



FACULTY  
RESEARCH  
HANDBOOK  
2021-2022

COLLEGE  
OF  
BUSINESS





# COLLEGE OF BUSINESS

*Illinois State University*

July 20, 2021

Dear Colleague:

The College of Business and Illinois State University consider faculty research a critical component of academic life. The College's research strategy seeks to achieve the COB mission where excellence in research is valued, as such knowledge serves as a cornerstone for developing skilled and ethical business professionals and building organizations to serve communities and society. Our core values emphasize a dedication to knowledge-creation and recognizes that intellectual contributions of high-quality scholarship are directly related to excellence in the classroom and in our service activities.

We believe in a balanced model where classroom teaching, research, and service roles are recognized and appreciated. Therefore, we acknowledge that the majority of faculty contributions will fall in the area of discipline-based scholarship and value intellectual contributions in interdisciplinary research, learning, pedagogy, and contributions to practice. These notions are consistent with the University's strategic plan. It recognizes that teaching and research are mutually supportive activities, noting that "*academic excellence results in the acquisition, synthesis, and creation of new research knowledge that invigorates undergraduate and graduate education.*"

The University and College provide a variety of resources, programs, and services to assist faculty's research endeavors. This document is intended to serve as a reference guide, highlighting some of the major research support programs and faculty development resources available to the COB faculty.

While every effort is made to present the most current information at the time of this compilation, readers should recognize the programs and offerings are modified on a regular basis.

COB faculty as a group make a significant number of intellectual contributions (please refer to final page) and secure many grants annually. Additionally, several of our faculty are established scholars in their respective domains and serve as editors or editorial board members of several journals. In my role as research director, I seek to nurture a culture of excellence in research that enhances the reputation of COB. Therefore, the research office seeks to guide colleagues further their own research agendas and seek funding opportunities.

Sincerely,

***Dr. B. Elango***

COB Research Director & University Professor

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Note: Related application forms and guidelines presented in this handbook can be accessed through the Research Office website <http://research.illinoisstate.edu/> and/or G drive of College of Business [G:\Research Support and Grant Documents].

Faculty Research Handbook – Ev14. July 20<sup>th</sup>, 2021

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## UNIVERSITY RESEARCH GRANT (URG) PROGRAM

### **Purpose:**

This competitive grant program is intended to encourage faculty to initiate and extend a long-term research agenda that leads to publication in refereed journals and/or application for external funding. Proposals are submitted in the fall for review in either the *Grant-Development* or the *Research Development* categories. Grant Development proposals are designed to develop significant research programs that have high probability of acquiring external funding and/or complement awards obtained from an external funding agency. Research Development proposals are designed to support quality scholarly undertakings that are deemed important to the discipline and likely to lead to publications in refereed journals, but not necessarily designed to directly pursue external support.

### **Eligibility:**

All faculty on tenure-track appointments are eligible to participate, with the exception of the new faculty who have not formally defended their dissertations as of the URG submission deadline. However, after a faculty member has received three Research Development scholarship grants, he/she must apply for a Grant Development grant or show evidence of a proposal submission to an external funding agency before being eligible to apply for another Research Development grant. A faculty member may submit only one single or co-authored proposal in one year. If awarded a grant, the faculty member will be asked to report the professional outcomes of the research project to the College of Business Research Office approximately one year after the award. Failure to file this report will make the faculty member ineligible for a URG award in the following year.

### **Proposal Evaluation:**

Proposals will be evaluated and ranked at the departmental and college levels. Proposals in each category will be evaluated on different sets of criteria. Research Development proposals will be judged primarily based on the proposal's quality and the author's record of scholarly productivity. For Grant Development Proposals, the proposal's funding potential and the author's past record of external funding also will be considered. In addition, the weights assigned to various evaluative criteria will differ depending upon whether the author is a *continuing* or *new* faculty member (i.e., in the first four years in a tenure-track position). A relatively larger weight will be placed on the continuing faculty's past record of scholarly productivity.

### **Budget Request:**

The maximum budget request varies from year to year contingent of funding from university and supplemental support from college. In the four previous funding cycles, between five (5) to seven (7) proposals were funded a total of \$160,000 (40,000 each year).

## **KATIE INSURANCE SCHOOL RESEARCH GRANT PROGRAM**

Ordinarily, at least three grants are awarded, on a competitive basis, each year. The budget may include salary as well as contractual, commodity, travel, printing, and student help expense categories. While projects will be funded based on their scope and complexity, the range of support for a funded proposal would be \$3,000-\$8,000 per researcher. The maximum funding would be \$16,000 for joint proposals.

### **Purpose:**

The primary purpose of the Katie Insurance School research competition is to support the expansion of knowledge in the insurance field. The results of these efforts are to be communicated to academic and/or practitioner colleagues.

### **Eligibility:**

All members of the faculty holding a non-administrative, regular appointment (i.e., tenure or tenure-track position) in the College of Business are eligible to submit proposals (proposals may be co-authored with non-COB faculty or industry personnel, but at least one author must hold a COB appointment). Proposals must involve distinctly different projects from any previously funded through a University program, such as the University Research Grant program. If awarded a grant, faculty who will not be returning to Illinois State University in the following academic year must resign the grant.

### **Outcome/Reporting Expectations:**

Katie School research grants are expected to result in tangible outcomes (with publications in peer-reviewed journals as the preferred outcome). Furthermore, each Katie School of Insurance Research Grant recipient is expected to provide (on September 15 of the funding year), a rough draft of the working manuscript, as well as specific goals and timetables in terms of future professional presentations and publication. On March 15 (of the year following the award), a second progress report stating the reasons for delay will be required, if the research is not completed by this date. On September 15 (one year following funding), the "final" version of manuscript is due with an indication of which journals submissions have been, or will be made. The final report should include a one-page executive summary stating the research question, the reason for the research, the issues, the findings, and the practical applications. This final report and executive summary will be sent to the fund contributors and posted on the Katie School website as part of an online working series. Failure to provide reports demonstrating substantial accomplishment will disqualify a faculty member from further research grant funding from the Katie School of Insurance.

In addition, grant recipients are strongly encouraged to submit a paper from the grant to the American Risk and Insurance Association. The Katie Insurance School will pay for each grant recipient's membership fee as well as the registration and travel expenses of grant recipients who have a paper, resulting from the grant, accepted for presentation at the American Risk and Insurance Conference.

**Submission Guidelines and Evaluation Criteria:**

The project description, including the bibliography, should not exceed 2500 words. Each proposal will be evaluated on its quality and the significance of the project to the field. Proposals will be rated and ranked by the members of the Katie School Research Selection Committee which will be comprised of a combination of academic and practitioner members. The final decision to fund proposals rests with this Committee. Recommendations will be forwarded to the Dean of the College of Business who will make the final award announcements.

## KATIE SCHOOL FACULTY DEVELOPMENT GRANT PROGRAM

### Program Objectives:

Funds provided by the James S. Kemper Foundation and State Farm Companies Foundation support professional development projects aimed at one or more of the following objectives:

- Increase general knowledge and understanding of the insurance and risk management/ financial services industry,
- Keep current with industry developments in computing and the application of information systems in insurance and risk management/financial services, and
- Expand student opportunities to gain new insights and experiences in insurance and risk management/financial services.

Each grant may include funds for summer salary and/or buyouts during the academic year as well as contractual, commodities, equipment, travel, printing, and/or student help. The maximum budget request for a single project is one-month salary. The objective is to encourage faculty to engage in instructional and professional development projects which provide a contemporary and academically challenging curriculum, increase knowledge and understanding of the industry, enhance student learning, and produce graduates who are well-prepared for the 21st century.

### Eligibility:

- College of Business tenured/tenure-track faculty
- No more than one single or co-authored proposal per faculty member per year
- Grant recipients must submit an interim progress report and a final report of the professional outcomes of the project to their department chairpersons and the Director of the Katie Insurance School in order to be eligible for a grant in the following year.
- Grant recipients must plan to return to Illinois State University in the following academic year or forego the grant.

### Submission Guidelines:

Each proposal will include the following:

- A detailed description of the project with objectives and intended outcomes,
- An explanation of how the project helps increase knowledge and understanding of the industry,
- An explanation of how the project outcomes will help the grant recipient keep pace with emerging trends and developments in the insurance and financial services industry, and
- A detailed budget and budget explanation page.

