

IMA Research Foundation

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 proposal should clearly communicate the purpose and scope of the proposed research 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's 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 practitioners.
- 2) Research proposal's primary content, including:
 - a) Abstract with clearly defined research objectives and value statement.
 - b) Research objectives with clearly delineated research questions.
 - c) Research methodology: description of the archival data used, the designs of the field research, survey, or 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 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 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 should provide a letter of approval from their board, either at the application stage or before the funds for data collection can be released.

- 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 *Management Accounting Quarterly*, a case study to the *IMA Educational Case Journal (IECJ)*, and a C-suite report published by IMA geared toward the finance professional or *Strategic Finance*. Additional deliverables may include referred 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 for researchers.
- 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 (4-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 (see the last section of this guideline).

Costs Eligible for Funding

The following categories of costs are eligible for reimbursement:

- a) Payment and associated fringe benefits for research assistants, for tasks defined in the project's budget.
- b) Purchase or rental of custom/special datasets or software.
- c) Transportation, including costs for data collection and developing research engagement/partnership arrangements that directly benefit the research.
- d) Data entry, supplies, word processing, copying, telephone, postage, transcription, and payments to human subjects (e.g., experiment participants and survey respondents).
- 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.

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
IMA
Senior Vendor & Community Manager
research@imanet.org

Specific questions about the research program should be submitted to:
research@imanet.org

Upon receipt of proposal, IMA staff and/or grant program chair will first review your submission for completeness before sending it to reviewers for review. In case in-depth reviews are not received in time, chairs will request additional reviews. Our goal is to provide feedback within 90 days in each round of revisions.

There are no submission deadlines for grant proposals.

Requirements Upon Funding

Researchers are required to acknowledge IMA Research Foundation 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."

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 [IMA Research Foundation | IMA](#)

About IMA's Academic Membership

IMA's Academic Membership equips professors with an array of high-quality teaching and research tools—including ethics curricula, case studies, webinars, and mentoring programs—designed specifically for academic professionals. Additionally, members enjoy exclusive access to curriculum support materials, are eligible for academic awards and publishing opportunities, and may pursue the CMA certification at no extra cost. For more information about IMA's academic members, please visit [IMA Academic Membership | IMA](#)