White Paper Series Submission Guidelines

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Dick Pope Sr. Institute for Tourism Studies

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The Dick Pope Sr. Institute for Tourism Studies
at the
UCF Rosen College of Hospitality Management

Grant and Contract Proposals

Four Required Steps of Grant/Contract Proposal Writing
The Dick Pope Sr. Institute for Tourism Studies (DPI) at the UCF Rosen College of Hospitality Management will be the official Rosen College clearing house for all grant and contract proposal writing. Beginning March 1st, 2009 all submissions are to be made via DPI@mail.ucf.edu.

The four required steps of grant/contract proposal writing for the Rosen Faculty, serve as guideposts within the college and to maintain consistency within grant and contract proposals. The record of correspondence points will allow the DPI to receive recognition for its collaborative efforts in conducting superior research applicable for hospitality industry practitioners.

Please visit the DPI web page at www.hospitality.ucf.edu/dick_pope.html and click on “Grant & Contract Proposal Writing” to download the appropriate forms for each of the four steps. Complete the forms as you progress through the grant/contract writing process and submit them to the DPI e-mail address above.

Four Required Steps:

1. Define the grant/contract project:
   • Clarify the purpose of the project and write a concise mission/goal statement
   • Define the scope of the work
   • Determine the broad project goals, then identify specific objectives to accomplish those goals
   • Include an estimated budget

2. Submit the preliminary draft via e-mail for a peer review. This step is designed to enhance the quality of the proposal. The DPI may require further information if the project looks interesting but is not yet complete; or to clarify the nature of the project.

3. Inform the DPI that the grant/contract sponsor has accepted the proposal:
   • Include official date of proposal submission to sponsor
   • Include date of acceptance and sponsor contact information
   • Include a brief timeline of the project submission(s) that will be delivered to the sponsor

4. Submit a final copy of the complete end product via e-mail. Send an attached Microsoft Word document that you will submit to the grant/contract sponsor. Authors are responsible to fulfill all contractual obligations to the sponsor, including the final submission of the project. Authors must also send all required documentation to UCF’s Office of Research and Commercialization.

We thank you for your cooperation in securing funds for Rosen College, and we look forward to working with you to further the purposes of the DPI.

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White Paper Series Submission Guidelines

Background
The purpose of the Dick Pope Sr. Institute for Tourism Studies (DPI) is to improve the quality of
the tourism product while increasing the benefits of tourism for the industry, the state of Florida,
and local communities. The DPI is actively engaged in a variety of hospitality research projects
and educational programs in the areas of: marketing, consumer behavior, visitor satisfaction,
feasibility, tourism economics, motivation, forecasting, finance and accounting as well as other
hospitality-related disciplines.

We encourage and welcome the Rosen faculty, graduate students, visiting scholars and visiting
faculty to assist the DPI in continuing its mission to educate the public about the tourism industry
at the state, national and international levels; as well as contributing to the social and economic
welfare of the community at large.

Please join us in advancing the DPI's mission by submitting to the White Paper Series
editors at DPI@mail.ucf.edu. The following submission guidelines will assist you in preparing
your article for Series inclusion. The DPI website has a complete listing of White Papers and
downloads available on www.hospitality.ucf.edu/dick_pope.html.

Once included in the White Paper Series, authors may be invited to present their research at a
sponsored research colloquium. Copyrights to the presented work will be retained by the research
author(s), not the DPI.

(Continued)
White Paper Series Submission Guidelines (Continued)

Review Process
All White Papers submitted are reviewed and approved by the editors. Authors may be invited for a themed series edition or may submit on an individual research basis. If necessary, the editors may ask an external expert in the field to review the paper(s). If the paper has been accepted for presentation at another professional meeting/seminar/conference; has been published; or if it is currently being considered for a presentation or a publication, the author(s) must acknowledge that fact.

Style Guidelines
Please consider that the content of a White Paper is intended mainly for trade and industry audiences. Please follow the below guidelines for acceptance to the White Paper Series:

Submission Requirements
- Provide an e-mail address for the corresponding author(s)
- Provide a 150-200 word abstract that describes the study and summarizes key findings
- Include tables and figures within the text that are appropriate for trade and industry audiences
- Submit papers in Microsoft Word
- Use 12pt Times New Roman font double space, with standard 1" margin, 5-10 pages in length
- Use captivating titles
- Provide a cover page including the title, author(s) and their institutional affiliations, full correspondence address, acknowledgements and funding source(s)
- Do not include equations and formulas, and utilize only limited statistical values
- Include a maximum of seven tables and figures within the text
- Follow APA referencing style
- Provide several keywords for topic referencing

DPI Director: Abraham Pizam; DPI Associate Director: Robertico Croes