Internal Research/Creative Project Grant

Purpose

The purpose of the Internal Research/Creative Project Grant (IRG) program is to support the development of research and creative activity at the University of Victoria and to enhance the university's competitiveness in terms of external research funding. The program is intended to:

- enable faculty members to **initiate** research or creative projects that build on current research programs or that are **innovative** in their approach, and

- encourage faculty members to apply for funds from external agencies by providing **seed** funding for developing larger-scale initiatives, including but not limited to the conducting of preliminary studies and initial data gathering.

Applications for projects relating to research on pedagogy or the creation of teaching tools will be considered, on condition that the research content and the purposes of the project are clear.

The program is **not** intended to provide continuing support for ongoing research/creative projects or to serve as a substitute for external funding.

Eligibility – Individual Grants

Only faculty members who hold a tenured appointment or an appointment with eligibility for tenure as an Assistant Professor, Associate Professor or Professor; or a grant-tenured appointment or an appointment with eligibility for grant-tenure at any of the above ranks may apply for an individual grant. Faculty on leave, **except** leave without pay, may apply. Artists in Residence are eligible to apply for research/creative projects providing this is specified in their terms of employment.

Pre-tenure faculty may apply and receive funding each year. All other faculty are not permitted to apply in the year following receipt of an internal research / creative project grant.

Individuals are not eligible to apply within 12 months prior to their retirement from the university.

Faculty members who hold external research funding, e.g. Tri-council funding, may apply provided they justify that the internal research / creative project grant funding will support a new direction of research or creative activity.

Post-doctoral fellows, laboratory instructors, senior academic assistants, emeritus faculty, adjunct faculty, limited-term faculty, sessionals, assistant or associate teaching professors, teaching professors, librarians and administrative or academic professionals are **not** eligible to apply.

NOTE: Assistant and associate teaching professors, and teaching professors can apply to the Teaching Professor Scholarship Fund administered by the Learning and Teaching Centre: http://ltc.uvic.ca/scholarships/ltgrants.php

Eligibility - Team Grants

As a pilot program for 2016-17, team grants will be considered. All team members must satisfy the eligibility criteria as stated for individual grants with the exception that a librarian or post-doctoral fellow may apply as a co-applicant. The principal applicant must be a faculty member who meets the eligibility criteria to apply for an individual grant.

A team grant application must clearly demonstrate existing or strong potential for synergy amongst the team members.

Guidelines

Applicants must use the current Internal Research/Creative Project Grant application form which is available on the Office of Research Services' web site at XXX

All applications must be word-processed. Handwritten applications will not be accepted. The minimum acceptable font size is 12 point. Applications which do not adhere to the guidelines (i.e., maximum page length, scholarly publication dates, etc.) may not be considered.

Applications should not refer to information provided in previous applications but should be complete in themselves. Applicants are strongly advised to consult with their department representative (appointed by the department Chair/Director) prior to submitting their application.

Applicants should not include supplementary materials (e.g., reviews of past work, scholarly publications). The Committee will disregard such materials in their deliberations.

A printed, original copy of the completed application must be delivered to the Office of Research Services (Rm B202 Administrative Services Building) by **XXX**. **Late applications will not be accepted**.

Application Form Requirements

General Information
A faculty member may be involved, either as PI or as a team member, on only one application per competition for which they are eligible to apply.

Project Information
Indicate if your project requires human research ethics (research or other activities involving human subjects), animal care (studies involving animals), biosafety approvals.

Indicate which committee you feel is best to review your application. Note that beginning in 2016-17 the number of committees is reduced to three:

- CIHR / NSERC relevant research
- SSHRC relevant research
- Creative projects.

Detailed Description
Wherever possible, the applicant(s) should avoid highly specialized technical language and disciplinary jargon. Applicants should remember that the composition of the Committees is diverse. The onus is on the applicant to explain and place the project in context within their disciplines in a way that is comprehensible to non-specialists.

