

Guidelines for Preparing Research Grant Proposals

Applicants may submit Research Grant proposals directly to the CPA Education Foundation (CPAEF) by mail or email (see contact information on page 2). Deadline for submission of a Research Grant proposal is May 15 and November 15 each year.

Research Grant Proposal Evaluation:

Research Grant proposals are evaluated by one or more proposal reviewers appointed by the CPAEF board. The proposal reviewers conduct a confidential evaluation and provide their recommendation to the CPAEF board.

Proposal reviewers may be:

- expert in accounting practice but unfamiliar with current literature in your research area; or
- active researchers or expert in the particular area of the grant proposal.

Research Grant proposals will be assessed in terms of how the proposed research aligns with the Foundation's goal to provide support for those who deliver accounting education (including relevant and practical research). This includes the project's potential to contribute to the existing body of scholarly accounting knowledge (including sub-areas in accounting such as financial accounting, assurance, performance management, taxation or other related areas of research).

As a test of whether a project is relevant and practical, the applicant can consider whether the topic of the research and its outcomes could be expected to be discussed in an undergraduate accounting program. Another test of relevance and practicality is whether the research would have the potential to be summarized and submitted in a shortened format to outlets such as CPABC's journal, *In Focus*, or electronic newsletter *Industry Update*. Relevance of the research to the broader accounting profession in BC is desirable.

Reviewers will also consider the likelihood of the research being completed on a timely basis.

Guidance:

The Research Grant proposal must be understandable to a knowledgeable person who is not an expert in the research area. It is suggested that the proposal use common language, define essential acronyms, and describe research tools to be used.

The Research Grant proposal should highlight the following in sufficient depth to allow for assessment:

1. Clearly articulate the research question;
2. Explain and describe the research method (eg. archival data, questionnaire, an experiment, etc);
3. Explain the relevance and practicality of the research to advancing accounting education in BC;
4. Provide a complete budget and whether the proponent is applying for and/or receiving funding from other sources; and
5. Approximate timeline for the various phases of the research.

Other information:

- The Research Grant proposal should be up to five pages, not including the bibliography and any supplementary material on the research team (e.g., CV's), the budget and a reasonable timetable (with expected completion of the research within two years).
- Funding may occur at a range of research stages - this means researchers may ask for funding at the initial start-up phase of a project, past that stage, up to and including requests for nearly-accepted projects. However, the amounts requested should be appropriate to the stage and likelihood of success of the research.
- Missing information, or cursory discussion of an issue, may reduce the likelihood that the project will be approved for funding;
- The description of the research question and method should reference the relevant existing (scholarly) literature and should demonstrate how the proposed research represents the potential to contribute to the overall literature on the subject and explain the significance of the proposed research;
- A thorough justification for each item¹ in the budget and the amount of money associated with that budget item;

¹ Funded items may include items that are reasonable to complete the research and may include equipment, IT tools, etc., at the discretion of the proposal reviewers.

- If the research has received funding from other sources such as SSHRC or the CAAA, the proposal should explain why additional funding is required from CPABC;
- Funding recipients are expected to acknowledge the funding support provided by the Foundation in their research.
- The maximum grant available through the CPAEF is \$10,000 and may be funded in advance or on a reimbursement basis.
- Successful applicants may be invited to:
 - o present the results of their research at a CPAEF Accounting Educators' Symposium;
 - o prepare the initial draft of a one page article for use in the *In Focus* magazine;
 - o prepare a brief (maximum 5 pg.) report on what was learned as a result of the funded research project and how this knowledge was/could be transferred to accounting classrooms.

Completed Research Grant proposals can be submitted to the CPAEF via email to cpaef@bccpa.ca. Please contact Megan Yarema (myarema@bccpa.ca) if you have any questions about the Research Grant application process.