



## **Project Management Institute Educational Foundation**

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### **PMI Educational Foundation (PMIEF) Doctoral Research Grant Program Instructions for Preparation and Submission of Research Proposal**

Applicants are requested to submit a 5-page proposal. Authors are required to structure their proposals using the following outline.

#### **COVER PAGE (not counted in the 5-page limit)**

1. Title of the Research Project
2. Name, Title and Institutional Affiliation of the Student Principal Investigator
3. Investigator's Email Address
4. Name, Title and Institutional Affiliation of Doctoral Research Faculty Advisor
5. Signature of Faculty Advisor
6. Name of and contact information for the Grants Administrator at the University of the student principal investigator.
7. Identify whether the research project is a stand alone study or part of a larger research study. If the later, provide the name of the larger research study.
8. Project Summary/Abstract
  - The abstract should be no more than 250 words. Include a statement of the problem that the proposed research will address, the type(s) of methods used (quantitative, qualitative, mixed methods, etc.), the sample size, where the study will be conducted, analysis tools, and amount requested from PMIEF.
9. Key Words
  - List three key words that describe the project for the purpose of a "key word search." The words "global" and "project management" are not acceptable as key words.

#### **PROPOSAL BODY**

1. Research Question and Significance
  - Clearly state the research question that the study will address. State how your research is innovative, how the proposed study provides a fresh perspective on the preferred research subject posted on the PMIEF web site or other research topic relevant to project, program, and/or portfolio management;, or how the study will improve project, program and/or portfolio management tools, processes, and/or technologies.
  - Very briefly, embed your research question in the context of the research area that led to the proposal.
  - A statement of how the research will increase knowledge in the field and will improve the practice of project, program, and/or portfolio management.



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2. Specific Aims – a bulleted list with a one sentence description of each aim
  - Aims are the objectives of the research project—what you intend to accomplish by the close of the project. The aims are to be clear, focused, concise statements that elaborate on or “unpack” the research question.
  - The aims should flow directly from the research question, and the methodology used in the study should relate directly to the aims.
  - The project should have no more than three specific aims.
  
3. Literature Review
  - Relevant Literature. In this section, demonstrate not only knowledge of relevant strands of literature but also a critical assessment of them with up-to-date references. Use this section to show existing gaps or discrepancies in knowledge within the area of your research. In some cases the proposal represents a completely new direction or line of research, while in others it is part of a continuing program in an area in which the investigator or the doctoral thesis faculty advisor has been engaged. If the proposed project is part of an ongoing program of research for which you have already done a full literature review, summarize the literature in this section. If you intend only to update the literature as part of the current proposal, demonstrate that the baseline literature review is actually complete, and append the full review as an Appendix to the proposal.
  - Preliminary Studies. If previous work has been undertaken (e.g., pilot or exploratory study, phase I research), summarize the results in a paragraph in this section. If you have an existing questionnaire (one that has been used in a pilot or on-going study relevant to this proposal) mention it here and provide details in the section, “Data Collection Methods.” If you plan to use the questionnaire in the proposed study, attach it as an Appendix. Explain the relationship between your earlier study(ies) and the proposed research.
  
4. Methodology
  - Research Design/General Methodological Approach. In this section, provide an overview of the research design, including a summary of the methods of procedures and a justification for the approach.
  - Methods of Procedure. In this section be specific about the procedures that will be used in the study
  - Sample Size and Description – If the project encompasses survey research, include the type of sample, target and expected number of survey respondents, the source of respondents, stratification variables, etc. If case studies are proposed, provide number of cases, interviews per case, source of respondents, number, type, and length of interviews within strata, etc. Describe significant sampling characteristics (e.g. job titles/positions), location, types of industries/organizations, methods of access, etc. If other qualitative approaches are proposed, describe them (e.g., ethnography, document review, focus groups (number, participants, etc.)).
  - Data Collection Methods – show how the data will be collected. If an existing questionnaire will be used, describe its relevance to the proposed study, how it



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has been used in the past and cite its source; if a pilot questionnaire has been developed and used by the investigator in a preliminary study, attach it as an Appendix; if an original questionnaire will be developed, provide an outline of the proposed data categories in which questions will be constructed. For interviews, provide a draft of the proposed interview schedule(s) including, at minimum, the list of topical data categories that will be addressed.

