

CHRM AWARD ADMINISTRATION PROCESS

CHRM awards bring with them certain benefits as well as responsibilities to the investigator/award recipient. This memo summarizes CHRM's expectations concerning awards and corresponding administrative processes.

RECEIPT OF FUNDS—Award money is deposited in the primary investigator's research account at two points in time: Half of the funds are provided when the investigator demonstrates evidence that a research site (preferably a Partner firm) has been secured; the remaining funds are deposited in the investigator's account when significant progress has been made on the project. Notification of research progress must be made electronically to Sandy Wayne: sjwayne@uic.edu or Jean Drasgow: jdrasgow@uiuc.edu If the project involves more than one investigator, each investigator must be carbon copied on all electronic notifications.

CHRM RESEARCH ACCOUNT—Connie Johnson (cjohnsn@uiuc.edu) handles the creation management of accounts for CHRM. If you are from a unit outside of ILIR, Connie will need to know the contact information for your business manager to transfer funds to your unit.

PROJECT PERIOD—Unless otherwise specified, the expected project period for all CHRM projects will be two years. Therefore, all research funds should be spent and projects completed within that two-year period. If there are legitimate reasons for a project to be extended beyond two years, an electronic request needs to be made to a CHRM Director who will in-turn confer with the two other Directors. Any award money not used by an investigator will be returned to CHRM.

SUPPLEMENTS TO AWARDS—The general answer to requests for additional funds is “no”. The CHRM Executive Board regards the proposed budgets in award proposals as realistic and in full recognition of anticipated expenses related to the conduct of the proposed project. Under highly select and unusual circumstances, the three Directors will consider award supplements. However, if the partner firms with whom investigators are working, request that projects be extended beyond what was originally proposed and funded to address issues of particular interest to those firms it is reasonable for the investigators to negotiate with partner firms to absorb such additional expenses.

DELIVERABLES— It is expected that award recipients will do the following:

1. Introduce the research project at the roundtable immediately following receipt of the award.
2. Provide electronic research updates to the Assistant Director (jdrasgow@uiuc.edu) for each subsequent roundtable until the final working paper is received.
3. Produce a report at the culmination of the research known as a “working paper”. The investigator should provide the report to partner firms where the project was conducted in “partner friendly” language (i.e. discussing implications for practice and the meaning of the findings for the organization). When that report is accepted by the partner firm(s), the investigator should submit an electronic copy to the Assistant Director (jdrasgow@uiuc.edu) for distribution to all partners. In these reports, as in any articles submitted to journals, the partner firms used for CHRM projects should not be identified. The partner firm serving as a research site may request investigator provide an on-site presentation of the project results to their

organization. If this results in travel expenses to the investigator that exceeds the award money, the partner firm should provide assistance.

4. Journal articles and chapters derived from research funded by CHRM will include a footnote stating "This research was supported by an award from the University of Illinois Center for Human Resource Management."

If a researcher fails to produce required deliverables for a CHRM award, future award opportunities with CHRM will be affected.