Coles College Research Funding Process

Research Funding – All Programs except DBA

The primary agency granting funds for research projects at the Coles College of Business is the Research and Development Committee (RDC). All the Coles faculty shall submit proposals (following the template provided by the RDC chair) to the RDC for their research related funding needs.¹ The tentative RDC Grant Announcement and Award Finalization dates during an academic year are respectively as follows:

**Fall:** June 15th and July 15th

**Spring:** October 15th and November 15th

The dates by which these funds should be disbursed are as follows:

**Fall Grants:** December 31st

**Spring Grants:** June 30th

Note to RDC Chair: The RDC Chair will submit a list of faculty awarded grants and related details for each of the above funding rounds to the Director of Research.² All the funds will be processed based on RDC decisions under the leadership of the Director of Research (Jomon Paul) in cooperation with Administrative Staff (Karen Vickers).

Note to Faculty: It is a faculty’s primary responsibility to submit an update report detailing status of funds awarded to them a month (i.e. November 30th and May 31st) before the above mentioned deadlines to Karen Vickers (kvicker4@kennesaw.edu). Failure to do so will mean that the funds will be vacated. This reporting deadline is designed to provide administrators enough time to resolve any issues associated with use of funds and necessary support to the faculty in a timely manner.

In case a faculty submits a proposal to avail the funding opportunities mentioned above to RDC and is not successful or their requests do not align with the Fall and Spring announcement dates indicated above due to special circumstances, there are two fall back options. It is then strongly encouraged that faculty do their best to satisfy their needs via option (a) outlined below,

¹ Before submitting proposals for new databases, faculty should check the Coles Datasets and Resources webpage (http://coles.kennesaw.edu/intranet/datasets/index.php) to ensure we do not duplicate resources if they already exist. For additional information on resources listed on the above indicated website, please contact Jomon Paul at jpaul17@kennesaw.edu. Before submitting proposals for software, please check with Debbie Burdett or IT department to ensure it is not a resource we already have access to at Coles to avoid unnecessary duplication.

² During the review process as a check please ensure that funds are not awarded to faculty towards purchase of databases that we already have access to at Coles. Please check the Coles Datasets and Resources webpage (http://coles.kennesaw.edu/intranet/datasets/index.php) for additional information contact Jomon Paul at jpaul17@kennesaw.edu.
as option (b) will employ an evaluation process that is similar to the one used by RDC and will also take into account the prior evaluations obtained on the submitted project during the earlier evaluation.

a) Send request to Department Chairs\(^3\) explaining their research funding needs and seek departmental support.

b) Submit a detailed proposal to a sub-committee (comprised of the Director of Research, RDC Chair, Doctorate in Business Administration (DBA) Representative) justifying their research funding needs, broader applicability of the data or software for the Coles faculty, reasons behind special timing of their request, etc. Faculty are encouraged to follow a template similar to the one used by the RDC. If the sub-committee rejects the funding request then the faculty can either pursue option (a) or wait for the next imminent RDC grant opportunity.

**Note to Chairs:** Department Chairs shall submit an annual report (including subscription details) on databases or software bought using department funds or end of year funds to the Director of Research by April 30\(^{th}\). This reporting is designed to help avoid duplication of resources, enable efficient information sharing with Deans and finally, to ensure faculty accountability given budgetary constraints, especially since they are applying for the same resources, but now funded by the RDC.

### Research Funding - DBA Program

DBA director shall maintain and submit an annual report to the Director of Research by April 30\(^{th}\) detailing faculty research output produced using databases purchased specially for the DBA program, a list of faculty and students using it (in order to obtain an idea of the usage statistics), and last but not least, a description of any new databases (including subscription details) purchased during an academic year, their potential applicability and usefulness for DBA research projects, and finally, the appeal of the same database to the remaining Coles research faculty.\(^3\)

**Note to DBA Director:** This reporting is designed to help avoid duplication of resources, facilitate efficient information sharing with the Deans and finally to ensure faculty accountability (given the budgetary constraints), and especially since they are applying for the same resources from the RDC.

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\(^3\) As an additional step, please check the Coles Datasets and Resources webpage ([http://coles.kennesaw.edu/intranet/datasets/index.php](http://coles.kennesaw.edu/intranet/datasets/index.php)) in order to ensure that funds are not being allocated towards purchasing a database or resource that we already have access to in Coles. Before submitting proposals for software, please check with Debbie Burdett or the IT department in order to ensure it is not a resource that we already have access to in Coles, in order to avoid unnecessary duplication.
**Please direct all questions on research funding to the Coles College Director of Research (Jomon Paul <jpaul17@kennesaw.edu>)**