

2.R-2010: Research and Scholarship Grant

1. Description

- 1.1 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.

2. Objectives

- 2.1 The purpose of the StMU Faculty Research and Scholarship Grant is to assist faculty:
- 2.1.1 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;
 - 2.1.2 Maintain ongoing research plans with modest funding requirements or for which few external funding opportunities exist;
 - 2.1.3 Fund activities which generate specific research outcomes and lead to publishable results; and
 - 2.1.4 Disseminate research results and establish collaborative networks nationally and internationally.

3. Eligibility Requirements

- 3.1 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* (Appendix B) 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.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited
Academic Council	Director of Research	May 11, 2010	March 1, 2021

4. Application Process

- 4.1 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 a *StMU Faculty Research and Scholarship Grant Application Form* (Appendix A) and which can be found on our webpage at:
<https://www.stmu.ca/academics/research/>

5. Adjudication

- 5.1 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).

6. Administration of the Grant

- 6.1 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

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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.

7. Reporting

- 7.1 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						

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10%	Plan for communication/ dissemination						
10%	Relation to expertise						
10%	Promise of future external funding competitions						
10%	Budget rationale						

APPENDIX A
Faculty Research and Scholarship Grant Application

Name of Principal Investigator:

Date of Application:

Name of Co-Investigator(s):

Title of Research Project:

Anticipated Start and End of Project: Start (MM/YY): End (MM/YY):

Ethical Approval: Does your project involve the use of human participants?

Yes No

If yes, have you applied for approval from the StMU Research Ethics Board (REB)?

Yes No

Total Amount Requested: \$ _____

Statutory Declaration

The information contained in this application is accurate and complete to the best of my knowledge and that the requested funds are required to support the described research. I agree to abide by the research grant and ethics policies of St. Mary's University (StMU). I understand that this is a competitive process and that I may not be awarded funding. I understand that applications that are incomplete will not be reviewed and will therefore be rejected from the competition. I acknowledge that if approval for the described research is not granted by the StMU REB then funding will be withdrawn/withheld. I agree that if I receive a grant and the expenses submitted total more than the grant that was awarded, the over expenditure is my personal responsibility.

Signature of Principal Investigator

Date (M/D/Y)

Project Description

Address specifically, clearly, and concisely each of the following:

1. Describe the objective(s) of the proposed research (including, briefly, the theoretical context of the study).
2. Research proposal: must include a description of the method involved in the proposed project (including the role of research assistants, if any).
3. The anticipated outcomes of the proposed research (impact on knowledge base, stakeholders, teaching, products, etc.)
4. Describe how outcome of the proposed research will be communicated.
5. Describe how the proposed project relates to your expertise and existing research, and how the StMU Faculty Research and Scholarship Grant may prepare you for future external funding competitions.

Maximum of 4 pages, size 12 font, 1 inch margins, double-spaced, including references.

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Detailed Budget (size 12 font; must follow StMU policy – for details please see ‘Research Resources’ at <https://www.stmu.ca/academics/research/>)

Staff Position 1 (Research Assistant, etc):

Position:

Total Hours:

Hourly Rate:

Benefits (MERCs):

Total Pay:

Staff Position 2 (Research Assistant, etc):

Position:

Total Hours:

Hourly Rate:

Benefits (MERCs):

Total Pay:

Materials, supplies, etc.:

Item(s):

Unit Cost:

of Units:

Cost:

Non-disposable equipment:

Item(s):

Cost:

Travel 1

Date:

Destination:

Duration:

Trans. Cost:

Subsistence Cost:

Travel 2

Date:

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Destination:

Duration:

Trans. Cost:

Subsistence Cost:

(Add information as needed.)

Total Amount Requested (max of \$2500):

Budget Justification (Maximum of 1 page, size 12 font, 1 inch margins, double-spaced)

APPENDIX B
Faculty Research and Scholarship Grant - COMPLETION REPORT

Name of Principal Investigator:

Title of Research Project:

End of Project (MM/YY):

Date when grant expires (MM/YY):

Total Amount Received: \$ _____

Total Amount Spent: \$ _____

- 1) In 500 words or less describe the major outcomes and impacts of research conducted with support from this grant. Please provide any media documentation (pictures, weblinks, etc) if available (you will need to complete a Media Release form, attached). Note that this summary and any supporting materials included in this form may be used for reporting, marketing purposes on behalf of StMU.

- 2) Using the table below, list the outcomes you anticipated to result from this grant (copy and paste these from your original application). For each describe whether or not you met each, and why or why not.

OUTCOME	ACHIEVED?	EXPLANATION

- 3) Provide full references of publications (in preparation, submitted, or accepted), conference papers, etc that were a direct result of this research grant.

St. Mary's University Model Release Form

St Mary's University (St Mary's) will be interviewing and taking photographs this event for use in promotional materials and other publications.

Under the Alberta *Personal Information Protection Act (PIPA)*, we require your permission to photograph and videotape you and to use your images and statements in any St Mary's University promotional material or other press related stories. Please sign below to indicate your willingness to participate.

We hereby consent that our pictures, silhouettes or other reproductions of our physical likeness may be used in and in connection with any and all print and/or digital materials and publications created for and used by St. Mary's University.

We also consent that statements we make in interviews for this purpose may be used in any St Mary's publications and other media publications.

Signed this ___ day of _____

Name	Signature

If you have any questions or concerns about the use of your image or St Mary's University privacy policy, or if you wish to withdraw your consent, please contact the University at (403) 531-9130.