

Guidelines for Summer Research Grants

Marshall University Lewis College of Business

(Approved by faculty of LCOB Spring 2016)

Research is an essential component of the Marshall Business 20/20 Strategic Plan. In alignment with the Strategic Plan's focus on engagement, innovation and impact of intellectual contributions that make a positive influence on business theory, teaching, or practice, the Lewis College of Business (LCOB) will offer Summer Research Grant opportunities for LCOB faculty. These grants are intended to support new projects that will lead to peer-reviewed journal publications acceptable under LCOB policy. The Dean will grant a number of Summer Research Grants per year. Each grant will be distributed as follows:

1. An expense account up to \$2,000 in the recipient's name will be set up at the time the award is granted. The expense account will be available for one calendar year following the Dean's initial letter of the grant award.
2. \$1,000 income at the time the research is fully accepted at a peer-reviewed journal.

Who can apply?

Any current full-time member of the LCOB faculty can apply. A faculty member may submit only one application each year; however, priority will be given to faculty who have not received a summer grant in the prior year. A specific project will be granted an award only one time.

A faculty member cannot submit an application for the Marshall University Summer Research Grant and the LCOB Summer Research Grant for the same project.

Proposals will be evaluated based on:

1. *Mission aligned impact, innovation and engagement.*
 - a. Consistent with Marshall Business 20/20's goals, the proposed research must have the potential to foster innovation, engagement, and impact with the business and academic community that will lead to increased visibility of Marshall LCOB and LCOB enrollment growth. Innovation and academic impact is defined as theory, practice, service and pedagogical related research suitable for publication in peer reviewed journals.
 - b. A second factor that will be considered is whether extensions of the proposed research have potential usefulness and impact for practitioners and the business community. Venues for research extensions may include the media, technical papers, forums, seminars and the LCOB website and publications. Such research extensions must also have the potential to promote LCOB visibility and, subsequently, promote LCOB enrollment growth.
2. *Engagement of students in the research process.*

- a. Student involvement in research is encouraged. The involvements must confirm with MU conflict of interest policies.
3. *Quality of research proposal.*
4. *Demonstrated ability to achieve goals of the proposed research.*

The process:

1. The faculty member submits his/her proposal electronically to the Chair of the Faculty Development Committee (FDC) in accordance with the yearly timetable for proposal submissions.
2. The FDC reviews all proposals submitted, ranks them, attaches written comments to each, and forwards ALL submitted proposals to the Dean. The FDC does not, and has no authority to, reject any submitted proposal. If a member on the FDC submit a proposal, he or she should not make the rankings.
3. The Dean, in consultation with the LCOB Executive Committee, reviews all proposals submitted, considers the FDC's rankings and written comments, and then decides which proposals to fund. Once the Dean has reached his/her decision on each proposal submitted, the Dean will notify all summer research grant applicants whether or not they have been awarded a grant.

Application packet must include:

1. Full contact information for the applicant on a separate cover page.
2. A 1-2 page description of the research project; which details the innovation, engagement and impact within the academic and/or business community. Make sure the description avoids self-identification.
3. A budget detailing how the expense account will be utilized.
4. The project timeline, laid out as specifically as possible at the time the proposal is submitted.
5. The intended publication outlet.
6. The applicant's current Five Year Vita.

At the time of acceptance of the proposed work in a peer reviewed journal or within three years of the date of the Dean's award letter, the recipient shall supply to the FDC Chair, a one-page summary of the results/outcomes of his/her project including the appropriate citation if applicable. In addition, a copy of the acceptance letter shall be provided to the FDC Chair. The FDC Chair will then notify the Dean of the confirmation.

Yearly Timetable:

1. The third week of Jan: Dean will make an announcement to faculty of the availability of summer research grants.
2. The third Monday in March: Applications for summer research grants must be submitted electronically to the Chair of the FDC by noon.
3. The second Friday in April: FDC will have met to examine and rank summer grant applications and will forward rankings to the Dean by the third Friday in April.
4. The last Friday in April: The Dean will notify all summer research grant applicants whether or not they have been awarded a grant.