

Guidance notes to 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 Centre of Excellence South Africa Panel, and CIMA's Senior Management Team will make the final decisions on awarding grants.**

The application and supplementary information must be completed in full to enable an informed assessment to be made.

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 at www.cimaglobal.com/Our-locations/Africa/South-Africa/Centre-of-excellence-South-Africa/ **It is essential that your institution reviews and accepts CIMA's contract upon approval of your application for the grant. Not having your university's 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 email 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 ZAR20,000 and ZAR150,000 depending on the scope of the project.

- Grants must be submitted in ZAR. **All grants will be fixed in ZAR on the date the contract is signed.** 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 Centre of Excellence 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 ZAR10,000 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 software or databases
 - Secretarial services directly related to the project
 - Research assistance
 - Language editing

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 etc.
 - Day-to-day office running expenses or premises/ accommodation fees
 - Full PhD Funding
 - University overhead costs
- **Timescale** Projects exceeding 12 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 project to update CIMA staff and the COE Panel. CIMA checks the researchers' track record of producing research reports on time and within budget.

4 A Progress report should be submitted quarterly as indicated until all the outputs of the project have been submitted to CIMA.

- **Abstract**
Outline the objectives, scope and approach for the project, expected outcomes and the benefits to CIMA, professional accountants in business, 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 and 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.

- **Literature**

Existing literature relevant to the project should be identified.

- **Outputs**

Detail the proposed practitioner output/s expected from this research – do not include academic outputs. We expect as a minimum one output for our members. Priority will be given to projects with innovative outputs, which will benefit practitioners. Examples of output/s:

- Executive Summary for business audience
- Article or presentation for/to a practitioner audience (e.g. an article in a CIMA member magazine or a presentation of research findings via a webcast to a business audience or via a roundtable discussion to CIMA members.) These may include the following:
 - A Technical Report (either web or hard copy)
 - Commercial Business Publication (hard copy)
 - E-Book Business Publication (with ISBN)
 - Presentation to internal CIMA audience
 - One-off „round table“ discussion panels, dinners and breakfasts
 - Presentations at business conferences
 - BIZ Net or CIMA branch event
 - Web cast
 - Web chat room

In addition, CIMA require a quarterly progress report (no more than 500 words) and an end of project report.

- **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 UK 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 general. 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 which is affiliated or in addition to internal grants given by the university in which the applicant is working with.

- **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. A standard contract is used for all research projects. The clauses have been drafted and agreed by the CIMA Centre of Excellence 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 upon immediate approval of their application.

A copy of the contract is available at www.cimaglobal.com/Our-locations/Africa/South-Africa/Centre-of-excellence-South-Africa/ or by emailing CIMA Centre of Excellence research staff on coe.sa@cimaglobal.com

- **Submitting your proposal**

The Centre of Excellence research team administers and manages the research process. Please submit your completed application **in one document** by email to coe.sa@cimaglobal.com

Please note that only email applications can be accepted.