Funds will be available after July 1. For information about the program's timeline, proposal format, proposal evaluation, and reporting requirements, please contact the **Director of the Katie Insurance School, COB 432D, phone: 438-3021.**

## RESEARCH SOFTWARE AND DATABASES

College of Business faculty have access to a variety of business research software/databases/tools to which the College has subscription. Currently they include:

- *Adobe Creative Suites*
- *Advisen*
- *ABI/Inform (a comprehensive business journal database)*
- *AICPA Database on Accounting Standards*
- *AM Best*
- *Audit Analytics*
- *Cabell's Scholarly Analytics*
- *Compustat Global*
- *Compustat/Research Insight*
- *CRSP Database*
- *EQS (five licenses for use within College)*
- *ExecuComp (executive compensation data)*
- *IBISWorld (industry/market analysis, business environment, and industry risk ratings reports)*
- *Mathmatica*
- *Minitab*
- *Morningstar Direct, Market Data/Analytics*
- *Morningstar Encorr Analyzer*
- *National Association of Insurance Commissioners (NAIC) Database [select years]*
- *Palisade @ Risk/Decision Tools*
- *Qualtrics - Hosted Survey Tool*
- *Respondus - Learning Management Test Generation*
- *SAS*
- *SAS Enterprise Data Miner*
- *SNL Database*
- *SPSS*
- *SPSS Modeler*
- *Tableau*
- *WRDS*



## **ARTICLE AWARD PROGRAM (College of Business)**

The College of Business Refereed Article Award program is an automatic award made when College of Business tenured/tenure-track faculty turn in proof of acceptance or publication of a refereed journal article<sup>1</sup>. The intent of this award program is to provide funding of activities that enhance faculty productivity in discipline-based (basic/discovery, integration/application) and/or pedagogical research and classroom teaching effectiveness.

The award is \$600 and is prorated by the number of authors. There are only two restrictions on the awards. First, the article must appear in a peer-reviewed journal. Second, when an individual faculty member reaches \$2,500 in a given fiscal year we may ask that they hold future articles until the next year. Beyond that, all faculty need to do is to submit the published article or the in-press manuscript with acceptance letter, and the award is made.

### **Guidelines:**

- a. Award money can be used in the following budget categories:
- |                                 |                                                                                                            |
|---------------------------------|------------------------------------------------------------------------------------------------------------|
| <i>Commodities</i> <sup>2</sup> | (books, small supplies, etc.-- <b>less than \$100</b> )                                                    |
| <i>Contractual</i>              | (journal subscriptions, professional membership, dues, registration at professional meetings and seminars) |
| <i>Travel</i>                   | (air fare, lodging, to attend professional conferences, seminars, workshops etc.)                          |

Faculty are expected to use judgment and due discretion of the purpose of the award program before expending the award<sup>3</sup>. Expenditures that do **not** meet these criteria or overall Illinois Ethics Compliance requirements will not be reimbursed.

- b. There is a limit of \$1,200 on expenses paid out of the article award funds within a Fiscal Year.
- c. **Any expenditures exceeding \$100 require prior approval. In such cases make an application for the same use the following form (at the link below) and get approval before incurring the expenditure.** [https://forms.illinoisstate.edu/forms/research\\_payable\\_request](https://forms.illinoisstate.edu/forms/research_payable_request)
- d. If you have needs that are not covered by the categories listed above, please contact COB Research Director. It would be prudent to advise the Research Director of the budget categories you would be using. Please talk with the Research Director first before incurring any expenses. Some types of expenditures are not covered in the Refereed Article budget, and you do not want to find out after the fact that you cannot be reimbursed! While every effort will be made to accommodate your requests, the College may not be able to reimburse for such an expense in every case.

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<sup>1</sup> Book chapters in book or book series are NOT eligible for this award.

<sup>2</sup> Note: State rules do not permit taxes incurred for these expenditures to be reimbursed.

<sup>3</sup> Please make sure the request is related to your research or teaching that can be legitimately justified. Examples of items that have been/could be denied reimbursement include, but are not limited to, Apple TV equipment, Bookshelf's for home office, network equipment for home office, external cloud-based storage or external websites/domain names [such as those purchased through DropBox, GoDaddy, Dreamhost], etc.

- e. Any commodity-type expenditure exceeding \$100 is considered equipment and will be classified as university property<sup>4</sup>. Please note also that very limited equipment funds may be available, but requests must be made in writing before April 15 to be considered for inclusion in the fiscal year allocation.
- f. After the initial conferral with the Research Office, the faculty member may ask the office to directly pay for items that he/she wishes to purchase or may submit the receipts and request a reimbursement. University and State procedures on the latter are rather rigid, so clear records have to be maintained.
- g. Reimbursements have to be requested in the same fiscal year when the expense is incurred (before July 1). After July 1, we will not be able to reimburse for expenses incurred in the previous fiscal year, even though the faculty member may have a positive account balance (the balance will have to be carried over to the next year). Accordingly, **May 1 will be the deadline** for submission of reimbursement requests. Also, as the end of the fiscal year approaches, we may face shortage of funds in some budget categories. Therefore, if a faculty member expects to incur expenses between May 1<sup>st</sup> and July 1<sup>st</sup> for which he/she plans to submit reimbursement requests, he/she will need to advise the College Research Director ahead of time so that funds can be set aside to cover those expenses.
- h. Faculty are strongly encouraged to gradually use their Refereed Article Award funds and **not to accumulate a large balance** (e.g., over \$2,500). When a faculty member submits requests for very large reimbursements in one year, funds may not be available to cover the whole amount even if the faculty member's account balance is sufficient.
- i. Please note that as the end of the fiscal year approaches, we may run out of funds in some budget categories. For that reason, it is extremely important that the Research Director be advised of your plans. It may not always be possible to offer reimbursements in all categories.

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<sup>4</sup> You will be required to return such items to the university when you end employment at ISU.

**PUBLICATION/EXHIBITION/OPEN ACCESS GRANT**  
**(Office of Research and Sponsored Programs)**

Matching funds of up to \$200 per faculty member is available to defray publication costs, exhibition fees, and open access fees (not to include travel, per diem, or lodging). Applications are accepted throughout the year and awards are made on an ongoing basis (while funds remain). Specific guidelines and application information can be found <http://research.illinoisstate.edu/funding/internal/> in the "Ongoing Programs" category.

Because funds are limited, this program will not be used to pay for publications appearing in journals that use predatory tactics. Please check to be sure your journal or publisher does not appear on Beall's List (<https://scholarlyoa.com/>) before submitting a request for payment

**Grant Funds:** Matching funds, up to a maximum of \$200 per faculty member, are provided through this program. The matched portion can come from any combination of College, Department, personal, or grant funds. The college dean (or designee) must approve all requests for support, even those for which there is no college cost share. Chair/Director and College approvals will be obtained through the electronic application system.

Faculty may pay their own costs and request reimbursement (with appropriate documentation) or payments can be made directly to the publisher or gallery. Alternatively, funds can be transferred to a department/school account. Reimbursements can only be made in the same fiscal year that the expense was paid, and direct payments can only be made in the fiscal year the cost was incurred.

**Application Information:** No more than one application per faculty member will be accepted each quarter of the fiscal year. Some colleges have policies regarding multiple requests per faculty member per fiscal year; be sure to check with your College Research Coordinator before submitting a second request within the same fiscal year.

Supporting documentation is required before reimbursement requests will be honored.

- For reimbursements, a receipt or an invoice and canceled check/credit card statement is required (copies are acceptable).
- For payments directly to the publisher or gallery, an invoice must be submitted. If the invoiced amount exceeds \$200, the faculty member must make arrangements to pay the outstanding balance.

**Review Criteria:**

Requests will be administratively approved by the Office of Research and Graduate Studies as long as appropriate supporting documentation is provided and the Chair/Director and College approve the expense as falling within the guidelines of this program.

**Accountability:** No reporting is required for this program.

## COB FACULTY RESEARCH WORKSHOP/SEMINAR SERIES

Periodically faculty research workshops/seminars are organized by the College Research Director. These workshops are ordinarily held on Fridays and are presented by members of the College of Business faculty. Lunch and drinks are served during/after completion of the presentation.

### Listing of Presenters & Presentation Topics

**Fall 2020/Spring 2021: Due to Covid-19 campus restrictions, no presentations were scheduled.**

#### **Spring 2020:**

Dr. Pui Ying Tong: *"Examining the control-compliance relationship under environmental uncertainty and dependence"*

Dr. Tera Galloway: *"Entrepreneurial role evolution within collective action: Evidence from the craft beer industry"*

Dr. Duleep Delpechitre: *"Can deep acting and loyalty backfire? A closer look at the customer coping mechanisms post transgression"*

Dr. John Nowland: *"Top management team meetings and firm performance"*

Dr. Susan Dustin: *"The role of organizational identification in long-term independent contractor relationships"*

Dr. Yongmei Liu: *"Selling to all involved: A contingency model linking internal selling behavior and salesperson stress and performance"*

The following presentations (marked with ###) were scheduled but were cancelled due to COVID.

