

**COLLEGE OF BUSINESS ADMINISTRATION  
SAN DIEGO STATE UNIVERSITY**

Graduate Business Professional Fee Grant Program



**SAN DIEGO STATE  
UNIVERSITY**

---

*Leadership Starts Here*

---

## Purpose of Program

The Graduate Business Professional Fee Grant Program was established to coordinate, encourage and enable projects by College of Business Administration (CBA) faculty that will further the intent of the Category I Per-Unit Fee in Graduate Professional Business Programs, Board of Trustees of the California State University Resolution RFIN 05-09-03: Meeting Quality Standards in State-Supported Professional Business Graduate Programs with Revenue Support Derived from a Per-Unit Fee. Grants awarded under Resolution RFIN 05-09-03 must address one or more of the following:

- Enrollment growth in professional master's degree programs in business, consistent with campus strategic plans;
- Growth in enrollment diversity in such programs, including improved representation of persons of modest financial means, improved representation of persons from currently underrepresented groups, and a more balanced gender representation among students;
- Support for students through such means as providing internships and placement assistance at the completion of their graduate business programs;
- Improvements in faculty recruitment and retention rates; and
- Pursuit of reaccreditation by the Association to Advance Collegiate Schools of Business International, maintenance of accredited status.

Consistent with Resolution RFIN 05-09-03, the CBA has undertaken initiatives to address the five items. This grant program is established to complement other initiatives by making funding available for faculty research, teaching, and service projects that are directly tied to any of the five objectives. It is especially intended to provide funding for projects that facilitate the goal of meeting accreditation standards including, but is not limited to:

- Progress toward Strategic Goals
- Faculty Qualifications and Engagement Standards
- Faculty Sufficiency (Participating/Supporting standards)
- Assurance of Learning (Assessment)

---

## Eligibility Information

All CBA faculty, including tenured, tenure-track, FERP, and lecturers may participate. CBA staff may not participate in this program. Lecturers who do not meet College faculty qualifications and engagement standards may receive grants only for activities that will lead to obtaining Scholarly Academic (SA), Practice Academic (PA), Scholarly Practitioner (SP), or Instructional Practitioner (IP) status. Tenured or tenure-track faculty who are not in SA or PA status may receive grant awards under this program only for activities that can lead to the obtaining of SA or PA status. All tenured/tenure-track faculty and lecturers who meet College qualifications and engagement standards, at the time of the grant submission, may be considered for awards to support any project or activity that meets the purpose of the program.

---

# Award Information

## Types and caps on awards

Awards will be given for proposals that describe projects or activities that meet the purpose of the program, up to the limit of funding allocated. Proposals may be submitted by individual faculty members or by groups, but in the case of group proposals, grant awards will be made individually to the members of the group. Awards for research-related proposals may be used to initiate new projects or complete ongoing projects. Awards may consist of stipends, course release time, and reimbursements for travel, software, equipment, data acquisition, and similar expenses as justified by the project or activity. No more than two course releases per academic year may be awarded to a single faculty member under this program, and no faculty member may be awarded a course release under this program that would result in an academic-year teaching load of fewer than 12 units. The maximum value of summer stipends that may be awarded per year is as follows:

Number of course releases awarded in academic year under this program	Maximum stipend award for academic year under this program
0	20% of base salary
1	10% of base salary
2	\$0

## Limitations on awards

- Tenured or tenure-track faculty who do not have SA or PA status as of the date of the grant application may only receive course release awards. They may not apply for stipend awards under this grant program. Lecturers who do not have SA, PA, SP, or IP status as of the date of the grant application may only apply for projects designed to enable them to attain and subsequently maintain status in one of these engagement categories.
- Projects that have multiple faculty investigators/participants will be funded according to the relative contributions of each participant as described in the project proposal. When the project includes contributions from non-CBA faculty, only the CBA faculty will receive funding under this program.
- Awards under this program must be for projects or activities that are substantially different from any projects that have obtained funding or support from another source, including summer support for newly hired faculty members.
- Stipend awards under this program are subject to the 125% of salary limitation in effect for the CSU.
- All applications for course releases under this program must be pre-approved by the chair of the applicant's department.
- FERP faculty may receive expense reimbursements or course-release time, but not stipends.

## Size and Disbursement of Awards

Awards for travel, software, equipment, data acquisition, and similar items are disbursed as the expenses are incurred.

## Types of Stipends

### New-start, Three-phase Award

A stipend for a new research project may be awarded up to \$15,000 with the funds being disbursed in three phases:

- Announcement of award: \$4,000
- Manuscript submission to a journal: \$3,000
- Publication in elite-level journal: \$8,000; non-elite-level journal: \$3,000

For the purpose of this grant program, elite journals are defined as (1) those journals appearing on the Jindal School of Management, University of Texas at Dallas, list of top business journals and/or (2) the Association of Business Schools list of “world elite journals.”

