



FACULTY RESEARCH GRANT PROGRAM FY2017 APPLICATION

The Club Foundation • 1733 King Street • Alexandria, VA 22314

Proposal Instructions

In order to be considered complete, all Faculty Research Grant requests to The Club Foundation must include the following items and adhere completely with the directions outlined below. Applications must be submitted no later than **November 1, 2017**. **Please note:** The application, narrative and other required attachments must be typed.

Awards

There is a maximum of \$2,500 per approved grant request. The Club Foundation typically awards between two and four grants.

A complete application includes the following items:

1. Application

2. Checklist

3. Narrative: Please complete a detailed narrative describing the project for which you are seeking funds. The narrative should address the specific areas outlined below. Additionally, the narrative should not exceed ten double-spaced pages, using 12-point font and one-inch margins.

- Applicant's Background: Please include a paragraph detailing your experience in the hospitality industry to date.
- Purpose of Request: Goals and Outcomes
 - Briefly describe the issue your research will address.
 - Describe the overarching purpose(s) of your research project and the areas that will be different at the end of the project or grant period.
 - What are the goals, objectives and activities/strategies involved in this research grant request?
- Process: Summarize the work plan you will use to accomplish your goals and outcomes. Include information on:
 - Tasks and timetable for key staff executing this effort.
 - Tasks and timetable for key organizations involved in this effort.
 - The target population and how they will benefit.
 - The target population's involvement in the project's development and execution.
- Evaluation Plan: Describe what you want to learn about your program goals, outcomes and process over the grant period. Include information on:
 - The primary evaluation questions you expect to answer.
 - The assessment methods you will use to answer your evaluation questions.
 - How you will involve stakeholders in the evaluation process.

4. Project Budget

A detailed project budget must accompany all proposals. A form has been provided for your use when completing and submitting this budget.

5. Other Supporting Material

Please attach the following:

- Current resume
 - Current, relevant articles or reviews about your potential research topic.
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Reporting Requirements

- A. Eight months after receiving the award, researchers must submit an article for publication in CMAA magazines.
- B. A proposal must be submitted for consideration to present your findings at Conference, where expenses only will be paid (no honorarium).
- C. All research material will be available for use by CMAA.
- D. If a paper has resulted, researchers are asked to include the following text in their acknowledgements:

“This research was supported in part by The Club Foundation’s Faculty Research Grant Program.”

Evaluation Guidelines: The Club Foundation Allocation Committee (CFAC) will review all proposals using the following criteria:

- A. Problem Conceptualization:** Each proposal should make explicit the author’s reasons for considering the problem to be significant to the club management industry.
- B. Research Technique:** Are the design, method and proposed analysis of results the most appropriate for solving the problem to be investigated?
- C. Contribution to the Field:** How will the proposed research fit into the existing body of research? Are new hypotheses being advanced or old results being replicated? Will the research effort continue past this single grant? Is there a dissemination plan?
- D. Clarity and Thoroughness:** How well does the proposal present the intended project?
- E. Project Budget:** Is the budget well thought out and tied to the proposed research? Does it include items (overhead and benefits) that are not allowable under the program?

1. FY2017 Faculty Research Grant Application

Applicant Information

Name of Applicant and Title

College/University

Address

City

State

Zip Code

Telephone

Fax

E-mail

Number of years at current college/university

Request/Project Description

Grant request

Period grant will cover

Project Title

Total Project Budget

Type of request

Summary of the project or grant request (two or three sentences):

I, the undersigned, certify that the statements in this application are true and complete to the best of my knowledge and accept, if a grant is awarded, the obligation to comply with terms and conditions in effect at the time of the award.

Applicant's Signature

Date

2. Checklist

Please complete and return this form with the grant application.

- Grant Application
- Checklist
- Narrative
- Project Budget
- Supporting Documents
 - Current Resume
 - Relevant Articles

Electronic submissions to: carrie.wosicki@cmaa.org or regular mail to: Carrie Wosicki, Director of Development, The Club Foundation, 1733 King Street, Alexandria, VA 22314.

Thank you for your thoughtful application!

4. Project Budget

Please attach a separate budget narrative detailing the budgeted expenditures for each of the areas listed below.

<i>Budget Area</i>	<i>Amount Budgeted</i>
Personnel	\$
Supplies/Equipment	\$
Travel	\$
Other	\$
Grand Total	\$