

1. CIMA'S COE SA SEEDCORN RESEARCH APPLICATION PROCESS: EARLY CAREER RESEARCHERS

CIMA's charter to advance the science of management accountancy forms the core of our academic research strategy and guides our research goals.

To be considered for this type of grant the principal researcher should be an early career researcher. For example if you have experience as a research assistant; have not been awarded a funding award previously; are pursuing a research degree, PhD or have not previously acted as a principal researcher.

Figure 1 below illustrates the CIMA COE SA Seedcorn Research Application process for early career researchers with an approximate timeline for the process.

Call for applications announced	1 st January 2016
Deadline for application submission	31 st July 2016
Notification date for applicants	22 nd August 2016
Interview for shortlisted applicants	6 th or 7 th September 2016
Contract signed	October to December
Project begins	1 st January 2017

Figure 1 CIMA Research Application Process

2. APPLYING FOR A CIMA COE SA RESEARCH GRANT

CIMA invites research proposals which seek to develop the science of management accounting. CIMA's current areas of interest can be found on its Research webpage at www.cimaglobal.com/research

Your research application will be peer reviewed by external academics and practitioners, who assess the rigour and relevance of all applications and recommend applications to CIMA's Centre of Excellence Southern Africa Panel for funding. The COE team of CIMA's Accreditation and COE Department administers and manages the research process.

Project budget

Grants of up to ZAR 50,000 are available

- Grant applications must be submitted in ZAR only. **All grants will be fixed in ZAR on the date the contract is signed.**
- Applications must provide a breakdown of costs for each stage of a 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
 - Research assistant (but not full salary costs).
 - Proposals including substantial amounts for teaching buy-out are unlikely to be successful.
- CIMA advises researchers to set aside ZAR 10,000 of budget to cover the typesetting costs of the final research report, which will be arranged by CIMA
- **Certain costs are not covered in the funding award and 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
 - Conference attendance (delegate fees)

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.

- PhD Funding (fees)
- 30% of the grant will be withheld until the final project outputs have successfully completed peer review.

Project invoicing

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

Invoices should clearly break down project costs in alignment with the grant application submitted to CIMA. All invoices must be submitted via email. CIMA Finance will not process paper invoices.

Contract

If an application is successful the funding will be provided by CIMA's COE SA. A standard contract is used for all research projects. The contract will be signed by the Executive Director of Education. The clauses have been drafted and agreed by the CIMA Research and Development Panel and CIMA's lawyers. **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. The university must be able to meet and comply with its obligations under the contract.**

Contracting Parties

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.

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.

Data Protection.

Due to Global privacy requirements, including the Data Protection Act 1998, CIMA will not give researchers access to its membership database.

CIMA actively supports its researchers by promoting their research in publications such as Insight, Velocity and Financial Management (FM). It also promotes projects on the CIMA website. Please note that CIMA reserves the right not to publish.

Role of Supervisor

Your application must include details of a supervisor who has agreed to provide support and guidance throughout the project. Your supervisor must provide a supporting statement as part of your application. If your project is shortlisted you and your supervisor will both be invited to take part in the research colloquium.

Your supervisor should also act as one of your two referees – see section below.

References

Referees will be approached for shortlisted candidates and are expected to respond to CIMA within 3-4 days of the request being sent.

Submitting your proposal

CIMA's Centre of Excellence department administers and manages the research process. Please submit your completed application before or on the specified closing date. Any email received after midnight (UK time) on the closing date will not be considered.

Application forms should be:

- In the specified template;
- No **longer than 5,000 words**;
- Submitted as one document;
- in MS Word format only;
- Emailed to coe.sa@cimaglobal.com before midnight (UK Time) of the closing date. Any applications received after the closing date will be rejected. Only applications submitted via email will be accepted

Project outputs

At a minimum CIMA expects researchers to produce:

- an executive report; and
- an article for its member magazines (Insight, FM)

SECTION 3: COMPLETING THE APPLICATION FORM

KEY PROJECT INFORMATION

Title of the Project

Your project title should be no more than 10 words – be clear, it should describe the research.

Timescale

Be realistic and ensure your delivery dates are achievable.

Progress reports are expected throughout the life of the project². CIMA checks researchers' track record of producing reports on time and within budget.

PROJECT DETAILS

Summary

Your summary should cover:

- a. The objectives of the research
- b. Why should this research be done? Why now? Why should you conduct this research?
- c. What will your project add to the current body of research in this area?

Detailed Project Plan

Your project plan should set out:

- the research methodology with justification
- the population you plan to research (recruitment plan, evidence of contacts made, method of sampling)
- explain your backup plan for the project (what if the expected results are not generated from the initial research methodology/questionnaire). If access to organisations for fieldwork is required it is vital for the project plan to identify a Plan B list of organisations.

Your plan should include sufficient detail for reviewers to consider the adequacy of the resources for performing the research. Therefore, staff time, resource requirements and travel should be disclosed.

CVs

Submit a **one page** CV for each of the researchers that you expect to be working on the project. CVs should include details of any current and previous research and be pasted into the application, not submitted separately.

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