1. **Purpose of Program**

The Graduate Business Professional Fee Grant Program is 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, Executive Order No. 1042, of the California State University. Grants awarded under Executive Order No. 1042 must address one or more of the following:

1. Enrollment growth in professional master’s degree programs in business, consistent with campus strategic plans;
2. 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;
3. Support for students through such means as providing internships and placement assistance at the completion of their graduate business programs;
4. Improvements in faculty recruitment and retention rates; and
5. For programs that seek accreditation by the Association to Advance Collegiate Schools of Business International, maintenance of accredited status.

Consistent with Executive Order No. 1042, the CBA has undertaken initiatives to address the five items. This grant program is established to complement other initiatives by making funding available to 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 not limited to:

   a) Progress toward Strategic Goals;
   b) Faculty Qualifications (AQ/PQ standards);
   c) Faculty Sufficiency (Participating/Supporting standards); and
   d) Assurance of Learning (Assessment).

The CBA Maintenance of Accreditation committee may from time to time establish and publicize the most urgent priorities for maintenance of accreditation.

2. **Eligibility Information**

All CBA faculty, including tenured, tenure-track, FERP and lecturers may participate. CBA staff may not participate in this program. Lecturers who are neither Academically Qualified (AQ) nor Professionally Qualified (PQ) may receive grants only for activities that will lead to obtaining AQ or PQ status. Tenured or tenure-track faculty who are not AQ may receive grant awards under this program only for research activities that can lead to publications in categories A-D and the obtaining of AQ status. All AQ tenure/tenure track faculty and all AQ or PQ lecturers, at the time of the grant submission, may receive awards to support any project or activity that meets the purpose of the program.

3. **Award Information**

3.1 **Type 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:

<table>
<thead>
<tr>
<th>Number of course releases awarded in academic year under this program</th>
<th>Maximum stipend award for academic year under this program</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>20% of base salary</td>
</tr>
<tr>
<td>1</td>
<td>10% of base salary</td>
</tr>
<tr>
<td>2</td>
<td>$0</td>
</tr>
</tbody>
</table>

3.2 Limitations on awards
a) Tenured or tenure-track faculty who do not have AQ 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 AQ or PQ status as of the date of the grant application may only apply for projects designed to enable them to attain and subsequently maintain AQ or PQ status.
b) 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.
c) 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.
d) Stipend awards under this program are subject to the 125% of salary limitation in effect for the CSU.
e) All applications for course release under this program must be pre-approved by the chair of the applicant's department.
f) FERP faculty may receive expense reimbursements or course-release time, but not stipends.

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

A stipend for a new research project may be awarded to 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."

A stipend for a teaching project, a service project, or to complete an in-progress research project may be awarded to up to $10,000 with the funds being disbursed at the time of the award announcement.

4. 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 year's round of awards.

Proposals will include the following:

a) A one-page 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...
Graduate Business Professional Fee Grant Program
College of Business Administration
San Diego State University

the Executive Order that the project supports; and includes department-chair approval(s) for any course-release award(s) sought.

b) 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.

c) 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.

d) If one or more of the investigators/participants are already receiving support under a different grant program (including summer support for new faculty), one additional page must be included to describe how the proposed activity significantly differs from the already-funded project(s).

e) If one or more of the investigators/participants have received funding under this grant program in a prior year, one additional page must be included for each such grant, describing the outcomes and completion status.

5. Review and evaluation

a) 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 elected to serve by the department. Department members may serve one-year terms; it is the individual department's responsibility to re-elect a new representative annually. Members of the Steering Committee (SC) are ineligible to serve.

b) All tenured and tenure-track faculty who submit proposals may be assigned by the GFGC to serve on one or more GFGC subcommittees to review proposals submitted by others during any of the four review cycles described in Section 7 below. Failure to fulfill this responsibility is grounds for disqualification from receiving an award. Each GFGC subcommittee will rate proposals assigned to it according to the evaluation criteria given in Section 6 below.

c) 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 decisions that involve proposals in which they have a personal interest.

d) 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 decisions that involve proposals in which they have a personal interest.

6. 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) of the Executive Order to which it relates. 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 (i.e. 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. If any personnel have received prior funding from this grant program, the outcome of such projects must be detailed.

7. 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:

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Submission deadline</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>February 1</td>
</tr>
<tr>
<td>2</td>
<td>April 20</td>
</tr>
<tr>
<td>3</td>
<td>October 15</td>
</tr>
</tbody>
</table>

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. After each review cycle, the associate dean will make known the amount of funding remaining to support additional projects.

8. Research Symposium
To increase the stature of the program and to foster a research culture, each successful applicant will present his/her manuscript in a research symposium.