###Dr. Stella Liao: *"Labor market consequences for busy directors: Evidence from international mergers and acquisitions"*

###Dr. Aditya Gupta: *"Meaningful consumption: Exploring happiness from our purchases through a eudaimonic lens"*

###Dr. Somnath Lahiri: *"Preserve current socioemotional wealth at the cost of future financial wealth? Evidence from Indian family firms' multinationalization"*

###Dr. Mona Bahl: *"Effect of crime on export intensity of emerging market firms"*

###Dr. Tina Thompson: *"An examination of volition as measured by intentional and unintentional mismatch among the underemployed"*

###Dr. Hulda Black: *"Online vs. face to face: How customer-to-customer interactions impact customer experience behaviors"*

**Fall 2019:**

Dr. Tice Sirmans: *"The Relationship between Product Diversification and Underwriting Profitability in Commercial Health Insurance"*

Dr. Mingfang Li: *"Building Customer Loyalty for Online Retailers through Product Return Service Operations"*.

**Spring 2019:**

Dr. Mona Bahl: *"Global Sourcing of Knowledge in Biotech Industry"*

Dr. Den Patten: *"Catastrophic Events, Regulatory Costs, and Corporate Environmental Disclosure: Explorations of Market Reactions"*

Dr. Yongmei Liu: *"Internal Selling and Salesperson Effectiveness: The Moderating Role of Networking Abilities"*

Dr. Bahae Samhan: *"Electronic Health Records Avoidance: An Empirical Investigation from the Technology Threats Avoidance Theory Perspective"*

Dr. Gary Hunter: *"Preference for Privacy and Social Media Usage"*

Dr. Somnath Lahiri: *"Are All Differences in the Cultural Backgrounds of Partners Equally Important in Determining Project Success?"*

Dr. Tina Thompson: *"Is Any Job Better Than No Job At All? An Examination of the Psychological Well-Being and Social Support of the Unemployed and Underemployed"*

Dr. Sandeep Jagani: *"Importance of Internal and External Sustainability Orientation: An Empirical Investigation of Manufacturing Firms"*

Dr. Arash H. Zadeh: *"The Dark Side of Value Co-creation in Healthcare Services"*

**Fall 2018:**

Dr. Aysen Bakir: *"Gender Differences in Children's Food Commercials"*

Dr. Avi Data: *"Effect of Entrepreneurial Orientation and Strategic Use of Social Media on Crowdfunding Success"*

**Spring 2018:**

Dr. Tina Thompson: *"Examining the Differential Influence of Underemployment on Economic-Related and Work-Related Outcomes"*.

Dr. Avi Datta: *"Does Social Media Matter? The Role of Social Media in Linking Entrepreneurial Orientation and New Product Launches: A Study of New Startups"*.

Dr. Gary Hunter: *"Pricing Influences on the Relationship Between Product Evaluation and Source Country Image"*.

Dr. Abhishek Varma: *"Fair Value versus Amortized Cost Measurement and the Timeliness of Other-than-Temporary Impairments: Evidence from the Insurance Industry"*.

Dr. Aysen Bakir: *"Children's Advertising: Research Overview"*.

Dr. Somnath Lahiri: *"Are All Differences in the Cultural Backgrounds of Partners Equally Important in Determining Project Execution Success?"*.

Dr. Sue Dustin: *"Transformational Leadership Development: Exploring the Interactive Effects of Personality and Feedback"*.

Mr. Jason Wagoner [RSP Office, ISU]: *"Searching for Research Funding: A Primer on using GrantForward"*.

#### **Fall 2017:**

Dr. Bahae Samhan: *"Implications of Cyber-Risk Insurance on Health IT Resistance"*.

Vladimir Kotomin: *"The Turn-of-the-year Effect in Bond Markets, Mutual Fund Flows, and Clientele Effects"*.

Dr. John Baur and Representatives from the IRB and Research Ethics and Compliance Office: *"Upcoming IRB Changes"*.

Ms. Danielle Futoran Turos: *"Updates to Library Business Databases"*.

#### **Spring 2017:**

Dr. Gary Hunter: *"One Godiva or three Kisses? Exploring the Effectiveness of Stereotype Disconfirmations on Country Image"*.

Dr. Juno Lim: *"The Impact of In-Store Customer Relationship Management (CRM) Software on Customer Shopping Behavior"*.

Dr. Aysen Bakir: *"Adolescents' Consumption Behavior"*.

Dr. Nathan Hartman: *"Demonstrating Sensitivity Analysis: A Way to View the Common Method Variance Problem"*.

International Visiting Scholar - Xuelian Wu [Suzhou Institute of Trade & Commerce]: *"Employer Education Assistance to Children of China's Urban Floating Population: An Antecedent to Organizational Effectiveness"*.

Dr. Somnath Lahiri: *"Do You Want Your Emerging Market Alliance-Project to be Successful?"*

### **Fall 2016:**

Dr. B. Elango: *"When Do Women Reach the Top Spot? Study of Female CEOs from Emerging Markets"*. [Annual Hinderliter Professorship Lecture]

Dr. Mathew Sheep: *"Doing Qualitative Research: When We Want to Know More about What We Don't Know"*.

Dr. Vlad Kotomin: *"The State of the Market, the Timing of Entry, and the Disposition Effect."*

Dr. Avi Datta: *"Knowledge Sourcing and Breakthrough Innovations: A Study of Patents in the IT Industry"*.

### **Spring 2016:**

Dr. Aysen Bakir: *"The Perceived Similarity or Dissimilarity in Advertising Messages"*.

Dr. Tamra Davis & Dr. Hudla Black: *"The Use of Social Media to Make Personnel Decisions in Education"*.

Dr. Yu-Luen Ma: *"Effects of Drive Safe Incentives on Teenage Drivers"*.

Dr. Gary Hunter: *"If Champagne Came from Malaysia, Would Malaysia be France? A Fulbright Proposal"*.

Dr. Chris Tamm: *"Corporate Governance Changes Around Bankruptcy"*.

Dr. Vlad Kotomin & Dr. Abi Varma: *"Cleaning Up a Dusty Closet? On the Increased Propensity of Individual Investors to Realize Longer-Term Stock Losses in December"*.

Dr. Avi Datta: *"Radical Innovations in the IT Industry: A Study of IT-Firms by Aggregation of Patents"*.

Dr. Somnath Lahiri: *"Ownership, Product Diversification and Internationalization of Emerging Market Firms"*.

### **Fall 2015:**

Dr. Yu-Luen Ma: *"Insurance Telematics and Usage-Based Insurance."*

Dr. Victor Devinatz: *"Right-to-Work Laws, the Southernization of US Labor Relations and the US Trade Union Movement's Decline."* [Annual Hinderliter Professorship Lecture]

### **Spring 2015:**

Dr. Deborah Seifert: *"The Impact of Moral Identity and Societal Culture on Whistle-Blowing."*

Dr. Gary Hunter: *"To Post or Not to Post? The Impact of Preference for Privacy on Social Media Usage."*

Dr. Avimanyu Datta: *"Evaluating the Antecedents of Foundational Innovations: A Longitudinal Look at Patents from Information Technology Industry."*

Dr. Yongmei Liu: *"Service with a Smile: The Emotional Dynamics In and Around Service Organizations."*

Dr. Somnath Lahiri: *"Equity Participation in International Corporate Acquisition: Impact of Target Country Governance, Market Potential and MNC Experience."*

Dr. Leigh Anne Donovan: *"Consumer Co-Creations: Understanding Disappointment with Co-Created Products and the Role of Brand Relationships."*

**Fall 2014:**

Dr. Victor Devinatz: *"Why Politics Should Not Be Liberated From Collective Bargaining: Problems with the Unbundled Union Regime"* [Annual Hinderliter Professorship Lecture]

Dr. Matthew Sheep: *"Sensemaking amidst Complexity: Leadership Knots and Wicked Problems."*

Drs. Vladimir Kotomin & Abhishek Varma: *"Impact of Relative Dollar Gains and Losses on Individuals' Selling Decisions."*

**Spring 2014:**

Dr. Jomo Sankara: *"Earning Strings in the Post-Sox Era."*

Dr. B. Elango: *"JMP-PRO 11 Workshop on Data-Mining."*

**Fall 2013:**

Dr. Den Patten: *"CSR Report Assurance in the United States: An Empirical Investigation on Demand and Stakeholder Benefits."*

Dr. Vladimir Kotomin: *"Mutual Fund Soft Dollar Arrangements: Determinants, Impact on Shareholder Wealth, and Relation to Fund Governance."*

**Spring 2013:**

Dr. Steven Taylor: *"Understanding Digital Piracy."* [Annual Hinderliter Professorship Lecture]

Dr. Matthew Sheep: *"Elasticity and the Dialectic Tensions of Organizational Identity: How Can We Hold Together While We're Pulling Apart?"*



## **FUNDING SEARCH TOOLS**

(Research and Sponsored Programs Office)

ISU subscribes to a grant funding search database, GrantForward, which contains thousands of opportunities from all types of sponsors, in the U.S. and around the world. It offers a basic search engine as well as advanced search functions and optional automated e-mailing of search results. Details can be found at: <http://research.illinoisstate.edu/>. Please contact [ResearchOffice@IllinoisState.edu](mailto:ResearchOffice@IllinoisState.edu) if you have any questions or need additional information.

