



ACCA RESEARCH PROGRAMME FUNDING

**Guidelines for applicants
2 July 2007**

1. ACCA – the sponsor

As the leading international accountancy body, ACCA operates in a challenging environment: global, continually evolving and increasingly competitive. Augmenting ACCA's strong position in a worldwide market is ACCA's well-respected research programme, generating high-profile, high-quality, cutting-edge research with global focus, wide dissemination and strong emphasis on public policy influence and practical value. This research programme underpins ACCA's Royal Charter, which confirms ACCA's commitment 'to advance the science of accountancy, financial management, and cognate subjects'. Additionally, it adds value to our members, contributing to ACCA's reputation and influence worldwide.

ACCA welcomes and encourages applications for research grants that seek to address any of the issues outlined in its research strategy document, *Global insight into responsible business* (available for download at www.accaglobal.com/research). There are no minimum or maximum grant amounts funded, although typically grants are made between £5,000 and £20,000. Applications from multi-disciplines are encouraged where appropriate; additionally, ACCA is happy to consider and will sometimes pursue joint support for applications with other organisations such as government departments, research councils and other respected organisations around the world.

As would be expected of a world-class research programme, all successful research applications will go through a review process before being put before ACCA's Research Committee for final approval.

Before applying for ACCA research funding, please read the guidance below.

2. Applications

All research proposals must be submitted using the research proposal form, which is available to download from www.accaglobal.com/research

Please note the maximum word limit of 3,000 words, which includes references and appendices.

Proposals must comprise all of the following, clearly headlined, succinct sections.

1. Brief overview – around 200/300 words.
2. Background and research proposed (ie the need for the research; its relevance to ACCA and members; what's already known, drawing from academic/practitioner literature; how the research will develop knowledge at a practical and policy level; the international relevance of the research) around 1000 words.
3. Aims and objectives – bulleted preferred. As a sub-section, please briefly outline the link between your project and ACCA's research interests, which are outlined in the research strategy document Global insight into responsible business, downloadable from www.accaglobal.com/research
4. Method(s) – provide full detail re sampling and expected response rates, and include a brief (eg 250 words) rationale for the choice of method(s) selected.
5. Timing – Gantt chart preferred. Provide a clear and firm timeframe with milestones indicated. Incorporate at least two meetings (the exact number will depend on the length of the project) between the researcher(s) and ACCA's research staff: one meeting at month one to discuss and agree scope of work, milestones, dates etc; another at interim reporting stage to allow discussions on progress and findings. As a guide, interim reporting is generally expected between data collection and analysis stages of the project. Reasonable expenses incurred when attending these meetings will be paid – see separate section, below.

6. Output – this should include:
 - interim reporting
 - a final report, which in addition to the main body of work must include an executive summary and public policy related recommendations – any literature review and complex statistical information/analysis should be annexed (ie appear as appendices)
 - article for ACCA's member publication, accounting and business
 - attendance/presentation, as appropriate, at an ACCA-hosted event related to the research (for which reasonable expenses incurred will be paid).

7. Amount requested – provide a clear and detailed breakdown of costs that will be incurred – if agreed, this will be the contracted amount for the research. Note that, although ACCA will pay VAT, the amount requested must be shown without the VAT included. Refer to separate section below for further guidance on costing.

8. CV – an electronic copy of the curriculum vitae* of each researcher must accompany the proposal form. If an organisation other than a University is involved in conducting research, then details of the employing organisation must be provided, including an outline of relevant research experience.

*Each CV must have a maximum of five pages.

3. Costs

A clear and detailed breakdown of costs that will be incurred must be provided – if agreed, this will be the contracted amount for the research. Note that, although ACCA will pay VAT, the amount requested must be shown without the VAT included.

ACCA AND FULL ECONOMIC COSTING

Despite the introduction in the UK of Full Economic Costing in 2005, ACCA, through its charitable arm which is responsible for funding research – Chartered Accountants' Educational Trust (CAET) – does not provide the full payment of research costs, which in general are paid to HEIs (Higher Education Institutions) by funding organisations, including overheads.

In recognition of the value placed on research funding by charitable organisations such as CAET, Full Economic Costing arrangements accept that – providing a charity meets certain fundamental criteria (which CAET does) – research grants from such organisations need not cover overheads/indirect costs. As such, in 2005, the Charity Research Support Fund was announced by HEFCE (the Higher Education Funding Council for England). This fund provides universities (those with good RAE ratings) with a separate stream of funding which, although universities may choose to allocate as they see fit, most universities are likely to use to provide cover for the missing funding element.

Thus, in practice, most researchers, including those in 'self-financing' research institutes, will receive some support from the parent university, with that parent university allowed to 'claim' the research income. But this is clearly an arrangement for researchers/parent bodies to agree amongst themselves: ACCA/CAET does not enter into such arrangements.

ACCA/CAET, like its competitors and other charitable organisations that fund research (such as the Wellcome Foundation and the majority of Medical Research Charities), continues not to pay anything other than direct costs for research.

These principles – of funding direct, and not indirect costs – remain the same for applications submitted by researchers from any part of the world.

COSTS: DETAILED GUIDANCE

ACCA/CAET will consider meeting only those costs that fall under the following headings and meet the following specific criteria.

Staff costs

Expenditure for research and support staff may be requested, both for full-time or part-time contract posts. In addition, reasonable costs to buy out teaching time will be considered, but full details (number of hours; nature of staff buyout; cost per hour) must be provided

Travel and subsistence

Estimates of, and justification for, all travel and subsistence costs directly relating to data collection must be provided.

It is very unlikely that expenses relating to attendance of conferences will be considered.

All reasonable expenses for travel and subsistence in relation to attending project meetings with ACCA will be supported and must be detailed in the proposal.

All reasonable expenses for travel and subsistence in relation to presenting findings at an event hosted by ACCA to support publication of the research will be met by ACCA, but must not be included in the proposal.

Consumables

The following items may be considered if the necessary justification* is provided: stationery, audio or video tapes, specialist publications that cannot be obtained through the applicant's institution, computing stationery and software licences specifically required for the project, equipment rental charges.

*for applications submitted from universities, this will be issued from the appropriate budget or accounting officer (eg head of department; dean; research and enterprise office).

Exceptional items

The following items may be considered but the requirement must be fully explained and costs detailed: subject/interviewee fees, tape transcription costs, copyright permission fees.

Equipment

It is very unlikely that claims for equipment will be supported.

4. Submitting an application

The completed application form must be submitted electronically to ACCA's head of research, at caroline.oades@accaglobal.com

Your application will be acknowledged and you may be contacted for further information.

The decision of whether to fund a proposal lies with ACCA's research committee, whose decision is final.

Key dates for receipt of proposals, including deadlines as well as dates on which decisions will be advised, are posted at www.accaglobal.com/research

Proposals received after the deadline indicated will not be put forward for the following meeting but instead will be treated as being submitted for the meeting following the one missed.

TECH-RES-GUIDE.DOC

The Association of Chartered Certified Accountants

29 Lincoln's Inn Fields London WC2A 3EE United Kingdom

tel: +44 (0)20 7059 5976 fax: +44 (0)20 7059 5730 www.accaglobal.com