

CDAF RESEARCH BURSARIES

GUIDANCE NOTES

These notes are intended to assist in preparing project proposals for CDAF research bursaries. Each project proposal should give the following details:

1. Name(s) of Applicant(s)

2. Department(s) and Institution(s)

Please provide full address details along with relevant telephone number and e-mail address.

3. Experienced Colleague

It is expected that applicants, who are new researchers, will have experienced colleagues to whom they can turn for advice and assistance. The name, title and address of an experienced colleague who would be able to help an applicant with his/her research should be included. This requirement is waived in the case of returning researchers i.e. those who have published successfully, but over five years ago.

4. Title of Research

Using a maximum of 12 words (e.g. "A survey of small companies to discover their sources of financial advice".)

5. Brief Description

Please set out in 20-30 words the main thrust of the research.

6. Proposed Outcomes

All recipients of a CDAF research bursary are required to present their project at a BAFA Regional, BAFA-SIG, or BAFA Annual Conference before the second tranche of their bursary will be paid. They are also expected to submit a paper to a refereed journal. The research proposal should indicate the expected output(s) including likely conference presentations; publication(s) (refereed and other); further research to which the project may lead; and the personal and departmental development to which the research is likely to contribute.

7. Research Proposal

A brief outline of the research should be provided, including details of appropriate methods.

Research Proposal:

Please use the following headings in your proposal

Objectives:

Introduce the importance of the research, the objectives of the research and why the research area is worth investigating.

Background and Previous Research:

Set out briefly the background to the research (e.g. institutional, economic and social issues) along with an indication of previous research (i.e. literature review) that has been carried out in the area. Set out full citations for the references you have used at the end of the proposal.

Research Method(s):

Specify the research method that is to be taken (e.g. experiment, survey, archival, case study, etc.) with appropriate justification; and give some details about where the source material used in the study will be found and how it will be analysed. Depending on the nature of the research, this might involve, for instance, indicating in which organisation a case study will be conducted, where data will be obtained, the nature of the population/sample, how data will be gathered from students or about students, what analysis method(s) will be used, etc.

Suitable references to similar studies and/or to sources of information about how to undertake such studies should be provided.

Analysis:

Indicate how the data will be analysed, (e.g. multiple discriminant analysis, thematic analysis) and briefly explain why the suggested approach is appropriate to the data.

Costings:

Outline in detail the costs expected to be incurred in undertaking the research and the use to which the bursary (if awarded) will be put. Indicate the support that your Department will contribute (e.g. teaching support, subsistence expenses, staff development, etc.). All costs must be justified and any planned expenditure that is considered unnecessary or beyond what is reasonable will not be funded.

NOTE: Applications must not exceed a maximum of 4 sides of single spaced 12-point A4 (excluding references). Any application in excess of this will not be considered.