## **PROPOSAL DEVELOPMENT TRAVEL GRANT**

(Office of Research and Sponsored Programs)

This award is intended to strengthen the quality of external grant proposals by providing travel support to faculty who wish to meet with agency program officers or collaborators at other institutions, but only in the context of external grant proposal development. Funds are limited, and therefore other forms of travel not directly linked to proposal submissions are ineligible for support. Awards are contingent on the availability of funds each fiscal year and are subject to approval by the Travel Grant Committee. This committee is comprised of faculty members from various disciplines who have experience with obtaining and administering external grants. **Important Note:** Applications are accepted and reviewed throughout the fiscal year. As a result, meritorious requests are supported on a first-come-first-serve basis.

**Grant Funds:** A maximum of \$1,000 per application may be requested. Funds are to be used for travel and lodging only, and all expenses must adhere to University and State of Illinois travel guidelines. Please note that IRS regulations require that travel vouchers be submitted within 60 days of the travel or reimbursements will be treated as taxable income.

**Application Information:** All applications for travel support must be submitted through the Illinois State University Review website (<https://research.illinoisstate.edu/funding/internal/>) and will then be routed to the applicant's Chair/Director for their approval prior to committee review.

Applicants will be required to provide a brief narrative that addresses the following items:

- **Grant/Sponsored Program Goal.** Describe the goal(s) of the research or other activity to be included in the grant proposal you plan to develop. Suggested length: 1-2 sentences
- **Grant/Sponsored Program Description.** Describe the planned activities, length of project, and collaborating departments, schools, or other organizations to be involved in the project. Also include the estimated date of the proposal submission. Be sure to include a summary paragraph describing the benefits and deliverables for the project. Suggested length: 2-3 paragraphs.
- **Credentials.** Write a statement describing your (and your collaborators', if applicable) background/qualifications and how they relate to the project. Describe available facilities if they are relevant to the work. Suggested length: 1 paragraph
- **Estimated Cost.** Provide an estimate of the amount of external funding to be requested in the proposal under development. Suggested length: 1-2 sentences.
- **Travel Information.** Provide a brief explanation of your travel plans including purpose of trip, dates of travel, destination, agency and/or program officer names, etc.

**Review Criteria:** Applications will be evaluated by the Travel Grant Committee for their adherence to the program guidelines. It is expected that all meritorious requests will be approved while program funds remain. Because there are limited funds available, awards will be made on a first-come first-serve basis.

**Accountability:** Grant applications that were supported through this travel program must be submitted through Research and Sponsored Programs, and the full amount of indirect costs supported by the agency must be requested (this program is funded through recovered indirect costs). Awardees will be expected to provide a very brief (1-2 paragraph) report describing the outcomes of the travel supported by this award. This report will be due following the submission of the related grant proposal to the external agency, or within 6 months of traveling (whichever comes first).

## EXTERNAL GRANT SUBMISSION GUIDELINES

### **Submissions:**

Research and Sponsored Programs (RSP) [<http://research.illinoisstate.edu/>] is the office with authority delegated from the President and the Board of Trustees to enter into grants, sponsored programs, and research agreements for the University. Because of this, almost all grants proposals, regardless of the amount, from faculty and staff at the University must to be submitted through RSP. If it is unclear whether a given opportunity is appropriate for individual or institutional submission, please feel free to contact Research and Sponsored Programs office.

### **Proposals:**

RSP recognizes that all documents prepared as part of a submission to an agency will undergo close scrutiny and ultimately affect whether the application is selected for funding. To meet this need, RSP staff will review the documents provided and offer helpful suggestions to enhance the competitiveness of an application.

Funding agencies expect clearly written applications with a defined goal or achievable objective woven into the provided documents. Funders assess both the capability of the project team to complete the work and the organization's ability to provide an adequate level of support to the research team.

A thorough vetting of the application should be done prior to any submission. Many departments and colleges have existing review processes in place which offer an initial peer review of an application. Pls are also encouraged to utilize the expertise of colleagues during the application process.

### **Faculty will be Assisted by RSP:**

- Proposal development meetings with principle investigator and key personnel to: Set agenda and agreed set of expectations for the proposal development process.
- Identify other offices & resources to be consulted, with their needed lead times and notable requirements.
- Establish a timeline to accomplish the tasks related to development and submission.
- Working with key personnel to create a proposal outline that is responsive to all necessary agency / funder requirements outlined in the RFP/RFA.
- Reading proposal sections produced by proposal personnel and provide feedback.
- Helping to identify and include relevant standard text describing ISU's resources and facilities.
- Providing guidelines and templates for key personnel information, such as biographical sketches and current and pending support, and help to ensure this information is formatted to proposal specifications.
- Ensuring that the final narrative content conforms to the instructions provided by the funding agency and to any relevant federal, state, and university regulations.

## **INSTITUTIONAL REVIEW BOARD (IRB) AND PROTECTION OF HUMAN SUBJECTS**

The Illinois State University IRB has a diverse membership including researchers, non-scientists and representation from the community. The IRB is charged with ensuring that federal regulations regarding human subjects research is conducted in accordance with Federal regulations. The IRB is guided by the ethical principles embodied in The Belmont Report and by additional local standards and expectations. The Illinois State University IRB has an approved Federalwide Assurance (FWA00000112) on file with the Office for Human Research Protections (OHRP). Our IRB registration number is IORG0000486.

Investigators who plan to use human subjects in research are responsible for obtaining written approval from the IRB <https://research.illinoisstate.edu/ethics/> prior to conducting research involving human subjects, taking whatever steps are deemed necessary to protect subjects, and abiding by reporting and recordkeeping requirements of the IRB.

### **Research Requiring IRB Review**

Human subjects research conducted by ISU faculty, staff, or students must receive approval from the ISU IRB prior to beginning the research. In some cases, such as collaborative work with other institutions, approval may be granted from another IRB.

Human subjects research is defined as a systematic investigation where:

1. The study is about living individuals.
2. The researcher obtains either:
  - Data through interaction/intervention with participants, or
  - Identifiable private information or records
3. The findings from the research are intended to contribute to overall knowledge in the discipline

Researchers must submit these studies for approval by the IRB through Cayuse IRB. The Revised Common Rule includes information on research that no longer requires IRB review. If you are unsure as to whether or not your study meets the definition of human subjects research, please reach out to the Human Subjects Research Specialist. To help guide you, some specific examples of what would not need review is provided below.

### **Activities Not Requiring IRB Review**

Please note that broader use of the activities listed below may require review by the IRB. Additional information on student-led research is also covered in a separate section below.

- The collection of information when the findings from the activity will not be shared with the public.
- Research on data that is readily available to the public (most social media, census data, websites, etc.) and the researchers are not interacting or intervening with the people who are providing the data.

- The analysis of data that: 1) already exists, 2) was not collected for the current study, and 3) does not include identifiers when the data was accessed by the researcher.
- The analysis of data collected by individuals not affiliated with ISU when the shared data does not include identifiers and the individuals affiliated with ISU did not obtain outside services (survey firms, call centers, etc.) to collect the data for them.
- Collecting information about a program or service when information about living individuals (opinions, feelings, etc.) is not collected.
- A traditional biography or oral history that only focuses on specific individuals about whom the data is collected.

### **Student-Led Research Activities**

Student research conducted for thesis and dissertation purposes must be reviewed by the IRB. The student must be named as a co-PI on the IRB protocol. A student research project conducted to meet a course requirement does not need IRB review (excluding thesis or dissertations) unless the study includes any of the following:

1. vulnerable populations (minors, prisoners, homeless, etc.),
2. more than minimal risk to the participants, or
3. the findings will be shared beyond the classroom or the ISU Research Symposium.

Please note that if students desire to use data collected as part of a course requirement beyond the classroom or the Symposium, IRB review and approval must be obtained prior to beginning any human subjects research activities (recruitment, consent, data collection, etc.). Retroactive approval of data originally collected for research purposes is prohibited by federal regulations.

