

**FROM:** KTAG Grant Committee  
**SUBJECT:** Research Grant Proposals  
**DATE:** September 1, 2005

Attached you will find grant proposal guidelines for the Kellogg Team and Group Research Center (KTAG). Please read the guidelines carefully. Return all proposals to the Kellogg Team and Group Research Center:

Kellogg Team and Group Research Center  
Room 371, Leverone Hall  
Evanston campus  
(847) 467-6079  
email: [ktag@kellogg.northwestern.edu](mailto:ktag@kellogg.northwestern.edu)

**Proposals (4 copies) are due no later than October 15.**

# Kellogg Team and Group Research Center Grant Program Guidelines

## I. Applicants

Principal investigators must be affiliated with the Kellogg MORS Department as full-time faculty or graduate students during the grant period. Co-investigators need not be Northwestern faculty or students.

## II. Criteria

### A. Academic merit

1. Originality
2. Importance
3. Interdisciplinary nature
4. Academic-practice mix

### B. Promise

1. Likelihood of yielding publishable material
2. Appropriateness for Center working paper series
3. Likelihood of generating outside funding (Committee will look favorably on matching funds or seed money requests)
4. Likelihood of investigators making a contribution to Center activities

### C. Types of support

1. Subject compensation
2. Remuneration for required support personnel
3. Research support (e.g., hardware, software, communications, supplies, travel, funds for conferences)

## III. Schedule

A. *Regular requests.* There will be two cycles per year. Deadlines: April (decision May); deadline October (decision November).

B. *Ad hoc requests.* There will be continuous review for ad hoc requests for emergency funding and special requests such as travel. (Emergency = research will suffer from funding delay.)

## IV. Application Procedure

A. *Regular requests.* Submit four (4) copies to the KTAG assistant.

1. Contents
  - a. Cover form - see attached
  - b. Proposal (5 page limit) describing the research and justifying the request for funds

- c. Qualifications of proposer to carry out the research
  - d. Budget, including funding priorities, if appropriate
  - e. Statement of current or applied-for support
  - f. Vitae
  - g. For student proposers - name and telephone number of a faculty member familiar with student's work.
2. Referee procedure
- a. There will be a minimum of two readers, either the research committee members or outside referees selected by them.
  - b. Committee meeting to discuss proposals
  - c. Short summary of committee's decision for Executive Director
    - 1) Vote, with explanation, if not unanimous
    - 2) Budget modifications, if any
    - 3) Suggested feedback to proposer
  - d. Executive Director actions
    - 1) Concurrence - notification to proposer
    - 2) Downward revision - notification to proposer; justification to Committee
    - 3) Upward revision - notification to Committee, requires subsequent concurrence of two committee members

B. *Ad hoc support requests.* Submit four (4) copies to the KTAG assistant.

- 1. Request and brief justification
- 2. Recommendation reported to Executive Director
- 3. Executive Director actions
  - a. Concurrence - notification to proposer
  - b. Downward revision - notification to proposer; justification to Committee
  - c. Upward revision - notification to Committee, subsequent concurrence of two committee members.

## V. Product

In return for KTAG funding, KTAG requires a working paper from your study. This paper may be a conference presentation, manuscript submitted to a journal, technical report, or dissertation abstract. **This paper should be submitted no later than one (1) year from the end date of your funding** (see General Policy Guidelines on p. 5).

# KELLOGG TEAM AND GROUP RESEARCH CENTER GRANT PROGRAM APPLICATION

PROGRAM:    \_\_\_ Faculty grants  
              \_\_\_ Graduate student grants

SUBMITTED FOR REVIEW:

      \_\_\_ May    \_\_\_ October    \_\_\_(yyyy)  
      \_\_\_ AD HOC REVIEW (Submission date: \_\_\_\_\_)

NAME: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_  
\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

GRANT PERIOD: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

ABSTRACT (200 word statement of proposed research)

## GENERAL POLICY GUIDELINES FOR RESEARCH SUPPORT

When asking for funding for your research projects, please keep the following rules in mind:

1. Grants should be of a *modest size*, as KTAG only has a small amount of funds. Larger requests should be made to the department or another center, if appropriate.
2. If you are using approved MM work study students, the University will reimburse you for 80% of their costs up to \$7.50/hour. If you use undergraduate NU students, you will pay 30% of the total cost, the government pays the other 70%.
3. Summer support of \$1,000 (maximum) is available to *graduate students only*.
4. If student subjects are not being used, we will generally allow a maximum of \$10 per subject hour. In addition, a reason for not doing the research in class must be given to justify the cost.
5. If research is done using paid subjects, the standard subject proof-of-participation form must be used or it will be impossible to reimburse you. Ask KTAG for the form *BEFORE* you collect data.
6. If correct procedures are not followed, you will be held personally accountable for the expenditures.
7. All research using human subjects must be approved by the Northwestern University Human Subjects Committee.
8. Expenses for conference travel are not available at this time.
9. If you have previously received funding from KTAG, *you must submit a working paper* related to your previous project before you may apply for further funding from the Center.