



# PMI SPONSORED RESEARCH PROGRAM 2012 ELIGIBILITY CRITERIA AND EVALUATION PROCESS

## ELIGIBILITY CRITERIA

- Academic researchers at accredited colleges/universities and non-profit research institutes are eligible for PMI sponsored research funding. Independent consultants or consulting firms and other for-profit enterprises are not eligible. No grants are made to individuals.
- Consultants and practitioners may be members of the research team, but cannot be principal investigators unless they have an academic appointment at an eligible organization, i.e., university/non-profit research institute. Consultants and/or practitioners on the research team who do not hold a university appointment may be paid as independent contractors by the university receiving the grant.
- Students may be members of the research team but cannot be principal investigators. Doctoral students may wish to apply for the Doctoral Research Grant, administered by the PMI Educational Foundation which operates two funding cycles during each year. See <http://www.pmi.org/pmief/scholarship/doctoral-research.asp> for more information. Students who receive a Doctoral Research Grant are not eligible to participate in a PMI Sponsored Research Project on the same topic.
- Investigators may submit **no more than three** proposals in a grant cycle. This rule holds irrespective of the author's role on the project (i.e., principal investigator, co-investigator, researcher, consultant, etc.).
- Applicants who have a current PMI Sponsored Research Grant are eligible for a new award **only if** the final manuscript for the active project has been **submitted to and approved** by PMI Academic Resources by the date on which second round proposals are due—**31 August**— in the new funding cycle.
- If an institution currently has an active PMI Sponsored Research Grant, PMI will consider funding another proposal from a different investigator at this university/institution in the new funding cycle. However, PMI Academic Resources reserves the right to omit from consideration proposals from the institution in question based on the track record of its current and past investigators on previously funded PMI projects.
- A university/academic department is **eligible for only one grant** in a funding cycle. However, if a university has more than one project management program, for example, a program in the School of Business and another in the School of Engineering, these will be considered separate institutions, each eligible for an award.

- Proposed research must advance academic knowledge and have implications for practice.
- Historical research will not be considered.
- Applicants are subject to a Homeland Security Check

## REQUIRED FORMS AND DOCUMENTATION

The following forms/documents must accompany the proposal. **If any of these forms are incomplete or missing from the submission package, the proposal will not be reviewed.**

- PMI Sponsored Research Cover Sheet – Complete the Cover Sheet according to the directions provided. Download at <http://sponsoredresearch.pmi.org/research/index.cfm> .  
**It is essential to list the key words on the Cover Sheet.** Please pay careful attention to the selection of key terms since they provide an index of topics under consideration for funding. They also assist with comparison of manuscripts and help to identify areas of focus in the PMI Sponsored Research Program. The term, “project management”, cannot be a key word since all proposals are focused on topics in the field of project management. However, “program management” or “portfolio management” are appropriate key terms.
- IRB/Ethics Committee Documentation - Proof of submission to the University/Institutional IRB/Ethics Committee, if required at principal investigator’s university, must accompany the proposal. If approval has been granted, attach the IRB/Ethics Committee’s letter of approval; if the request has been submitted by the investigator, but the research proposal has not yet been reviewed, attach the proof of submission to the IRB. If the university/institution has no IRB, Research Ethics Committee, or any requirement to protect human subjects, and there is no legal requirement to do so, attach a letter of confirmation from the university/institutional grants administrator explicitly stating this.
- “How did you Hear?” Form - is a required piece of the proposal package. Download it at <http://sponsoredresearch.pmi.org/research/index.cfm> . This form helps PMI Academic Resources staff to more directly target future announcements to the academic community.

## FORMAT

Proposals that do not conform to the formatting guidelines will not be reviewed. **The body of the proposal cannot exceed 3 pages.**

- Font – Acceptable font types are 12 point Arial or Times New Roman.
- Margins – Margins must be a minimum of one inch on all sides of the page.
- Spacing - Papers should be single-spaced.
- Page Numbering - Pages must be numbered consecutively in lower right corner.
- Header - The proposal title must appear in the document header.
- Exclusions - Since proposals are subject to blind review, all identifying information must be removed from the body of the proposal. This includes reference to the author’s previously published work in the narrative and in the list of references.
- Proposals must be submitted as PDF document.

## **REVIEW PROCESS**

The PMI Sponsored Research Program uses a two-stage review process. In the first stage, applicants submit a three-page proposal which is subject to blind review. Those chosen to advance to the second round are required to submit a ten-page proposal, and at that stage the project team's qualifications are assessed.

Proposals in Round 1 are reviewed by a Peer Review Committee. Those advancing to Round 2 are reviewed by the Manager of Academic Resources and the Academic Member Advisory Group based on a set of criteria that include:

- The research question(s) and its significance to the field of project management; the recognized and justified managerial problem that the research will address
- Proper theoretical grounding of the research question
- The methodological approach and its relevance to the research question
- The knowledge gaps that the research will fill and/or how the results will build on existing work.
- Proposals for applied research should address the extent to which the outcomes of the project are "practitioner-ready." That is, applicants should address in the proposal the "readiness for application" of the eventual research findings.
- Proposals that address theoretical or conceptual questions should address future implications of the research findings.
- Experience and qualifications of the project team to execute the research
- Adequacy of financial resources

## **FUNDING DECISIONS**

Final funding decisions are made in late October and applicants are informed by 10 November. Grantees receive a Project Implementation and Reporting Package from PMI with the announcement of the award.

## **RESEARCH AGREEMENT**

- The Research Agreement is mailed to the grants administrator at the funded university/ institution by November 2012.
- Parties to the Agreement are PMI and the university/institution with which the principal investigator is affiliated. No grants are made to individuals.
- When multiple investigators from different universities/institutions are on the grant, the parties to the Research Agreement will be PMI and the university/institution with which the lead investigator is affiliated. The lead investigator's university/institution will be responsible for executing sub-contracts with the universities/institutions of co-investigators on the research grant.
- PMI funding cannot be used by the university/research institute for indirect costs.
- Research agreements between PMI and the university are reviewed and signed between 10 November and 31 December of the proposal year.
- To view a sample of the standard Research Agreement, visit [PMI](#).
- All grants begin on 01 January of 2013, provided the Research Agreement is executed in accordance with the timeline.

## **DELIVERABLES**

If a project is funded, the major deliverable is a manuscript suitable for publication as a PMI monograph, formatted according to the PMI Manuscript Guidelines, which are provided at the time of grant award. In addition, the following items must accompany the final report:

- A 600 word abstract
- A 3-5 page Executive Summary for internal PMI use only which includes
  - The research question
  - Context of the research
  - Brief overview of methodology
  - Clearly stated project findings
  - Implications for practice or immediate application when possible
- A 2-5 page Executive Summary for publication
- A short Brainshark presentation

## **HOW TO SUBMIT**

Full instructions on how to submit the three-page proposal can be found at [PMI.org](http://PMI.org).

Proposals must be submitted electronically via  
<http://sponsoredresearch.pmi.org/research/index.cfm>