## INCENTIVE PAYMENTS TO RESEARCH PARTICIPANTS

If you plan to make payments to participants in your research study, please review the information presented at <https://research.illinoisstate.edu/ethics/human-subjects/payments/> carefully. Before submitting your protocol to the IRB, we recommend that you read the pages that pertain to your funding source (personal funds or University funds), and the Template Language for Consent Forms document. Note that this overview pertains only to the distribution of the incentive payments; the IRB determines through protocol review process whether the amount of the incentive is appropriate. The Research Incentive Wizard ([https://forms.illinoisstate.edu/forms/research\\_participation\\_incentives](https://forms.illinoisstate.edu/forms/research_participation_incentives)) can also provide information about different types of incentives and fund sources.

### Getting Started

The handling of research participation incentives differs depending on the source of funds, and on the type and value of the incentive:

- Personal funds are out of pocket expenses that will not be reimbursed by any University funds.
- University funds involve any fund source that must be processed through the University, whether directly or by reimbursement.
  - "University funds" include departmental funds, University Research Grants (URGs), faculty research accounts, external grants, dissertation completion grants, etc. Foundation accounts cannot be used for gift cards.
  - The documentation required for research incentives paid using University funds varies with the amount of the incentive. Incentives of \$25 or less require the least amount of supporting documentation.
- Third parties occasionally provide incentives directly to research participants with no University funds paid to the third party. PIs involved in studies using payments by third parties should contact the RIC at [ResearchIncentive@IllinoisState.edu](mailto:ResearchIncentive@IllinoisState.edu) for guidance.

### Research Incentive Coordinator (RIC)

The RIC is the PI's single point of contact for research participation incentives. The RIC is CITI-trained, has signed a confidentiality agreement, serves on the Executive Committee of the IRB, and is the Business Manager for the Office of Research and Graduate Studies.

The RIC will be primarily involved with studies using University funds, but is available for assistance and advice for all studies. For University-funded studies, the RIC will help researchers navigate the requirements and maintain compliance by:

- verifying that the study has been approved by the IRB or has been determined to be exempt from further review;
- verifying that the amount of the compensation requested is consistent with the approved IRB protocol (if applicable);
- verifying that research research incentives are an allowable expense (if study is grant funded);
- authorizing electronic gift cards (for electronic distribution) and, in special cases, purchasing gift cards (for physical distribution);

- collecting Participant Receipt Forms (PRFs) for studies with payments of more than \$25 per participant;
- processing the Incentive Reconciliation Form (IRF) to reconcile distribution records with participant logs.

### **Type of Incentive**

The most commonly used types of incentives include:

- Electronic gift card
- Physical gift card
- Visa/MasterCard gift cards (note that these have substantial fees, typically \$3-5 per card, that must be paid by the researcher's fund source)
- Amazon's mTurk (requires a prepaid account)
- Cash (used only under special circumstances and in consultation with the Comptroller's Office)
- University check (only for payments over \$25; vendor registration form must be completed for each participant)
- Merchandise

### **Value of Incentive (University funded studies only)**

When using University funds, the amount of the incentive determines the paperwork and handling required. The requirements vary with the amount of the incentive and the source of the funds, as described at <https://research.illinoisstate.edu/ethics/human-subjects/payments/university/>. Be aware that the Foundation will not pay for gift cards.

### **Reimbursement vs. Direct Charge**

- Reimbursement is the best option when you need the incentives quickly, or from a local merchant. Note that reimbursements cannot be made until the incentives are distributed, so we recommend that you only purchase the incentives you plan to distribute in a defined period of time (typically 1 month). Before a reimbursement can be processed, you must submit a completed Reimbursement Request Form to the RIC.
- Direct charge allows the RIC to obtain research incentives (typically physical gift cards or electronic gift cards) using University fund sources. This option is available only if the requested incentive is available online in the quantity and denomination required. It can take up to 10 business days to obtain gift cards online.

For assistance in preparing your protocol, including incentive value and consent form language, contact the Research Ethics and Compliance (REC) office at [REC@ilstu.edu](mailto:REC@ilstu.edu) or (309)438-2529

For questions regarding the acquisition, documentation, and distribution of specific types of participation incentives, contact the Research Incentive Coordinator (RIC), at [ResearchIncentive@ilstu.edu](mailto:ResearchIncentive@ilstu.edu) or (309)438-2596

## **COLLEGE OF BUSINESS OUTSTANDING RESEARCHER AWARD PROGRAM**

### **Purpose of the award:**

The purpose of selecting a faculty member to receive the College Research Award is to recognize a colleague who demonstrates:

1. A consistent record of scholarly productivity;
2. Significant contributions to his/her discipline;
3. A research record considered outstanding in comparison to his/her colleagues in the college and consistent with the record of previous College of Business Outstanding Researcher award recipients.

The award also confirms the College's commitment to support and reward the scholarly productivity of the faculty.

**Amount of the Award:** \$1500

### **Eligibility:**

Tenured and tenure-track faculty who have been at ISU at least 3 academic years prior to application are eligible for the award. Applicants may not have received a previous College of Business Research Award or a University Research Award within the last five academic years.

### **Evaluation:**

The selection committee will consider the applicant's entire research record. However, greater emphasis will be placed on the most recent five-year period and on the applicant's research while at ISU.

Scholarly works of faculty must reflect the definition of research adopted by the College of Business Research Committee and the University Research Council.

The College of Business Research Committee agreed on the following definition:

Research must be written, be subject to scrutiny and criticism by one's peers, and extend the boundaries of current knowledge. Research includes:

- 1) Theoretical or empirical discovery research, including integrative and interdisciplinary research; and
- 2) Applied research in which one applies the discovery research of others to new contexts.

The University Research Council defined research as follows:

Research is a deliberate process which contributes to the expansion of knowledge and understanding, applies such knowledge and understanding to societal issues, or exemplifies creative expression in a specific field of study. The results of research and



creative activities are shared with professionals outside the University through a peer reviewed or juried process in a manner appropriate to the discipline.

It is possible that the selection committee will decide not to present an award in a given year, if the research records of the applicants do not meet the committee's standards of excellence.

### **Application Procedures:**

No nominations are required. Any faculty member with an appropriate research record who meets the eligibility criteria is encouraged to submit an application.

1. Provide a comprehensive statement describing:
  - a) Your current research and scholarly activities during the past five years; and
  - b) The significance of your research program in your discipline.

The statement should be written to enable colleagues in other business disciplines to evaluate the breadth and depth of your research program. It should not exceed two pages, single-spaced.

2. Provide a full career vita. Your research accomplishments should be listed using the categories in the modified Graduate School list "Accepted Modes for Documenting Research." In each category, list the most recent accomplishments first, then continue in reverse chronological order. Include all co-authors, listing names in order of authorship as published. (Note: The selection committee will not consider an application if these reporting guidelines are not followed.)
3. Include an endorsement of the application from your chairperson or another colleague. The statement must be signed and dated, and should explain the impact of your work in your discipline and identify the extent of national or international recognition you have achieved. The statement must be signed and dated, and may not exceed one page, single-spaced.
4. Complete and attach the cover page.

### **Timeline:**

Nomination/application form and guidelines are made available during the fall semester.

## UNIVERSITY RESEARCH AWARDS

Each year, the University grants up to eight Research Initiative Awards, up to two Outstanding University Researcher Awards, and one Cross-Disciplinary Team Research Award.

### **1] Research Initiative Award:**

These awards recognize faculty members who have initiated a promising research agenda early in their academic careers. Each recipient will receive a \$500 award. The primary eligibility criterion for this award is being a regular-line faculty member within the first five years following receipt of a terminal degree. Nominees must currently be involved in research and must show promise of making a significant contribution to their fields of study.

#### Criteria for Eligibility

1. Nominees must be Illinois State University tenure-track faculty members who have completed five years or less in a tenure-track position at any institution of higher education. For example, an individual may have completed three years at another institution and be eligible within their first two years at Illinois State University. Individuals with unusual career paths may be considered if they are within their first five years as an Illinois State University faculty member; the College Dean must provide written justification for nominating individuals in this situation.
2. Nominees must currently be involved in research and must show promise of making a significant contribution to their fields of study.
3. Members of the University Research Council are ineligible during their terms of service. Previous recipients of the award are ineligible.
4. Individuals may not be nominated for both the Outstanding University Researcher Award and the Research Initiative Award simultaneously.

#### Procedures for Submission of Nominations

1. Eligible faculty members may ask to be considered for nomination by the College Research Committee; they may be nominated by any faculty member or department chair in the College: or they may be nominated by the College Research Committee. Application materials are provided to each College Dean for distribution to applicants in the College. Applications are submitted to the College.
2. The Dean of the College, in conjunction with the College Research Committee, may submit to the University Research Council up to five individuals from among the nominees.
3. The College nominees must seek written endorsement of their applications from their department chairperson or a colleague in the department. The endorsement should address the extent to which the nominee shows promise of making a significant research contribution to his/her field.
4. The College Dean shall submit the completed applications and written endorsements to the Associate Vice President for Research. Requirements for a completed application are listed below. The College nominees should be unranked.
5. The final evaluation of applications will be made by the University Research Council. During deliberation, the Council may request supporting materials from nominees and/or may ask the College Deans for additional information.
6. The University Research Council will recommend to the Provost up to seven recipients from the list of nominees forwarded to the Committee by the College Deans.

