

GUIDELINES FOR RESEARCH PROPOSALS SUBMITTED TO ICCHE FOR FUNDING CONSIDERATION

The Illinois Council on Continuing Higher Education (ICCHE) supports research being conducted and published related to continuing higher education in Illinois. To stimulate more research on this topic, ICCHE makes available each year an award of up to \$2,000. Presentation of the research material is expected during the Friday session of the annual ICCHE Conference in the year following the award notification. Proposals for funding should be prepared according to the following guidelines and submitted to the Research and Scholarship Committee. The Research and Scholarship Committee shall review the proposals and make recommendations to the board for final approval.

Eligibility

Research proposals are welcomed from institutional or individual members of ICCHE. Proposals are also invited from interested and capable persons associated with an ICCHE institution willing to conduct research germane to ICCHE priorities. When submitted to the ICCHE Research and Scholarship Committee, the latter proposals should be accompanied by a written recommendation from an ICCHE member at the researcher's institution.

Members of the Research and Scholarship Committee are not excluded from submitting research proposals. Members submitting proposals will be excluded from the review process; in the event that person is the chairperson, a chairperson *pro-tem* will be appointed.

Proposal Format

The proposal should include a clear and concise:

1. introduction and background to the study
2. statement of the problem to be studied
3. need and justification for the study
4. methodology to be used for gathering and analyzing the data
5. statement assuring confidentiality of respondents in the study
6. short bibliography of reviewed literature
7. a complete and itemized budget showing major uses of funds e.g. postage, travel, cost of survey forms, computer time, telephone, miscellaneous supplies, etc. Funds are not provided for wages, honorariums, or capital items.

The proposal should not normally be in excess of ten pages and the proposal should be submitted electronically. A copy of the research instrument(s) should be provided with the copy of the proposal. If the proposal includes the development of an instrument, then sample questions and likely format of the instrument(s) should be explained.

Submission Deadline

Proposals will be reviewed to act upon at the annual meeting in February and must be received by the chair no later than **January 15** of each year. If funds for the current year have been expended, the researcher(s) will be asked if they wish to have the proposal held over and

reviewed for funding in the next fiscal period or if the proposal is to be withdrawn from consideration.

The proposals will be considered by the Research and Scholarship Committee prior to the annual meeting of ICCHE, prioritized and presented to the board for action at that annual meeting. The board will determine the total amount available and grants will be awarded until the funds are expended.

Reporting of Research Results

The researcher(s) shall provide a final written research report to the ICCHE Research and Scholarship Committee chairperson. The researcher(s) are also expected to make a formal presentation of their research at the ICCHE annual meeting. The findings present in that text/presentation should include the following:

1. abstract
2. statement of the problem
3. method of inquiry
4. results
5. conclusions and recommendations
6. summary

The final written research report should be submitted ten months from the date of notification of acceptance of the proposal. The committee chair will entertain a written request for an additional six months extension in the event of extenuating or mitigating circumstances. The final report should be accompanied by an accounting verifying how the grant monies were expended.

Dissemination of Results

ICCHE, as the granting organization, agrees to publish the final report or an abstract and to distribute it to the membership of ICCHE and to those other members of institutions which the Research and Scholarship Committee deem appropriate. (The publication may be either a separate document or included in the ICCHE annual meetings proceedings.) If results are published other than by ICCHE, the research is expected to acknowledge the ICCHE support.

Proposals submitted by the **January 15** of each year deadline should be e-mailed to the chair of the ICCHE Research and Scholarship Task Force at Omer Pamukcu at Omer.Pamukcu@phoenix.edu

Further suggestions for research proposals

- How do student outcomes compare between traditionally formatted and nontraditionally formatted classes?
- How effective are collaborations between higher education institutions?
- What are effective leadership skills for continuing education administrators?

- What are effective structures for continuing education units (i.e., centralization vs. decentralization)?
- What is the impact of part-time faculty in continuing education?
- What models provide effective service to under served populations?
- What role should continuing education play in economic development?
- What are the indicators of quality for noncredit continuing education classes?

Research Proposal Evaluation Criteria

1. The proposed study addresses a problem of major significance to Illinois Council on Continuing Higher Education.
2. The results of the completed project could be used in more than one collegiate institution.
3. The plan provides for review of pertinent research related to the study.
4. The study makes clear in both design and procedure the unique features of the approach.
5. There are specific objectives of the proposed research stated in a definite, clear fashion.
6. There is a clear definition given for the analysis and treatment of data and the type of evaluation which will be used to interpreting data.
7. Technicians have been consulted if the research is highly technical.
8. There is an indication of adequate personnel available to carry out the study.
9. There is an itemized budget consistent with ICCHE guidelines.