Funding Opportunity Description

The Society for Hospitality and Foodservice Management Foundation invites faculty members from accredited universities to submit proposals for the purpose of investigating operations and management issues in the corporate foodservice and workplace hospitality industry. Awards will be considered based on industry impact and may vary widely in scope and size up to a maximum of $15,000. Only one proposal will receive an award, the funds are non-renewable, and the project duration is limited to one year. The deadline for proposals is ***Monday, April 1, 2019 at 5:00 p.m. (EST)***. An application should be submitted via e-mail, addressed to *Mr. Tony Butler (tbutler@hqtrs.com)*. Note that incomplete applications will not be considered.

The Society for Hospitality and Foodservice Management Foundation (SHFM) oversees the Research Award program. SHFM's vision is to be the charitable arm that extends the Foundation's workplace hospitality impact for the industry into the community. The organization's mission is to enhance SHFM's external presence through corporate foodservice and workplace hospitality career preparation and education support, industry and student networking, and community-based charitable efforts. Also, the Foundation aims to provide opportunities and support in the form of scholarships and internships for the next generation of corporate foodservice and hospitality leaders, as well as stipends and course funding to support faculty and curriculum delivery. Therefore, the Foundation supports and promotes research projects that will benefit this industry, the academic community, and the nurturing of students.

This year, the research proposals must be related to one of the following topics:

- ***Track 1. Operations***
  - *Sustainability (operations and management)*
  - *Clean production*
  - *Reduction of food waste*
  - *Health and well-being*
  - *Menu innovation and creativity*
  - *Re-designing food consuming places*
  - *Food safety practices*
  - *Technology*
  - *Conference and Meeting Planning*
  - *Event Planning*
  - *Soft Facilities Management services, i.e., janitorial, mail rooms*

- *Fitness Centers (operations and management)*
- *Other non-foodservice amenities*

- *Track 2. Management*
  - *Request for Proposal and the on-site bidding process*
  - *On-site contract management*
  - *On-site foodservice client management*
  - *On-site financial performance management*
  - *Staffing for on-site operations*
  - *Payroll management for on-site operations*
  - *Customer experience management in on-site operations*
  - *Marketing and merchandising in on-site operations*
  - *On-site Employee training*
  - *On-site Leadership development*

Eligibility Information:

As the Foundation endeavors to benefit its members, the academic community, and students, all faculty members at accredited universities are welcome to apply for this program. For the effectiveness of research, we encourage the faculty members to take a principal investigator role and to ensure inclusion of one up to a maximum of three undergraduate students who can benefit from this research-award program. Investigators who have already received funding from other sources in support of their specific research proposal area are not eligible. The funding may not be used as a match in any matching or other funding program.

Application and Submission Process:

The application should include a proposal description, budget including up to $2,500 in faculty stipend, up to $7,500 in undergraduate student scholarships, and an expense budget, with budget justification narrative, letter of support from the Dean of the College or Director of the Program, and curriculum vitae.

The application format is outlined on the **Application Format** page.

The deadline for proposals is Monday, April 1, 2019 at 5:00 p.m. (EST). Applications must be received electronically via e-mail. Incomplete applications will not be considered. Applications are to be submitted to Mr. Tony Butler (tbutler@hqtrs.com).

Selection Process:

A committee composed of the SHFM Foundation Board and other Association members will evaluate all proposals. Mr. Tony Butler will direct the committee.

Evaluation Criteria:

Proposals will be evaluated based upon the following criteria:

Project's purpose
- The clarity of the project's purpose
- The supporting logic/evidence (previous research and literature) that underlies and justifies the purpose

Relevancy
- The relevancy of the project's goal to the on-site hospitality and foodservice industry (Track 1 or Track 2)

Methodology and Plan of Action
- A clear and well-developed methodology and plan of action

Budget and Deliverables
- A cost-effective and well-justified budget that clearly and directly supports the project
- Description of the deliverables (e.g., paper, presentation, publication, etc.)