### Applications

A complete application should include:

1. Coversheet (use PDF file from <http://research.illinoisstate.edu/funding/internal/initiative/>)
2. A statement from the nominee describing his/her current research. The statement should be written at a level appropriate for researchers outside the discipline. In addition to a description of current activities, the statement should address the contribution that the nominee's research objectives will make to their field of study. (1 to 1 and 1/2 pages single spaced.)
3. A full career vita. Research accomplishments should be categorized and listed, beginning with the most recent, using the Evaluation Guidelines and Criteria of Scholarly and Creative Productivity found in the current Appointment, Salary, Promotion and Tenure (ASPT) document. Complete citations must be given for all published works.
4. Endorsement of the application by the nominee's department chairperson/school director or a faculty member in their department/school. The endorsement should address: Current involvement in research; b) Promise of making significant contribution to their field of study
5. External letters of support are welcome, but not required.

### Criteria for Evaluation

1. A nominee's record of research and publication for the first five years following receipt of their terminal degree at any institution of higher education will be reviewed for potential contributions to their profession. Individuals with unusual career paths, whose nomination has been justified by the College Dean, will be evaluated on their work performed in their first five years at Illinois State University.
2. A nominee's record of research and publication while at Illinois State University will be given greatest weight in the Council's deliberations, although a full career vita for each nominee will be evaluated.
3. Written endorsements should address nominees: a) Current involvement in research; b) Promise of making significant contribution to their field of study

NOTE: Please be aware that reviewers of the Research Initiative Award nominees are colleagues with expertise in diverse scholarly fields. It is important to address each nominee's achievements with information clarifying how the work qualifies as outstanding in the particular discipline represented. (For example, scholarly activity in fine arts may be judged in quite different terms from scholarship in physics.)

### Distribution of Award

1. The award of \$500 is to be used for any expenditure allowable within University budgetary guidelines with the exception of faculty salary.
2. The awards are for the new fiscal year beginning July 1.
3. The recipient must inform the Provost's office of how the funds are to be encumbered by February 1 of the academic year in which the award was announced or the award will be made from the equipment line.

## **II] Outstanding University Researcher Award:**

This award recognizes faculty members who are acknowledged for (a) their research nationally or internationally, (b) their quality of scholarly work, and (c) their contribution to profession/discipline. Individuals designated as Outstanding University Researchers will receive a \$3,000 award.

### Criteria for Eligibility

1. Nominees must be tenured or probationary tenure faculty members currently conducting research. Full time administrators (e.g., Deans, Department Chairs/School Directors, Associate Deans, etc.) are not eligible for these faculty awards. Administrators returning to the faculty become immediately eligible for the award. Research conducted during their time as administrators may be included in their nomination materials. Nominees must have been at Illinois State University for a minimum of three academic years prior to nomination.
2. Nominees must have received an Outstanding College Researcher Award. Members of the College of Arts and Sciences faculty who have received recognition for research as Arts and Sciences Lecturer are also eligible, as are College of Business faculty receiving that College's Outstanding Research award before the fall of 1985.
3. Members of the University Research Council are ineligible during their terms of service. Previous recipients of the award are ineligible.
4. Individuals may not be nominated for both the Outstanding University Researcher Award and the Research Initiative Award simultaneously.

### Procedures for Submission of Nominations

1. Eligible faculty members may ask to be considered for nomination by the College Research Committee; they may be nominated by any faculty member or department chair/school director in the College; or they may be nominated by the College Research Committee. Application materials are provided to each College Dean for distribution to applicants in the College. Applications are submitted to the College.
2. The Dean of the College, in conjunction with the College Research Committee, may submit to the University Research Council up to three individuals from among the nominees.
3. These College nominees must seek written endorsement of their applications from their department chairperson/school director or a colleague in the department/school. In addition, one support letter from a source external to the University addressing the significance of the nominee's work must be provided.
4. The College Dean shall submit the completed applications to the Associate Vice President for Research. Requirements for a completed application are listed below. The College nominees should be unranked.
5. The final evaluation of applications will be made by the University Research Council. During deliberation, the Council may request supporting materials from nominees and/or may ask the College Deans for additional information.
6. The University Research Council will recommend to the Provost up to two recipients from the list of nominees forwarded to the Council by the College Deans.

### Application

A complete application should include:

1. Coversheet: (use PDF file from <http://research.illinoisstate.edu/funding/internal/researcher/>)
2. A statement from the nominee describing his/her roles assumed on the various projects, the goals for the current research/creative endeavors, and the rationale involved in the development of research program/creative endeavors. The statement should be written at a level appropriate for peers outside the discipline. In addition to a description of current activities, the statement should address the significance of the nominee's total body of research and/or creative expression to the field. (1 to 1 and 1/2 pages single spaced.)

3. A full career vita. Research accomplishments should be categorized and listed, beginning with the most recent, using the Evaluation Guidelines and Criteria of Scholarly and Creative Productivity found in these application materials. Complete citations must be given for all published works.
4. Endorsement of the application by the nominee's department chairperson/school director or a faculty member in their department/school is a critical component of the application. The endorsement should address: (a) quality of the work, (b) reputation of the journals/juried events, (c) the scope of influence of the nominees work nationally and internationally, and (d) contribution to of the work to the advancement of the discipline. (See Criteria for Evaluation below.)
5. At least one external letter of support, but no more than three letters, should be included in the materials submitted for consideration. External letters of support provide reviewers with helpful insights about the contribution of the research accomplishments to the discipline and society.

#### Criteria for Evaluation

1. A nominee's record of research and publication while at Illinois State University will be given greatest weight in the Council's deliberations, although a full career vita for each nominee will be evaluated.
2. Nominees will be evaluated for (a) nationally and internationally recognized research, (b) quality of scholarly work, and (c) contribution to profession/discipline.
3. Written endorsements should address these criteria:
  - a. Importance of nominee's research nationally and internationally.
  - b. Quality/uniqueness of scholarly work.
  - c. How work makes unusual contribution to professional discipline.

NOTE: Please be aware that reviewers of the Outstanding Researcher Award nominees are colleagues with expertise in diverse scholarly fields. It is important to address each nominee's achievements with information clarifying how the work qualifies as outstanding in the particular discipline represented. (For example, scholarly activity in fine arts may be judged in quite different terms from scholarship in physics.)

#### Distribution of Award

Each recipient receives \$3000, payable as \$1000 in salary and \$2000 in operating funds. Funds must be expended by the end of the fiscal year in which the award is granted.

### **III] Cross-Disciplinary Team Research Award:**

This award recognizes exemplary collaborative research conducted by multiple investigators from interdisciplinary backgrounds. This award recognizes research teams of two or more investigators for their (a) nationally, even internationally, visible research, (b) high quality of scholarly work, and (c) contribution to multiple professions/disciplines. Research teams designated as Outstanding Research Teams will receive a \$3,000 award.

#### Criteria for Eligibility

1. A research team must be composed of two or more investigators.
2. At least one member of the research team must be employed by Illinois State University as a tenure-track or non-tenure-track faculty member or an administrative/professional staff member. This person must have been at Illinois State University for a minimum of three academic years prior to nomination.

3. One or more members of the research team may be associated with an entity external to Illinois State University, including non-academic entities such as corporations.
4. Research teams must include members from at least two different units (e.g., departments, colleges, divisions, or offices).
5. Research teams with members currently serving on the University Research Council are ineligible. Previous recipients of the award are ineligible.

#### Procedures for Submission of Applications

1. Award information will be disseminated to the campus research community via the University Research Council and College Research Committees. Application materials are to be submitted directly to the Associate Vice President for Research, who will then pass them along to the University Research Council for review.
2. Research teams must seek letters of support for their applications from at least two sources (e.g., department chairperson, college dean, unit leader, or division head). At least one of these letters must be provided by a source external to Illinois State University.
3. The letters of support should address the contribution of the research team members to their fields of study, including the extent to which the team is recognized nationally or internationally for their collaborative, cross-disciplinary research.
4. The final evaluation of applications will be made by the University Research Council. During deliberation, the Council may request supporting materials from the teams.
5. Recommendations regarding team award recipients will be forwarded to the Provost by the University Research Council.

