to be accomplished, and provide a description of the distinctiveness of the proposed project. The need for the research should be supported by a literature review and an accompanying bibliography.
7. TYPE OF RESEARCH. Specify Historical, Experimental, Survey, Qualitative, Developmental, Descriptive, or Other (if Other, specify type of research to be conducted).
8. RESEARCH METHODS. This most critical section should provide a clear picture of how the proposer intends to carry the project through all of its phases. Describe the population and sample or participants, nature and sources of data, development and validation of instruments for collection of data, and techniques for presenting and analyzing data. Include timeline information.
9. POTENTIAL CONTRIBUTION TO THE FIELD. Describe ways in which the research results will "make a definite contribution to the field of business education."
10. DESCRIPTION OF HUMAN SUBJECTS INVOLVED. Describe how human subjects will be involved in the research project. Proposal must include documentation of approval or statement of exemption from an Institutional Review Board/Human Subjects Committee.
11. RESEARCH AND/OR PROFESSIONAL EXPERIENCE. Describe qualifications of researcher(s) to conduct research (courses, experiences, etc.).
12. BUDGET ESTIMATES FOR SUPPORT OF PROJECT. Include a detailed budget including these categories:

	<u>Initial Year</u>	<u>Second Year</u>	<u>Third Year</u>
Personnel			
Professional*			
Clerical			
Support			
Supplies			
Other Expenses (specify types and amounts for each year)			

**Funding for researchers' salaries is not provided in this program.*

13. **OTHER FUNDING.** Describe funding from other sources (\$) and names(s) of funding agency or agencies.
14. **FUNDING FOR SUCCESSIVE YEARS.** If the project will run for more than one year, justify the need for funding for successive year(s).
15. **FACILITIES NEEDED.** Describe briefly the facilities and/or equipment which will be needed to undertake this project, and indicate their location.

APPLICATION

Submit six copies of the proposal to the National Headquarters for the Delta Pi Epsilon Research Foundation, Inc.

Delta Pi Epsilon Research Foundation, Inc.
c/o Delta Pi Epsilon National Office
P.O. Box 4340
Little Rock, AR 72214

Notification of awards, including comments of reviewers, will be provided to the individual(s) submitting proposals. An anonymous board of reviewers will review all proposals submitted for grants.

DELTA PI EPSILON RESEARCH FOUNDATION, INC.

CRITERIA FOR EVALUATING RESEARCH PROPOSALS

A. POTENTIAL CONTRIBUTION (40%)

1. The proposed project is consistent with the mission and purpose of the Foundation.
2. The proposed project is likely to make a significant contribution to the improvement of business education.

B. THE DESIGN OF THE STUDY (40%)

1. The research problem is stated clearly, succinctly, coherently, and in non-jargon language.
2. The need/rationale for the study is convincingly established.
3. Research questions relating to the problem and need are clearly stated.
4. The proposal describes the research scope and limitations.
5. All special terms are defined.
6. A thorough review of the literature is included that cites relevant and up-to-date scholarly theory and research.
7. The procedures for conducting the study are clearly described; the research procedures are feasible and appropriate.
8. The approach to the problem is objective and scientific. This criterion is reflected areas such as sample size and sampling techniques, validity and reliability of data-gathering instruments, experimental methods, and proposed statistical procedures/analyses.
9. The proposal provides evidence of approval or certificate of exemption by an appropriate Institutional Review Board/Human Subjects Committee.

C. THE APPLICANT'S CREDENTIALS (10%)

1. The applicant(s) has/have adequate qualifications and experience or preparation to undertake the proposed project.
2. The proposal exhibits the applicant's familiarity with current knowledge and theory pertaining to the project so as to inspire confidence in his/her ability to execute it.

D. THE MANAGEMENT PLAN (10%)

1. Realistic budgeted costs are identified for all of the activities described in the proposal.
2. The amount of support requested is justified in terms of the potential contribution of the project.

3. If the applicant is seeking partial support, the proposal indicates how the remaining costs will be met.
4. The timeline for completing the various phases of the project is realistic.

Scoring Criteria for Proposal Elements

- 5 = Outstanding
- 4 = Above Average
- 3 = Average
- 2 = Below Average
- 1 = Poor/Unacceptable

- A. Potential Contribution (40%) (1 - 5) _____ x 40 = _____
 - B. Design of the Study (40%) (1 - 5) _____ x 40 = _____
 - C. Applicant's Credentials (10%) (1 - 5) _____ x 10 = _____
 - D. The Management Plan (10%) (1 - 5) _____ x 10 = _____
- Total Points (500 possible) _____