SHRM Foundation
Investing in the Future of HR

Research Grant Proposals-Sample Sections

Project Schedule – 4 examples from prior proposals:

Example 1:

TASK	TARGET COMPLETION DATE
Phase I	
1. IRB Submission	completed
2. IRB Approval	06-01-07
3. Interview Questions Finalized	08-01-07
4. Schedule Interviews	09-01-07
5. Data Collection	10-15-07
6. Transcribe Interviews	11-15-07
7. Write-up Findings	01-15-07
Phase II	
8. Develop Surveys	01-30-08
9. Finalize Organizational Sample	12-01-07
10. Data Collection – Part 2 (organizational sample)	03-15-08
11. Data Cleaning	04-30-08
12. Data Analysis	06-15-08
13. Write Up Findings	08-01-08
14. Submit to Academy of Management Conference	12-01-08
15. Submit to *Academy of Management Journal* and *Human Resource Management Journal*	09-01-09

Project Schedule-Example 2:

Year	Research activity	Target Dates
Phase 1: 2007 to 2008	Complete IRB approval process((4/07-5/07)	5/07
	Finalize interview protocol	8/07
	Conduct 45 interview sessions (8/07-1/08)	1/08
	Content analysis of interview sessions (10/07-3/08)	3/08
	Make final decisions regarding survey measures	10/07
	Write conference submission on qualitative results to date – AOM	1/08
	Use interview results to fine-tune online survey protocol (10/07-3/08)	3/08
	Create online survey (beginning 10/07)	4/08
	Confirm survey participants (1/08-4/08)	4/08
	Administer online survey (5/08-6/08)	6/08
	Write and submit article on qualitative results (3/08-8/08)	8/08
Phase 2: 2008 to 2009	Analyze quantitative results from surveys (7/08-9/08)	9/08
	Write and submit conference paper on quantitative survey results – AOM (10/08-1/09)	1/09
	Write and submit conference paper on quantitative and qualitative results – AIB	1/09
	Prepare executive summary for participants and their firms	3/09
	Write and submit article on final results (both quantitative and qualitative) (10/08-4/09)	4/09
	Submit final report to SHRM Foundation	5/09
	Write and submit practitioner article (4/09-7/09)	7/09

Project Schedule-Example 3:
The proposed research will be completed in five phases over the two-year project period. Specifically, the following schedule is planned, assuming a start date on or about November 1, 2007:

TASK	TARGET COMPLETION DATE
Phase I	
1. IRB Submission	9-28-07
2. IRB Approval	10-15-07
3. Pilot Testing of Time 1 Field Survey Completed	11-30-07
4. Pilot Testing of Retiree Survey Completed	11-30-07
5. Informational meetings with Out-of-State HR Directors Completed; Sample contact information obtained	1-15-08
Phase II	
6. Mail administration of Time 1 Field Survey	02-22-08
7. Mail administration of Retiree Field Survey	02-29-08
8. Participant reminders sent	04-04-08
Phase III	
9. Data coding and cleaning - Time 1 Field Survey	06-13-08
10. Data coding and cleaning – Retiree Field Survey	06-27-08
11. Data Analysis of Time 1 Field Survey and Retiree Field Survey	08-29-08
Phase IV	
12. Pilot testing of Time 2 Field Survey completed	10-31-08
13. Write up and submit Retiree Survey findings to *Academy of Management Conference, Human Resource Management Journal*	01-01-09
14. Mail administration of Time 2 Field Survey	02-06-09
15. Archival data on employee status obtained from organizational records	03-20-09
16. Data coding and cleaning – Time 2 Field Survey and archival data	05-08-09
17. Data analysis of combined wave Field Surveys	07-03-09
Phase V	
18. Write up Field Survey findings and submit to SIOP Conference	09-01-09
19. Submit Field Survey findings to *Journal of Applied Psychology*	10-01-09
20. Write up executive summary; present results to organization; submit summary to *Academy of Management Executive*	11-01-09

Project Schedule-Example 4:

Task	Targeted completion date
1. Literature review and model development	Completed
2. IRB approval (see Appendix)	Completed
3. Identification and definition of life domains	Completed
4. Generation of items (and gathering of other measures)	Completed
5. Pilot testing of measure	Completed
6. Development of web-based measure and functional testing	Completed
7. Drawing of sample	8-15-08
8. Emailing participants (in waves until desired sample obtained)	8-30-08
9. Data collection	10-15-08
10. Data cleaning	11-15-08
11. Data analysis	1-15-09
12. Generation of initial reports and conference submissions	3-15-09
13. Development of pieces for dissemination to HR audiences	6-1-09
14. Development of submissions for academic journals	8-1-09