#### Applications

Applications for this award are to be submitted through Illinois State University's Review website. The following items will be required:

1. A statement from the team describing its current collaborative, cross-disciplinary research. The statement should be written at a level appropriate for researchers outside the team's disciplines. In addition to a description of current activities, the statement should address the contribution of team's research to each member's field of study and practice. The statement should be no longer than 2,000 words.
2. A full career vita for each team member. Research accomplishments should be categorized and listed, beginning with the most recent, using the Criteria for the Evaluation of Scholarship and Creative Productivity. Complete citations must be given for all published works.
3. At least two written letters of support for the application, including one provided by an source that is external to Illinois State University, which addresses the: (a) national and, perhaps, international scope of the team's research; (b) quality of scholarly work; and (c) contribution of the research to the team members' professions/ disciplines. (See Criteria for Evaluation below.)
4. A written description of ways award monies will be used to further advance the collaborative, cross-disciplinary work for which the award is being given. Award monies cannot be used for salaries.

#### Criteria for Evaluation

1. A team's record of collaborative, cross-disciplinary research and publication while working together will be given greatest weight in the Council's deliberations, although the full career vitas for each team member will be reviewed.
2. Team nominees will be evaluated for (a) research that is recognized nationally and, perhaps, internationally, (b) quality of scholarly work, and (c) contribution to professions/disciplines.
3. Written letters of support for a team's nomination should address these criteria:

- a. Importance of the team's research nationally and internationally.
- b. Quality/uniqueness of scholarly work
- c. How research makes unusual contribution to professional disciplines.

NOTE: Please be aware that reviewers of the Cross-Disciplinary Team Research Award nominations are colleagues with expertise in diverse scholarly fields. It is important to address a team's research achievements with information clarifying how the work qualifies as outstanding in the particular disciplines represented. (For example, scholarly activity in fine arts may be judged in quite different terms from scholarship in physics.)

4. The written description of ways award monies will be used to further advance the collaborative, cross-disciplinary work for which the award is being given is clear and logical.

#### Distribution of Award

1. The award of \$3,000 is to be used for any expenditure allowable within University budgetary guidelines with the exception of faculty salary. The award is made to the team, not its individual members. Team members will jointly decide how award monies will be used to further advance the collaborative, cross-disciplinary work for which the award is being given. If the team includes members from outside the University, the Provost's Office must be consulted for expenditures by the outside member.
2. The awards are for the new fiscal year beginning July 1.
3. The recipient must inform the Provost's office of how the funds are to be encumbered by February 1 of the academic year in which the award was announced.

## **GARY R. GEMBERLING FACULTY SCHOLAR IN BUSINESS**

**Gary R. Gemberling** is a successful entrepreneur, holds professional certification as a Certified Public Accountant, a Personal Financial Specialist, and a Certified Financial Planner. Gemberling is the founder of four CPA firms. He is also a founding partner of O & G Financial, and serves as chairman of the board of First Farmers State Bank. Gemberling has served as CFO of Malcolm Group Inc. from its inception in 1973 until its sale in 2007, overseeing all financial aspects of a five-company conglomerate operating worldwide in the areas of manufacturing, mail order, and Internet marketing. Gemberling received his B.S. in Business Administration in 1963 from the College of Business at Illinois State University.

In addition to his professional accomplishments, Gemberling is actively involved within his community. As immediate past chairman of the Workforce Investment Board, he administered federal and Illinois monies for economic development and workforce initiatives in a four-county region. Gemberling is also chair of the Audit Committee and a member of the Investment Committee for the Illinois State University Foundation Board. As an active member of his church, he serves on the Personnel Committee, and as chair of the Audit and Investments Committees. Additionally, Gemberling holds the treasurer positions of both a Masonic Lodge and a Shriner organization. Gemberling was awarded the Illinois Valley Community Service Award for outstanding service leadership within his community and he was elected to the Illinois State University College of Business Hall of Fame in 2010.

The **Gary R. Gemberling Faculty Scholar in Business** award is designed to help recruit and retain outstanding faculty in the College of Business.

### Process issues for the Gary R. Gemberling Faculty Scholar in Business include:

- The monetary portion of the award is for a one-year period with selection of a recipient every two years.
- A faculty member receiving the award may reapply four years after relinquishing the award. A faculty member holding the Dixie L. Mills Faculty Scholar in Finance award may apply for the Gary R. Gemberling Faculty Scholar in Business award four years after relinquishing the Dixie L. Mills Faculty Scholar in Finance award. To encourage wide participation in significant college monetary awards, a faculty member may not hold both the Gary R. Gemberling Faculty Scholar in Business and the Hobart and Marian Gardner Hinderliter Endowed Professorship awards concurrently.
- The award carries a \$10,000 stipend, payable in the summer or spring semester, that may be paid through a combination of salary (taxable) or operating funds (non-taxable) as determined by the recipient. The salary portion of the award will be reduced by the state's portion of the employee's benefits.
- The selection process will be coordinated by the Dean of the College of Business with recommendations from the HRD Team and the College's Director of Research.
- Applicants should demonstrate exceptional teaching skills and distinguished intellectual contributions.

### Expectations for the role of the Gary R. Gemberling Faculty Scholar in Business include:

- Serve as a mentor and source of wisdom to faculty members in the College of Business.
- Serve as a resource for building the recognition and prestige associated with the Gary R. Gemberling Faculty Scholar in Business at Illinois State University.
- Make one public presentation to the faculty in the College of Business in coordination with the research director.
- During the award cycle, the faculty member should include: "The Gary R. Gemberling Faculty Scholar in Business" in the faculty member's email signature line.



## **THE HOBART AND MARIAN GARDNER HINDERLITER ENDOWED PROFESSORSHIP**

The Hobart and Marian Gardner Hinderliter Endowed Professorship was created through a generous gift by the two individuals named in the professorship. The stated goal of the endowment is to recruit, support and maintain outstanding faculty in the College of Business at Illinois State University.

### **Process issues for the Hinderliter Endowed Professorship include:**

The award is non-renewable and will therefore be open to a different faculty member every two years. However, a faculty member who receives the professorship may reapply after a five year period of not being in the professorship role.

The award carries with it a one course per year release (in consultation with the department chair) and a \$15,000 annual stipend that may be paid through a combination of salary (the salary portion of the award will be reduced by the state's portion of the employee's benefits) or operating funds as determined by the recipient.

The selection process will be coordinated by the Dean in consultation with the Human Resource Development Team and the Leadership Team.

### **Qualifications for the Hinderliter Endowed Professorship include:**

- Rank as a tenured associate or full professor in the College of Business.
- Must have served in the College of Business for at least four years prior to application.
- Outstanding performance in research, teaching, and service.
- Faculty receiving other major college awards may apply but will need to resign from other awards if selected.

### **Applications for the Hinderliter Endowed Professorship should include:**

- A letter of approximately 1000 words addressed to the Dean of the College of Business describing and detailing outstanding performance in research, teaching, and service.
- Curriculum Vita.
- Applicants must seek written endorsement of their application from their department chairperson.
- Optional supplementary/supporting materials may be included in the application.

### **Expectations for the role of the Hinderliter Endowed Professorship:**

- The Hinderliter Endowed Professor will serve as a resource to enhance teaching, research, and service within the College of Business.
- The Hinderliter Endowed Professor will serve as a mentor for building the recognition and prestige associated with the role of an endowed professor at Illinois State University.
- One presentation/lecture annually is expected of the Hinderliter Professor. This lecture should be coordinated in conjunction with the COB Director of Research.

## **CARMA CONSORTIUM: RESEARCH METHODOLOGY WEBCASTS**

College of Business is subscribed to the live research methodology webcast presentation series offered by the Center for Advancement of Research Methods and Analysis (CARMA).

The main purpose of the CARMA webcast program is to allow faculty (and students) the opportunity to gain knowledge about the latest methodological and data analysis developments relevant to their research. CARMA webcast presentations include extensive topics in quantitative and qualitative methods. These webcasts are live presentations (with video and audio components) delivered by leading scholars/methodologists from organizational studies, all of whom are editorial board members or past/current editors of leading journals from management and related areas. Webcast presentations are followed by question/answer sessions and are supported with relevant PowerPoint slides and background references that are made available to the viewers through CARMA's video library for unlimited individual viewing throughout the year.

Faculty and students from CARMA member institutions have access to CARMA's Video Library, which include **98 videos** of all past webcast presentations which address a wide range of topics in research methods used in organizational and social science disciplines.

CARMA offers the faculty and students from participating universities a **50% discount** on registration fee for attending CARMA's summer and winter research methodology short courses.

## **SABBATICAL LEAVE PROGRAM**

### **Rationale:**

The sabbatical leave program is intended to maintain and improve the quality of the educational programs of Illinois State University by creating opportunities for the academic employees to acquire new methods and techniques, to broaden outlooks, and to improve professional competency and stature through study, research and other professional development activities.

