

# IMA Research Foundation

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GUIDELINES FOR SUBMITTING RESEARCH PROPOSALS



The Association of  
Accountants and  
Financial Professionals  
in Business

# Guidelines for Proposal Submission

## Research Purpose and Scope

The IMA Research Foundation (IRF) encourages submission of innovative research proposals in the area of accounting and finance by both academics and practitioners. The proposals should clearly communicate the purpose and scope of the proposed research project and how it relates to primary management accounting activities such as decision support, planning, and control.

## Eligibility of Researcher(s)

The principal researcher must be a full-time faculty member at an accredited college or university or an industry practitioner with appropriate research experience, credentials, and/or certification.

## Required Content for all Submissions

Please review the [IMA Application Portal](#) as each of the proposal components need to be uploaded as separate documents. Please note that the research proposal primary content and the expectations should NOT include any author details, such as authors' names, affiliations, phone number, email address, and others identifiable information. Each proposal should be submitted electronically (PDF or Word format) and must include each of the items listed below:

- 1) Cover letter addressing the value of the research to the management accounting profession and practitioner.
- 2) Research proposal primary content, including:
  - a) Abstract with clearly defined research questions and value statement.
  - b) Research objectives with clearly delineated research questions.
  - c) Research methodology: field research, survey, experiment, etc.
  - d) Background and/or theoretical foundation.
  - e) A description of how the research may contribute to the management accounting profession, including implications for practice and future research.
  - f) Use of human subjects: If the research proposal involves human subjects, the researcher(s) must provide a written statement of assurance stating that the

rights of the human subjects will be protected and that all subjects will provide informed consent. Principal investigators from institutions with an institutional review board or human subject research committee are required to provide a letter of approval from their board.

- 3) Expectations:
  - a) A research timeline that includes at least one progress report and due date for each proposed deliverable.
  - b) A list of expected project deliverables. At least one of these must be an IMA deliverable, which include submission of an article for consideration toward publication in *Strategic Finance* or *Management Accounting Quarterly*, a case study to the *IMA Educational Case Journal (IECJ)*, a Statement on Management Accounting (SMA), and a C-suite report published by IMA geared toward the finance professional. Additional deliverables may include refereed academic journal articles, books, other practitioner publications, content for webcasts or training seminars, conference presentations, practice guides, or other resources useful for practitioners in the management accounting profession.
  - c) Budget with appropriate level of detail for all expenses. The IRF does not fund overhead or fringe benefits.
- 4) Researcher Background:
  - a) Each researcher's previous experience in the research area. Although the proposal should stand on its own, examples of relevant work in the area, such as articles or working papers, may be submitted.
  - b) Summary of each researcher's qualifications that includes an appendix containing an abbreviated curricula vitae for all researchers (10-page maximum per researcher).

**Researchers who are not members of IMA® (Institute of Management Accountants) and receive a grant from the IRF are expected to join IMA within 60 days of notification of funding.**

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## Costs Eligible for Funding

**The following categories of costs are eligible for reimbursement:**

- a) Payment to research assistants for tasks defined in the project's budget.
- b) Purchase or rental of custom/special data sets or software.
- c) Transportation and other costs for data collection and developing research engagement/partnership arrangements.
- d) Data entry, supplies, word processing, copying, telephone, postage, transcription, subject stipends.
- e) Other reasonable costs associated with project.
- f) Nominal stipends may be considered. Funds for IRF grants are typically paid to the principal researcher's university, college, or company. The IRF does not pay overhead or administration fees that may be charged by these types of institutions.

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## Address for Proposal Submissions

**For submission of IMA grant applications please use the [IMA Application Portal](#). Proposals and questions about the IRF research program should be sent to:**

Kerry Butkera  
Project Manager  
Research and Thought Leadership  
research@imanet.org  
(800) 638-4427, ext. 1546  
+1 (201) 474-1546

**Specific questions about the research program should be submitted to:**

Qi "Susie" Duong, PhD, CMA, CPA, CIA, EA  
Director of Research  
research@imanet.org

**Our goal is to provide responses to research proposals within 90 days of receipt.**

There are no submission deadlines for grant proposals.

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## Requirements Upon Funding

Researchers are required to acknowledge IMA Research Foundation funding received in any publication resulting from the funded project. We recommend the following statement, "This article is based on research funded by an IMA Research Foundation Academic Grant."

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## About the IMA Research Foundation

The IMA Research Foundation (IRF) is a 501(c)(3) nonprofit, educational organization formed in 1994 as an entity affiliated with IMA. The IRF's mission is to assist with the funding, development, and dissemination of timely research that assists accountants and financial professionals in their roles. All research projects funded by the IRF are evaluated based on their potential to contribute to the "body of knowledge" available to the members of IMA and the management accounting profession as a whole. For more information about the IRF, visit [www.imanet.org/educators/research-foundation](http://www.imanet.org/educators/research-foundation).

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## About IMA

Institute of Management Accountants (IMA) is one of the largest and most respected associations focused exclusively on advancing the management accounting profession. Globally, IMA supports the profession through research, the CMA® (Certified Management Accountant) and CSCA® (Certified in Strategy and Competitive Analysis) programs, continuing education, networking, and advocacy of the highest ethical business practices. Twice named Professional Body of the Year by The Accountant/International Accounting Bulletin, IMA has a global network of about 140,000 members in 150 countries and 350 professional and student chapters. Headquartered in Montvale, N.J., USA, IMA provides localized services through its four global regions: The Americas, Asia/Pacific, Europe and Middle East/India. For more information about IMA, please visit [www.imanet.org](http://www.imanet.org).