Letter of Support
- Supportive letter(s) from appropriate industry and/or research partners, who could confirm participation in and support of the proposed research, including the probability of project completion (if applicable).

Award Program recipients will be notified not later than **Friday, April 19, 2019**.

Deliverables and Dissemination:

The principal investigator is required to submit a mid-year progress report for the project, which should be no more than five pages long, in executive summary format, and submitted by September 20, 2019.

The report may be condensed and/or re-written for multiple audiences. Additionally, an Executive Summary is required upon completion of the project, according to the guidelines that will be provided. Only upon completion of these requirements may authors publish from these works.

Any and all publications resulting from this Program must acknowledge funding assistance by the "Society for Hospitality and Foodservice Management Foundation."

The award recipients are required to present the research project at the national conference (September 17-19, 2019, Palm Springs, CA) and present the outcomes following completion of their work, and in certain cases, anticipated outcomes, of their studies during a special session of the national conference the following year (October 5-7, 2020, Baltimore. MD). Additional information regarding this will be forthcoming.

Completed, final manuscripts are due by Friday, March 27, 2020.

Manuscripts can be submitted to a leading hospitality/on-site foodservice/business journal after having been reviewed by the SHFM Foundation Board.

Contact Information:
Mr. Tony Butler
Executive Director
Society for Hospitality and Foodservice Management
(502) 574-9951
tbutler@hqtrs.com

<p style="text-align:center;">**Application Format**</p>

I. Formatting of an Application

The proposal description is not to exceed five, single-spaced pages in Microsoft Word format, exclusive of a reference list. The font should be 12-point Times New Roman. The entire document must be set at one-inch margins. Figures and tables should be embedded in the text where initially referenced. Please organize the proposal with sub-headings that best fit the specific project.

II. Proposal Description

At a minimum, all proposals should contain the following:
- A clear and concise statement of the project's purpose
- A supporting statement of logic/evidence/prior research/literature that supports the project's purpose
- The relevancy of the project's goal to the on-site hospitality and foodservice industry (Track 1 or Track 2)
- A clear and well-developed methodology, timetable, and plan for action
- A description of mandatory, planned deliverables (e.g., Mid-Phase Project Report, final Executive Summary Conference Presentation, Report publication, etc.)

III. Budget

The budget should not exceed two pages in length for sections A and B. The SHFM Foundation has developed a pre-determined allocation of the Program fund. Up to $7,500 allocated to under-graduate student scholarships, up to $2,500 for the faculty stipend, and a reasonable estimate of expenses. No indirect costs may be applied. Please use the following format (exact sub-heads) when completing the budget request.

A. Itemized Expenses (for expenses portion only):
- Necessary travel and other costs related to data collection
- Supplies
- All other costs (itemize each)

B. Budget Justification Narrative:
- Identify each item requested in the budget and provide a description
- Answer the following question in detail: Do the items in the budget support the project needs (e.g., are the budgeted items appropriate expenditures which can be adequately justified)?

IV. Curriculum Vitae

The curriculum vitae (CV) should not exceed two, single-spaced pages for the principal investigator and each participating undergraduate student(s).

The CV outline is shown below:
- Educational Background: A list of the individual's under-graduate and graduate education, including the major, degree, and year

- Faulty: Professional Experience. Undergraduate Students: Work experience(s) to date
- Appointments: A list, in reverse chronological order, of all the individual's academic/professional appointments beginning with the current position
- Publications: A list of no more than 10 publications most closely related to the proposed project AND no more than five additional significant publications (whether related or not to the proposed project). Use APA referencing guidelines.

V. Current and Pending Support

List all previous (within the last five years), current, and pending support for other on-going projects and proposals, including subsequent funding in the case of continuing grants, awards, scholarships, stipends from whatever source (e.g., federal, state, local, public, or private foundations, etc.). Make every effort to consolidate the information on a single page, but no more than two pages.

VI. Letter(s) of Support

A recommendation letter is needed to confirm the suitability and relevance of the proposed research. The letter should be received from a Department Chair/Dean/Program Director.