**Project Title**

*Proposal for the CAQ’s Research Advisory Board Funding Grant*

Principle Investigator

Title

School/University

Email Address

Researcher Name

Title

School/University

Email Address

Any Additional Team Members

MONTH YEAR

*NOTE: This document is provided to serve as an example of what should be included in your proposal. You may use different headings for the sections in your proposal. This template is designed to illustrate the information that reviewers will be looking for as they evaluate your submittal. You may include any other additional information that you believe will assist in the review process.*

While there is no restriction on the number of pages, proposals should be focused and concise.

1. **Executive Summary**

* An executive summary of no more than two pages is required.
* This section should be written for a nonacademic audience.

1. **Motivation and Research Question**

* Provide a description of the research question and its importance to practice.
* Describe how your research fits into the existing literature by explaining how the proposed study builds on the extant research on the topic.

1. **Theoretical Predictions**

* Include a description of specific predictions, including theory-based explanations underlying those predictions.
* Research without specific predictions (e.g., interview, case study, survey) will also be considered, though you should include a description of how the research relates to theory.

1. **Research Methodology**

* Include a description of the proposed methodology, including the research design and key variables, if applicable, and the proposed methods of analysis.
* If you have developed a data collection protocol or have gathered data from a pilot study, include that information in your proposal.
* If you have created a database of observations from a secondary data source or sources include that information in your proposal submission.

1. **Summary of Contributions**

* Reiterate why your proposed research question is important and what impact you think the findings will have on practice.

1. **Timeline and Resources Requested**

* Include a description of the resources needed to complete your study, and what assistance will be required from the CAQ and its member firms:
  + - Requested funding
    - Access to audit professional staff, including experience level and number of staff required
    - Secondary data sources that will be used. Note that the CAQ will not cover direct expenses for databases such as Audit Analytics, Compustat, CRSP, etc.
* Include a timeline for data collection, analysis and report writing, or other milestones.
* Include an itemized budget with a rationale for your funding request.
* The CAQ requires a waiver of university overhead and will not pay for travel to conferences or for journal submission fees.
* CAQ member firms do not permit researchers to offer payment or gifts to audit personnel for participating in research studies.
* Provide a summary of your resource request in this section, with more detail as shown in Exhibit 1 (see below).

1. **Research Team**

* Identify proposed members of the research team, including a brief description of their roles (e.g., projectdirector, research assistant, etc.), and the estimated level of effort (in hours) proposed for each member.

1. **References**

* Provide a list of references cited in the proposal.

1. **Proposed Experimental Materials**

* For those proposing an experimental research study, if you have a nearly final data collection protocol, you may include it with your submission.

1. **Research Team CVs**

* Provide curriculum vitae for the proposed principal investigator and other key members of the research team.

**Exhibit 1**

**Timeline and Resources Requested**

*The timeline below is for illustrative purposes only, based on a sample behavioral research project that requires access to audit professionals.*

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Estimated Completion**  **Date** | **Estimated research**  **team hours** |
| Refine research question | Month Year |  |
| Submit data collection protocol to CAQ for review by firms | Month Year |  |
| Revise protocol based on firm comments; provide memo/explanation for how comments were addressed | Month Year |  |
| Data collection | Month Year |  |
| Data analysis | Month – Month Year |  |
| Draft research findings | Month – Month Year |  |
| *Total estimated research team hours* | |  |

|  |  |
| --- | --- |
| **Resource Requested** | **Estimate** |
| Auditor participants for field study   * Type of design, # per condition * Estimated time to complete | Number and level of audit professionals requested |
| Other |  |
| **Expenses** |  |
| List estimated stipend requested for each individual research team member, including research assistant support. | $$$ |
| Travel expenses to collect data. | $$$ |
| Other anticipated expenses… | $$$ |
| *Total monetary funds requested* | $$$$$$ |