Project descriptions should, however, include the following information as appropriate:
- objectives of the research/creative project
- consistency with the purpose of the IRG program
- theoretical, practical or artistic significance
- relationship to existing research or creative endeavours and literature
- research/activity plan and method, qualifications, and duties of assistants and the sources of research/activity materials
- work already completed or in progress
- a realistic timetable
- anticipated field trips

Budget and Budget Justification
Detailed budgets should be presented and will be carefully scrutinized. Please note the following:
- An upper limit of $7,000 will apply to all individual Internal Research/Creative Project Grants
- An upper limit of $10,000 will apply to all team Internal Research/Creative Project Grants
- Budgets for proposed research must be specific
- All expenses must be justified in the application and relate to the direct costs of the project
- Applicants are advised to provide detailed information in justification of funds requested to network or consult with colleagues, for example, details regarding who, when, where and for what purpose meetings will take place and explanations for why face-to-face meetings are required.

- Awards become tenable on or after April 1 for use before March 31 of that fiscal year. This fiscal year deadline should be taken into consideration when calculating anticipated research requirements. In exceptional circumstances, extensions may be considered.
- Any significant (exceeding 20% of the total budget) variations in the budget allocation must be pre-approved. Funds cannot be used for any expenses outside the approved project.

Eligible Expenses

Salaries
- Must be in accordance with the current University Policy and Procedures and based on UVic CUPE 4163 component 1 rates (http://www.uvic.ca/hr/services/home/compensation/salary-schedule/index.php). For undergraduate students: $14.68/hr + 12% benefits; for Graduate students: $24.21/hr + 12% benefits. Please indicate the hourly salary, the number of hours requested and the nature of the task to be carried out.

  Applicants are expected to apply for alternative sources such as work study or Summer Challenge to supplement salary needs.

Supplies and Operating Expenses
- Supplies and operating expenses directly related to the conduct of the research/creation. It is assumed that standard office supplies (including photocopying) are provided by the department. Minor equipment (under $250), equipment upgrades, software, programming costs, internet connections etc.
- Page charges, technical preparation charges and reprint costs and other expenses required for publication in refereed journals.

Equipment
- Equipment purchase or rental (over $250).The applicant(s) must demonstrate that the purchase of such equipment is essential for the successful completion of the project, that the project cannot be accomplished with existing equipment in the University, and that rental is impractical or less economical than purchase.

Travel
- Grants for research travel (i.e., field trips) are limited to the lowest possible airfare and subsistence requests should be based on local rates of accommodation, meals, and personal expenses. Travel expenses to meet with other researchers or collaborators at a conference on a project are eligible, however, any conference expenses are not eligible (i.e., registration fees). The applicant is required to indicate the source (travel agent or on-line service) for their travel estimates.

- Child care expenses as allowed under Tri-Council guidelines (http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp). This must be specified at the time of application.

Expenses Related to a Disability
- Limited funding is available to address special accommodations and/or expenses due to a disability. This funding is **not** included in the $7,000 and $10,000 limits.

  Faculty members applying for an IRG who may require a disability related expense may contact Grace Wong Sneddon, Adviser to the Provost on Equity and Diversity at gwongsne@uvic.ca or call (250) 721-6143. Any personal information provided will be maintained in confidence.

Ineligible Expenses
- Society membership dues or journal subscriptions
- Conference travel for the purposes of dissemination of results
- Entertainment
- Child care expenses except as allowed under Tri-Council guidelines: http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp
- Spouse travel expenses
- Cellular phone charges
- Publishing costs of academic books that have passed a peer review or referee process and will not have royalties associated with them. Such expenses may be eligible under the Book / Creative Projects Subvention fund.

Research Support

Faculty members, if eligible, are expected to apply for external research funds. Requests for University research grants must include either a listing of external applications (both requested and awarded) during the past 5 years, or an explanation as to why such applications have not been made. This condition also applies to those proposals which would qualify for support from the Canada Council.

Scholarly Publications/Artistic Achievements

- List all books and/or major works completed in the last 10 years
- List all scholarly articles/creative projects completed in the last 5 years. Only items published, accepted, exhibited or performed should be listed.
- Start from the most recent and identify with an asterisk (*) those that have undergone a peer review process.

Final Report on Last Internal Research/Creative Project Grant

If you have not already submitted the final report from your previous Internal Research/Creative Project Grant, you must provide it in the space provided. If you have not previously held Internal Research/Creative Project Grant funding, please indicate this. Note that your final report must describe both the financial expenditures and the activities undertaken.

