



**St. Mary's University Faculty Research and Scholarship Grant**

<b>POLICY TITLE:</b> St. Mary's University Faculty Research and Scholarship Grant	<b>POLICY NUMBER:</b> 2.R-2010
<b>APPROVAL DATE:</b> May 11, 2010	<b>DATE REVIEWED:</b> February 11, 2014 March 1, 2021
<b>RESPONSIBILITY:</b> Director of Research	<b>AUTHORIZATION:</b> Academic Council

**Description:**

The Board of Governors has established an annual fund of \$7,500 in support of research and scholarly projects and activities undertaken by St. Mary's University (StMU) faculty. Individual projects of up to a maximum of \$2,500 will be funded for a period of up to eighteen months.

**Objectives:**

The purpose of the StMU Faculty Research and Scholarship Grant is to assist faculty:

- 1) conduct seed research projects which assist in the establishment of long-term research plans/programs and provide the basis for future applications for external funding;
- 2) maintain ongoing research plans with modest funding requirements or for which few external funding opportunities exist;
- 3) fund activities which generate specific research outcomes and lead to publishable results; and
- 4) disseminate research results and establish collaborative networks nationally and internationally.

**Eligibility Requirements:**

In order to apply, a faculty member must hold a full-time appointment at StMU at the time of application and must continue to be full-time during the duration of the award. Primary Investigators (PI) can hold only one StMU Faculty Research and Scholarship Grant at a time. A *Completion Report* must be filed with the Director of Research for any Faculty Research and Scholarship Grant held. This report must include an executive summary, an outline of outcomes, and publications (see form). PIs who do not submit a *Completion Report* will not be eligible to apply for this grant in future.

**Application Process:**

The deadline for the submission of applications will be the second Monday of April (or Tuesday if it is a long weekend). If the full amount of the \$7,500 is not awarded at this time, a second competition may be held with a deadline date of October 15. Applicants shall submit an *StMU Faculty Research and Scholarship Grant Application Form* which can be found on our webpage <https://www.stmu.ca/academics/research/>

**Adjudication:**

The StMU Faculty Research and Scholarship Grant shall be administered by the StMU Research Grant & Awards Committee. This committee will be composed of four faculty members appointed by the Academic Council, with a representative from each of the faculty areas (Humanities, Social Sciences, Natural Sciences & Mathematics, and Education). The committee will be chaired by the Director of Research. In the case that a committee member applies for this grant than their area must nominate another committee member.

Application criteria, and the resulting adjudication rubric, are adapted from the materials and procedures used by the Social Sciences and Human Research Council (SSHRC).

**Administration of the Grant:**

PIs whose research involves human participants, animals, or bio-hazards must demonstrate that all requirements regarding ethics clearance, animal care requirements, and the necessary safety precautions regarding the handling and disposal of hazardous materials are met before the funds are released. In the case of animal care and bio-hazards, until there is an animal and bio-hazards policy at StMU, the PI must detail how they will adhere to the standards of practice in their field.

Once a grant has been approved, the PI must submit all expenditures to the Director of Research for approval. The determination of the eligibility of expenses will be based on the budget submitted in their application. Any expenses that change from those proposed must be approved in writing by the Director of Research prior to being submitted, or these may not be reimbursed. Any equipment or other material goods purchased with the research grant will remain the property of StMU. The PI will be responsible for any over-expenditures beyond those approved by the Research Grants & Awards Committee. The PI must spend the allocated funds within 18 months of approval of the award. Any unspent funds at the end of this period will be returned to StMU unless the PI has applied in writing at least one month before the grant expires to the Director of Research for an extension and has received such approval.

**Reporting:**

The PI must submit a *Completion Report* to the Director of Research no later than 3 months after completion or expiry of the grant.

Matrix for scoring StMU Faculty Research and Scholarship Grant

Weighting		Excellent (5)	Very Good(4)	Good (3)	Satisfactory(2)	Moderate(1)	Unsatisfactory (0)
25%	Objective(s)  -originality, significance and expected contribution to knowledge; -appropriateness of the literature review; -appropriateness of the theoretical approach or framework						
25%	Research proposal -appropriateness of the methods/approach; -quality of training and mentoring to be provided to students, emerging scholars - appropriateness of the proposed timeline						
10%	Appropriateness of outcomes						
10%	Plan for communication/ dissemination						
10%	Relation to expertise						
10%	Promise of future external funding competitions						
10%	Budget rationale						