

GUIDANCE NOTES – APPLICATION FOR A RESEARCH PROJECT GRANT

CIMA welcomes research proposals which seek to develop the science of management accounting. Our current areas of interest can be found in the CIMA Research Strategy document which is available on the CIMA website (www.cimaglobal.com/research). We welcome both academic and practitioner proposals.

The research application will be peer reviewed (by both academics and practitioners), from **CIMA's Research and Development Panel, but CIMA's General Charitable Trust and CIMA's Senior Management Team will make the final decisions on awarding grants.** Each proposal is reviewed by minimum of 5 external reviewers.

The application and supplementary information must be completed in full to enable an informed assessment to be made and ***should not be longer than 4,000 words.***

CIMA is unable to contribute to appeals and cannot respond to requests for financial help from individuals in personal difficulty or distress.

How to apply for a CIMA research grant

The following information is mandatory and must be disclosed on the application form.

- **Contracting Parties**

All correspondence will be addressed to the Principal Researcher only. All other researchers should be named (except for research assistants not yet appointed).

Please note that the Principal Researcher should be the primary investigator and **not** the name of the supervisor.

- The contracting parties (including the researcher's institution if applicable) will be those named on the final contract and therefore the full and correct legal title is essential.
- A proforma contract is available to download from www.cimaglobal.com/research. **It is essential that your institution reviews and accepts CIMA's contract before submitting an application. Not having your university's pre-approval on CIMA's standard research contract, may result in immediate rejection of your proposal.**

- **Title**

No more than 10 words – be clear, it should describe the research.

- **Budget**

The Finance Officer (or Research Accountant) will be the main contact for invoice queries. Both contact telephone number and e-mail address should be included in the application. **CIMA should be promptly notified of any changes in staff and updated contact details should be forwarded.**

There are flexible financial limits, upper and lower, on the size of funding awarded. Grants are typically between £5,000 and £40,000 depending on the scope of the project

- Grants must be submitted in Pounds Sterling. **All grants will be fixed in Pounds Sterling on the date the contract is signed.** Researchers may request to submit invoices in another major currency (e.g. US\$, AU\$, HK\$, NZ\$, Can\$, Euros, RMB, Yen). CIMA will convert the amount requested to Pound Sterling at the rate of exchange on the contract date. If there is any major volatility in the exchange rate then CIMA's R&D Panel would review the value of the grant.
- 25% of the grant will be withheld until the final outputs have successfully completed peer review.
- Please include circa £1,000 to cover the typesetting and printing costs of the final research report
- Include an itemised budget. **Where the project exceeds one-year duration, phasing of the costs must be provided. All invoices should be itemised to match the itemised budget.**
- A financial grant is intended to support the costs of the project. Eligible costs include:
 - Telephone, printing & postage,
 - Travel & accommodation (not subsistence)
 - Purchase or rental of special software¹ or databases
 - Secretarial services directly related to the project
 - A full-time research assistant.

Proposals including substantial amounts for teaching buy-out are unlikely to be successful.

Certain costs are not covered in the funding award and these will not be reimbursed. These costs include, but are not limited to:

- Subsistence costs incurred while travelling
- Capital grants for buildings
- Hardware and other equipment, including voice recorders, memory sticks, laptops, pda's etc.
- Day-to-day office running expenses or premises/ accommodation fees
- Conference attendance (delegate fees)
- PhD Funding

¹ The purchase of software is evaluated on a case by case basis. Researchers should submit a short business case on the need and the benefits that this software will bring to the project. Each case will be evaluated by CIMA staff. CIMA can decide to purchase the software itself and make it available to the researcher, but without giving up ownership. Alternatively CIMA can allow the researcher to purchase the software. In general the legal title to any purchased software and equipment will remain with CIMA at the end of the project, unless CIMA has agreed otherwise with the researcher.

- **Timescale**

Projects exceeding 18 months are unlikely to be successful. CIMA rigorously monitors project progress in accordance with the dates provided.

