CMAA RESEARCH / FACULTY RESEARCH GRANT PROGRAM FY2018 APPLICATION

Proposal Instructions

In order to be considered complete, all requests to the Club Managers Association of America (CMAA) and The Club Foundation must include the following items and adhere completely with the directions outlined below. Applications must be submitted at least 120 days prior to the start of the study. **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 year. Conference travel will not be covered.

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. Conference travel will not be funded.

5. Other Supporting Material

Please attach the following:

- Current résumé
- Current, relevant articles or reviews about your potential research topic.

Reporting Requirements

A. Eight months after receiving the award, researchers must submit an article for publication through CMAA communications.

B. A separate proposal must also be submitted to the Education Department (cmaanatleduc@member.cmaa.org) for consideration to present your findings at CMAA's World Conference on Club Management. Conference proposals are accepted annually in the spring. For those hoping to present their research at the World Conference on Club Management in 2019, CMAA Research / Faculty Research Grant proposals must be received by April 15, 2018.

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 Managers Association of America and The Club Foundation's Faculty Research Grant Program."

Evaluation Guidelines: The CMAA Research Committee and 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?

Alignment with CMAA: All projects must align with CMAA goals and objectives. CMAA takes member data very seriously, therefore proposals will be denied where member data is shared or

collected with or by a commercial business (non-academic) that would benefit from the output of the data.

1. FY2018 Faculty Research Grant Application

Applicant Information

Name of Applicant and Title

College/University

Address   City   State   Zip Code

Telephone   Fax

Email   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 Résumé

    ☐ Relevant Articles

Electronic submissions via email 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.

Budget Area	*Amount Budgeted*
Personnel	$
Supplies/Equipment	$
Travel	$
Other	$
Grand Total	$