Sabbatical leaves are expected of faculty members in order to assist them in maintaining and improving their professional knowledge, ability, and skills. Such leaves are not automatically granted to individuals upon completion of a stated period of service. Each application will be judged on the basis of the benefit which will accrue to the University and to the individual. It is expected that each application will be accompanied by a detailed description of the sabbatical leave project. Projects shall be evaluated primarily on the basis of creative or scholarly merit and promise.

For those requesting a leave for study leading to an advanced terminal degree, recent and consistent prior effort toward attainment of the degree should be shown. Only under special circumstances related to collegiate needs will sabbatical leaves be granted to satisfy the requirements to achieve assistant professor status. Whether or not sabbatical leaves can be granted in any given year will depend upon the financial situation of the University.

The final judgment as to whether any leaves can be provided in a given year is the responsibility of the President, based upon the recommendation of the Provost and the Deans of the individual colleges.

### **Procedures:**

Request for leaves must be submitted to department/school chairpersons/directors no later than September 15 of the academic year preceding the leave.

The President of the University approves the recommendations that academic employee members be granted sabbatical leaves subject to the following conditions:

- a. Sabbatical leaves to be granted each year shall be limited to one out of every twenty-five full-time academic employee members or major fraction thereof.
- b. No individual may receive a sabbatical leave until he or she has completed five or more years of full-time service on the academic staff at the institution.
- c. No person shall receive a leave more often than once in seven years.
- d. The timing and period of the sabbatical leave shall be left to the discretion of the President, provided, however, that:
  - I. The total leave period may not exceed nine months.
  - II. The total leave compensation may not exceed the equivalent of four and one-half months' pay at the salary rate in effect during the leave period.
  - III. At no time shall the rate of leave compensation exceed the monthly contract salary rate in effect during the leave period.
  - IV. When an individual receives a grant such as a Fulbright grant, that person may be granted sabbatical leave with pay, and may accept the grant, provided the amount of such grant allocated

to salary plus the amount of the salary on leave does not exceed the normal salary for the period of sabbatical.

### **Proposals:**

A complete proposal for sabbatical/educational leave shall be submitted with a Request for Leave of Absence Request PERS 917 form to the appropriate department/school or other unit chairperson/director no later than September 15 of the academic year preceding the leave. The proposal shall contain the following:

- I. A description of the proposed leave, including:
  - A. Purpose and design of projects and activities
  - B. Time schedule
  - C. End product (outcomes)
- II. The contribution of the sabbatical/educational leave to the employee's professional and personal welfare.
- III. The significance of the proposal to University, College, and programmatic goals (address specific goals).
- IV. The contribution of the outcome of the leave to the professional stature of the University.
- V. A professional vita
- VI. A copy of the written summary report filed from the last sabbatical/educational leave, if any.

### **Priority Categories:**

Priority Categories in Order of Importance (depending upon the faculty member's University assignment, the first priority criterion would ordinarily be either item 1 or 2 below.)

1. A project designed to enhance performance in teaching.
2. A project which will result in scholarly or artistic productivity.
3. A project designed to enhance performance in other major University activities such as professional service or administration.

A project supplemented by an external professional grant leading toward improving professional performance will be given special consideration for items 1, 2, and 3 above.

4. A proposal for completion of an advanced degree.
5. A proposal for completion of course requirements toward an advanced degree.
6. A proposal principally involving travel directly related to the faculty member's University assignment proposed project for professional improvement.

### **Criteria to be Used in Judgement of the Leave Proposal:**

1. Contribution of the sabbatical to the professional and personal welfare of the faculty member.
2. Significance of the proposal to University goals.
3. Contribution to the professional stature of the University.
4. Ability based upon past performance, to complete proposal.
5. Convenience to the University, except that a faculty member cannot be refused on this basis alone more than three successive years.
6. Seniority.
7. Time elapsed since last sabbatical.
8. Priority consideration will be given to faculty members with tenure. A letter from the Department/School Chairperson/Director to the College Dean and Provost regarding future tenure status

of the faculty member must be accompanied by all sabbatical leave requests submitted by probationary tenure faculty.

**Obligations:**

An individual granted a sabbatical leave assumes a professional obligation to return to the University for a period of at least one full academic year subsequent to his/her leave. Individuals who fail to return to the University for one full academic year subsequent to a leave agree to reimburse the University for any salary paid during the leave.

Within three months of the completion of a sabbatical leave, a faculty member must file a written report summarizing the purposes to which the leave was put and listing the publications or other accomplishments resulting therefrom. This report shall be incorporated into the individual's evaluation for salary increases, promotion and tenure at the time of the next evaluation for such purposes following completion of the leave.

## ISU WRITING CAMP AND FOURTH FRIDAY WRITING DAYS

### 1] ISU Writing Camp

In an effort to advance collegiality around a culture of scholarly writing at Illinois State University, the ISU Office of Research and Graduate Studies (ORGS) calls for applications from tenure-line faculty in need of uninterrupted, focused time to work on manuscripts and creative works in an environment of encouragement and professional accountability. Toward that end, ORGS will coordinate, house, and feed a group of 15-20 ISU scholars in a tranquil location for a unique gathering of scholarly minds and fellowship.

#### **Who should apply?**

This writing camp is for tenure-line faculty who need an uninterrupted three days to work on pressing research and creative activities.

#### **What can attendees expect?**

Attendees will be fed, housed, and encouraged with after-dinner group discussions around nightly campfires. Attendees may also enjoy the beautiful grounds at their leisure.

#### **What does ISU expect?**

Attendees are expected to remain at the campsite. Nightly discussions of the day's accomplishments will occur.

#### **Other details include:**

- All meals, housing, work space, 1-3 mbs wifi, and programming provided.
- \$50 registration fee per faculty member with other expenses covered by departments/ORGS
- participants are expected to remain on grounds for entire camp
- participants will be sharing camp-style living quarters (separate rooms for men and women) with handicapped accessible restroom/shower facilities; electricity is available throughout the buildings and grounds
- nightly meals will conclude with campfire/brainstorming sessions
- scholars will enjoy access to entire grounds (seating areas, pool, lake, etc.)

### 2] Fourth Friday Writing Days

The Office of Research and Graduate Studies (ORGS) sponsors Fourth Friday Writing Days. As the name implies, they take place on the fourth Friday of every month, from 8:00 AM-4:00 PM. This is an opportunity to set aside time in a place where you will be expected to stay on task with your writing while enjoying the company of others doing the same. In this regard, the day is a form of positive peer-pressure. There are usually 15-20 other ISU scholars in the designated room. This FREE program includes breakfast, lunch, snacks, and coffee throughout the day. Sometimes there is a very brief and informal program over lunch.

## OTHER FACULTY SUPPORT RESOURCES

Other miscellaneous support resources and services available to the COB faculty include:

- **Travel support** (to attend professional conferences). Level of support varies from department to department. For more information, consult the department chair.
- **Graduate Student Research Assistance.** Available to all COB tenured/tenure-track faculty. Level of support varies from department to department. For more information, consult the department chair.
- **Sabbatical Information Meetings.** These meetings are held annually by the Research Director, around April, to disseminate pertinent information regarding sabbatical application procedures, eligibility requirements, timeline, evaluation criteria, reporting requirements, etc.
- **CTLT Instructional Development Grants.** A number of competitive instructional development grants are available through *The Center for Teaching and Learning Technologies*.
- **Faculty Resource Center** (SFHB 025). They offer a variety of professional-quality services including word processing, desktop publishing, document scanning, reprographics, and document (e.g., color brochures, flyers, booklets) production.
- **COB Technology Resource Center** (SFHB 025). Conveniently located right in the College Of Business, the center is faculty's first stop for COB classroom technology, web support, and advanced desktop publishing.
- **ISU-Technology Support Center** (145 Julian Hall). This support center is open 24-hours a day, 7-days a week for phone and e-mail support. They offer campus specific computer support [web: <http://helpdesk.illinoisstate.edu/>, phone: 309-438-help and e-mail: supportcenter@illinoisstate.edu].

**COB INTELLECTUAL CONTRIBUTIONS**  
College of Business Portfolio of Intellectual Contributions

Academic Year	Articles in Journals	Books	Book Chapter/Readings	Presentations	Proceedings	Grants Submissions
2020	63	4	3	39	20	10
2019	93	1	3	91	19	10
2018	87	0	4	74	29	14
2017	52	3	4	58	20	12
2016	68	0	5	60	24	16
2015	76	1	2	65	23	18
2014	109	2	9	77	29	14
2013	84	2	13	77	23	17
2012	97	3	7	83	36	19
2011	104	2	14	99	36	16
2010	69	2	4	69	28	31
2009	61	2	10	72	36	22

(Data Updated: July 19, 2021)





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