- Be realistic and ensure your delivery dates are achievable. Progress reports are expected throughout the life of the project² to update CIMA staff and the R&D Panel. CIMA checks the researchers' track record of producing research reports on time and within budget.

Summary

Outline the objectives, scope and approach for the project, proposed outputs and outcomes and the benefits to CIMA, professional accountants in business, PAIBs, employers, governments, etc. It should also demonstrate how the research outputs are intended to impact organisations and the wider economy.

Background

The short background should explain why this research should be done, why now and why by you? Use business like English that is not academic so that the proposal is explicit to practitioner reviewers.

Project Plan

Identify what the project wants to achieve, how this research complements CIMA's position in this particular area of research and the intended audience.

Include the research methodology. Staff time, resource requirements and travel should also be disclosed. Sufficient detail is required to enable the reviewers to consider the adequacy of the resources for performing the research.

The research plan should identify a 'back up plan' if the expected results are not generated from the initial research methodology and/or questionnaire, if survey response rates are low. Where access is required it is vital the proposal identifies a Plan B list of organisations.

Please explain in the investment appraisal portion of this section what CIMA's return on investment will be (e.g. PR, brand recognition, innovative dissemination channels and methods, practitioner take aways, etc).

Literature

Existing literature relevant to the project should be identified.

Outputs

Detail the proposed practitioner outputs expected from this research – do not include academic outputs. We expect as a minimum that you produce an executive report, an article for our member magazines and a workshop/forum/webcast for our members. Priority will be given to projects with innovative outputs, which will benefit practitioners.

² Progress reports should be submitted quarterly as indicated until all the outputs of the project have been submitted to CIMA.

CVs

Include a **one page** current CV with details of any current and previous research. If other researchers are named, a one page CV should be submitted for each. The CVs should be pasted into the application not submitted separately.

Data Protection

CIMA can provide assistance in helping with the development of business oriented outputs. Any data requested must be clearly specified. **Please note that due to the Data Protection Act 1998 requirements, it is unlikely that CIMA will be able to give researchers access to its membership database.** Such requests will be evaluated on a case by case basis and a decision will be taken based on specific circumstances and the benefits of such a survey to CIMA in general³. CIMA does not arrange access to corporate organisations but may provide contact(s) in certain circumstances. CIMA will actively support researchers by promoting their research using various publications, such as Insight, Velocity, FM magazine or by promoting the project on the CIMA web site.

Other Funding

CIMA is happy to co-sponsor research projects. Other funding organisations or Institutes, which have been approached for funding related to this work, should be detailed and any contracted outputs and IP rights should be outlined.

References

All referees will be approached for any candidates, which have been shortlisted. Referees are requested to respond within 3-4 days of request.

Where the Principal Researcher has limited or no previous experience of research, the name of a responsible person willing to provide academic supervision, should be provided. The named person will be approached by CIMA to confirm his/her willingness to fulfil the role. In some circumstances CIMA may be able to suggest appropriate persons to applicants who would otherwise have difficulty identifying a supervisor.

Contract

The funding will be provided by CIMA's General Charitable Trust (GCT). A standard contract is used for all research projects. The contract will be signed by the GCT. The clauses have been drafted and agreed by the CIMA Research and Development Panel and CIMA's lawyers. **These are not usually amended for individual institutions or company policies and only minor amendments can be made in exceptional cases. It is the researcher's responsibility to ensure that their university can agree to the contract before submitting the application.**

A copy of the contract is available for download on the CIMA research website at www.cimaglobal.com/research. **Please ask your university or institution to review the contract prior to submitting an application to ensure the clauses in the contract are agreeable to them.**

Submitting your proposal

³ Should an access be granted, a Database Information request form must be completed. These forms are available on request from CIMA Research and Development staff.

The Research team of CIMA's Applied Research Unit administers and manages the research process. Please submit your completed application **in one document** by email to research@cimaglobal.com.

For queries please call +44 (0) 20 8849 2497.

Please note that *only email applications can be accepted.*