Evaluation Criteria

Applications will be assessed using the following criteria:

1. Quality and potential of the proposed research/creative project.
    - The quality and originality of the proposal.
    - The extent to which it is consistent with the purpose of the Internal Research/Creative Grant Program (to provide seed money to new scholars and support new activities or innovative ideas of established researchers or artist-researchers).
    - Strength of the budget justification of the eligible expenses for meeting the plan as outlined in the application.

2. Scholarly or creative productivity commensurate with the stage of career.
    - The applicant's or applicants' academic or artistic productivity as related to the stage of career, and demonstrated by scholarly publications, artistic endeavours, and other disciplinary contributions (items published, accepted, exhibited or performed).

3. Record of application for external funds.
    - Previous efforts of the applicant to secure and/or plans to apply for external research funding.

The criteria are weighted as follows:

Criterion	Individual applicant within the first 6 years of their first regular faculty appointment	Individual applicant after the first 6 years of their first regular faculty appointment	Team application
Quality and potential of the proposed research/creative project	50	45	40
Scholarly or creative productivity of the applicant(s)	40	45	45
Record of application for external funds	10	10	10
Existing or strong potential for synergy amongst the team members			5

Evaluation Process

Applications are adjudicated by the appropriate Vice-President Research Committee on Internal Research / Creative

Project Grants: CIHR/NSERC, SSHRC and Creative Projects. Members of the Committees and the Chair of each Committee are appointed by the Associate Vice-President Research in consultation with the Deans.

Committee Procedure:

1. The Committee's evaluation will be made solely on what is presented in the application.

2. Each Committee will assign each application it reviews a score out of 100 using the criteria and the applicable weightings described above.

3. Once all applications are scored, each application will be assigned an *adjusted score* using the formula

   adjusted score = score / average score + 50

   where the *average score* is the average of the scores assigned by the Committee for the current competition.

4. The Committee will prepare a ranked list (highest to lowest) of the applications where the ordering of applications will initially be based on the scores. The Committee may alter the position of an application in the list if the applicant(s) have had interruptions/delays in scholarly productivity, as explained by the applicant(s).

5. The Committee will recommend the amount of funding to be awarded to each application which must not be in excess of the allowable maximum or more that requested by the applicant(s). The Committee may recommend that an application not be funded.

Overall Ranking and Funding:

1. The Associate Vice-President Research shall determine the funds available for allocation in two envelopes: (i) SSHRC and (ii) other applications.

2. The Associate Vice-President Research will, in consultation with the Committee Chairs, construct a single ranked list (highest to lowest) by merging the Committee lists.

3. SSHRC applications will be funded from the top of the combined list downward until the available funds for those applications has been allocated.

4. Other applications will be funded from the top of the list downward until the available funds are allocated.

5. The Associate Vice-President may at his or her discretion determine not to allocate all the funds available based on the scoring of the applications.

Conditions of Award

1. University research funds may be used only for the purposes specified in the notice of award.

2. Research must comply with the University's policies on the conduct of research and funds will not be released until all regulatory approvals are in place. Regulatory approvals **must be** in place within three months of the award notice being received. If applications are not received within the three months, the award is forfeited.

3. Funds remaining in research accounts at the end of the fiscal year will **not** be carried forward. Requests for any budgetary changes must be submitted to the Office of Research Services, however extensions may only be considered in exceptional circumstances.

4. Before additional funds are awarded for new projects, all outstanding final reports for previous University grants must be submitted to the Office of Research Services.

5. Grant holders who determine that their awards will exceed actual expenditures are requested to inform the Committee as soon as possible so that the additional funds may be re-allocated in support of other projects.

6. Faculty research accounts must be carefully monitored by the researcher. If a research account shows an over expenditure at the end of the fiscal year in which it was awarded, the faculty member responsible for the

account will be invoiced for the amount owing. In the case of a team award the principal applicant shall have financial responsibility for the award.

7. A grant may only be used to support the project for which it was awarded, unless the Vice-President Research waives this requirement. If a researcher changes the subject of investigation contact the Office of the Research Services in writing.

8. All equipment, microfilm, and library materials purchased with a University grant are the property of the University. On termination of the project, such purchases should be placed in the University Library or appropriate Department, and the ORS should be informed of their disposition.