### 5. Data Analysis Plan

- Describe how both quantitative and/or qualitative data will be analyzed. For example, how will field notes from interviews and the contents of documents be managed, analyzed, and interpreted? What types of statistical techniques will be applied to the data? Justify the analysis plan that is selected.

### 6. Deliverables and Methods of Dissemination

- Format the section on Deliverables, using the frame of the chart below. (The information on the chart below is an example only.) Narrative can further explain planned methods of dissemination.

Type	Planned Target/ Site/Outlet	Planned Date
Presentation	PMI Research Conference	
Journal article	Academy of Management Review	
Research Manuscript	PMI	

### 7. Project Time Frame and Schedule of Activities

- Format the project's timeline and schedule of activities, using the chart below. Detail the methods of procedure, including activities related to your methodology. The chart below contains examples of steps that might be included. Be specific.

Methods of Procedure	Planned Start Date	Planned Finish Date
1. Complete literature review		
2. Identify Sampling Frame		
3. Sample Selection		
4. Draft Instruments and Protocols		
5. Pilot Testing of Questionnaires		
6. Revision of Instruments		
7. Survey Administration		
8. Data Analysis		
9. Report Writing		



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Methods of Procedure	Planned Start Date	Planned Finish Date
1. Complete literature review		
2. Selection of Cases		
3. Develop interview schedules/protocols		
4. Field research – conduct interviews		
5. Document Review - gather documents		
6. Shaping research questions/propositions		
7. Content Analysis of Documents		
8. Content Analyze Interviews		
9. Project Budget		

- Display the project budget using the template below. (Data in the chart are only examples.) In the “Other Expense” category, list items such as travel associated with data collection, travel to conferences, supplies, etc.

<b>HARDWARE:</b>		<b>IN-KIND SUPPORT</b>		<b>PMIEF FUNDING</b>	<b>OTHER FUNDING</b>	
Description	Use	Source	Amount	Amount	Source	Amount
Server	Web support	University		K\$ 1.2		
<b>SOFTWARE:</b>		<b>IN-KIND SUPPORT</b>		<b>PMIEF FUNDING</b>	<b>OTHER FUNDING</b>	
Description	Use	Source	Amount	Amount	Source	Amount
Web sphere	KM tool			K\$ 10		
<b>PERSONNEL:</b>		<b>IN-KIND SUPPORT</b>		<b>PMIEF FUNDING</b>	<b>OTHER FUNDING</b>	
Name	Role in Project	Source	Amount	Amount	Source	Amount
<b>OTHER EXPENSES:</b>		<b>IN-KIND SUPPORT</b>		<b>PMIEF FUNDING</b>	<b>OTHER FUNDING</b>	
Type		Source	Amount	Amount	Source	Amount
Travel						



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### 9. Project Team

- List names, title, affiliations, detail role on the project, and field of specialization on template and attach CVs/résumés as an Appendix. Include all team members, including consultants.

<b>Name</b>	<b>Title</b>	<b>Affiliation</b>	<b>Role on the Project</b>	<b>Area of Specialization</b>

### 10. Bibliography/Works Cited

- In this section include references only for those works cited in the proposal. PMI's editorial guidelines adhere to the system of grammar, usage and documentation outlined in the Publication Manual of the American Psychological Association (APA 5th Edition). Please refer to this source for specific formatting and style information, not addressed elsewhere on the PMI Sponsored Research site.

#### APPENDICES (not counted in 5-page proposal limit)

The following items are required appendices to the proposal.

- CVs of key project staff, including student principle investigator and the doctoral research faculty advisor.
- A signed letter from applicant's Institutional Review Board/, Research Ethics Committee, or Grants Administration Office stating that there is an ethics review process required at their university through which all grants must pass. If the ethics review has not been completed, the letter should confirm that the study is undergoing ethics review simultaneous to the PMIEF's review cycle, so that, if funded, the project could proceed.
- If stated previously that the literature review is complete or that an existing questionnaire will be used in the study, attach as an Appendix