Funds for the second and third phases of the stipend will be encumbered at the time of the award. To avoid the accumulation of large balances of encumbered funds that might otherwise be used to fund new awards, time limits are placed on the submission and journal acceptance of manuscripts. A manuscript must be submitted within two years from the date on the award notification letter for the second phase payment to be made. If it is not submitted within two years, the grant award will be terminated and funds unencumbered. If it is submitted within two years, the manuscript must be accepted for publication within four years from the date on the award notification letter for the third phase payment to be made.

### Stipend Award

Consistent with the amounts listed for new research projects, a stipend for a teaching project, a service project, or to complete an in-progress research project may be awarded up to \$10,000. Award amounts for in-progress research projects are based on such considerations as the stage of the project, the amount of work still to be completed, and the probability of publication. Funds will be disbursed at the time of the award announcement.

---

## Application and submission information

Applications for funding will be made by completing a proposal and submitting it to the designated office on or before the due date for each round of awards.

Proposals will include the following:

- A cover form that identifies the investigators/participants and their roles in the project; summarizes the proposed budget broken down by investigator/participant; indicates a timeline for the project; indicates the type(s) and size(s) of awards sought; states the point of RFIN 05-09-03 that the project supports; and includes department-chair approval(s) for any course-release award(s) sought.
- An up-to-date copy of Schedule B for all tenured/tenure-track investigators/participants and the comparable schedule for lecturers provided by the department-chairs committee.
- A 3-page, single-spaced (12-point font) discussion section, expanding on the items in the cover sheet and organized according to the evaluation criteria given below.
- If one or more of the investigators/participants is already receiving support under a different grant program (including summer support for new faculty and sabbatical awards), one additional page must be included to describe how the proposed activity significantly differs from the already-funded project(s).
- If one or more of the investigators/participants has received funding under this grant program in a prior year, one additional page must be included, describing the outcomes and completion status for each such grant.

---

## Review and evaluation

A Graduate Fee Grant Committee (GFGC) will be responsible for administering this program. The GFGC will consist of seven members, one from each of the CBA departments plus the Director of Graduate Programs and the CBA associate dean. The five department chairs will each make known to the dean the name of a faculty member who has been selected to serve by the department. Department members may serve one-year terms; it is the individual department's responsibility to select a representative annually. Members of the Steering Committee (SC) are ineligible to serve.

The rated groups of proposals will then be evaluated by the GFGC to determine the best portfolio of awards to maximize the objectives of the program. GFGC members will recuse themselves from discussions and decisions that involve proposals in which they have a personal interest.

If an applicant was awarded funding in a prior cycle, the GFGC will consider the progress made on the earlier project(s) when evaluating the new application. A lack of progress toward the completion of a funded project, as defined by the timeline included within the application submitted for the project, will negatively impact the funding decision for the new application.

After award announcements have been made according to the schedule below, faculty members may appeal decisions of the GFGC to the CBA Steering Committee (SC). The chair of the SC, upon receiving notification of an appeal, will place the matter on the SC agenda and invite the appropriate parties to present their positions at the next available SC meeting. The SC will then rule on the appeal by majority vote. SC members will recuse themselves from discussions and decisions that involve proposals in which they have a personal interest.

---

## Evaluation criteria

The proposals will be ranked and evaluated according to the following dimensions:

***Dimension 1: Eligibility (must satisfy).*** The proposal must clearly and credibly indicate how the project satisfies one or more of the purposes of this grant program, including the point(s) RFIN 05-09-03. If investigators/participants are receiving funding from other sources, the proposal must differentiate the project from other funded activities. Failure to meet this dimension will disqualify the proposal from further consideration.

***Dimension 2: Significance (30 points).*** The proposal should describe the significance and potential impact of the project. Research projects must justify the importance of the research questions and the role of the project in sustaining an ongoing and credible stream of research. Teaching and service projects must justify the worth of the project to the CBA and how the project helps the college maintain accreditation or progress toward its strategic goals.

***Dimension 3: Methodology (30 points).*** Research projects must describe the research methodology and show that it is appropriate to the research questions. Teaching and service projects must identify specific tasks, outcomes, and deliverables that will result.

***Dimension 4: Management (30 points).*** Proposals must describe specific activities that will take place and give timelines for their completion, including deliverables and publishing plan. Funding requests must be listed, tied to activities, and justified in terms of the magnitude of the effort or expenses that will be incurred.

**Dimension 5: Personnel (10 points).** Key personnel must be listed and their qualifications explained and tied to specific project activities.

---

## Submission schedule

Proposals for grant awards under this program may be made at any time according to submission procedures to be published by the GFGC. The GFGC will batch the proposals into three review cycles per academic year, according to the following schedule:

<b>Cycle</b>	<b>Submission deadline</b>
1	February 1
2	April 20
3	October 15

The review process should normally be completed and award announcements made two weeks after the application deadline for each cycle.

Funding for this grant program is allocated on an academic-year basis, and there is no guarantee that sufficient funds will be available to permit awards to be made during every review cycle. Proposals submitted early in the academic year have a greater chance of obtaining funding than proposals submitted late in the year.

---

## Research Symposium

To increase the stature of the program and to foster a research culture, each recipient of a three-phase award will present his/her published research in a research symposium on campus.