



FACULTY RESEARCH GRANT APPLICATION

The Club Foundation • 1733 King Street • Alexandria, VA 22314

Overview

The Faculty Research Grant is awarded to faculty members in support of club industry-related research efforts that support the research objectives of the faculty and his/her institution as well as the research objectives of the Club Management Association of America (CMAA). To qualify, the applicant must be a full-time faculty member at any accredited four-year institution of higher learning and be on faculty within a hospitality department. Projects should be designed to be completed within twelve (12) months.

Proposal Instructions

In order for your application to be considered complete, the Faculty Research Grant request to CMAA and The Club Foundation (CF) must include all items listed in this document and be submitted by the deadline to be given full consideration.

Monetary Awards

Monetary awards range from \$0 to \$2,500 per project, provided to awardees for expenses directly resulting from the successful execution of the approved research project. Funds are reimbursement for expenses and provided 4-6 weeks following final report submission and receipts for expenses reported.

Timeline

Applications are due by August 1st of each year and the CMAA research committee and CF will make final determinations of approval before the end of September. Once notification is provided, awardees have 12 months in which to complete the research project, up to and including final report submission to the CMAA research team.

A complete application includes the following items:

- 1. Application** (attached) – please complete the application form and include with your submission.
- 2. Checklist** (attached) – please complete the checklist and include with your submission.
- 3. Narrative:** Please complete a detailed narrative describing the research project. The narrative should address the below objectives.
 - Applicant's Background: Detail your past experiences with research projects and with/in the hospitality industry.
 - Other Participants: Please provide a short bio of any other researchers who will be working on the project and their role.
 - Purpose of the Project:
 - Problem Statement: Briefly describe what will be investigated in your research project.

- Relevance: Please explain why the proposed project is important to the profession and industry of club management.
- Outcomes: Describe your hypotheses any anticipated results from the research.
- Relevant Studies and Projects: Share what other research has been done that relates directly to your proposed project.
- Process: Summarize your work plan:
 - Tasks and timetable for the project's key staff.
 - Tasks and timetable for key organizations involved in this effort.
 - Define the target population and how they will benefit from and/or be involved in your research.
 - Resources you would need from CMAA.
- 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 is not eligible for reimbursement. Be sure to be detailed in your itemized list of expenses.

5. Other Supporting Material

Please attach the following:

- Your curriculum vitae
- Any relevant articles or reviews related to your research topic
- Other, as appropriate, at the applicant's discretion

Reporting Requirements

- A completed Reporting Form
- Article outlining the project and results for publication in CMAA's Club Management Magazine (2000 words or fewer). CMAA does not guarantee publication.
- A completed Expense Reporting Form, detailed, with receipts attached for all requested reimbursements – these requests should match the budget provided at the time of application and previously approved as part of the award.
- A copy of all research materials for use by CMAA at will.

Other Potential Requirements

- Any publications including content resulting from the project must include the following text as acknowledgement: *"This research was supported in part by the Club Management Association of America and The Club Foundation's Faculty Research Grant Program."*
 - For those wishing to present the resulting research findings at CMAA's World Conference, a separate proposal must also be submitted to the Education Department. Please call 703-739-9500. Conference proposals are accepted annually in the spring. The CMAA World Conference proposal is a separate process from this application.
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Evaluation Guidelines: The CMAA Research Committee will review all proposals using the following criteria:

- A. Problem Conceptualization:** Does the proposal clearly demonstrate the need for the proposed project as significant to the club management industry.
- B. Research Technique:** Are the design, method, and proposed analysis of results appropriate for solving the problem/objective 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?
- F. Alignment with CMAA:** Does the project align with CMAA and CF goals and objectives?

Please note: 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. Awardees will be asked to sign a document in accordance with this mandate.

1. Faculty Research Grant Application

Applicant Information

Name of Applicant and Title

College/University

Address

City

State

Zip Code

Telephone

Fax

E-mail

Number of years at current college/university

Request/Project Description

Grant request

Period grant will cover

Project Title

Total Project Budget

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 and Budget Narrative
- Supporting Documents
 - Current Resume
 - Relevant Articles

Please send electronic submissions to ava.spece@cmaa.org or submit by regular mail to:
Ava Spece, The Club Foundation, 1733 King Street, Alexandria, VA 22314.

4. Project Budget

Please also provide a thorough narrative of the expenses proposed.

<i>Item</i>	<i>Cost</i>	
Personnel		
<i>Role</i>	<i>Rate</i>	<i>Total</i>
Supplies/Equipment		
<i>Item</i>	<i>Cost/item</i>	<i>Total</i>
Travel		
<i>Item</i>	<i>Total</i>	
Other		
<i>Item</i>	<i>Total</i>	
Grand Total	\$	