

2.BB-2023: STUDENT RESEARCH AND CONFERENCE GRANT POLICY

1. Purpose

St. Mary's University (University) is committed to providing a unique learning environment that fosters student learning and growth. This includes independent research conducted by Honours or capstone students in their final year of study, along with the presentation of their findings at internal and/or external conferences.

2. Scope

This policy applies to University students enrolled in capstone projects or the honours stream in partial fulfillment of degree requirements.

3. Definitions

3.1 Director of Research (DoR): Manager of research-related activities and initiatives of the University. Reports to the Vice President Academic.

3.2 Research: an undertaking intended to extend knowledge through disciplined inquiry and/or systematic investigation.

3.3 Student: any individual currently enrolled in an accredited university degree program. If a student has recently graduated this definition applies up until the end of the academic year for which they have paid student fees. For University students this is August 31.

4. Policy

4.1 Students enrolled in a Major completing their capstone project or Honours research project may apply for a grant of up to \$250.00 to reimburse eligible research-related expenses including, but not limited to: tests and measures, apparatus, mileage, photocopying, licensing fees to use images, recruitment-related costs (e.g., incentives), books or journals unavailable locally.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Academic Council	Academic	September 25, 2023		Every 5 years

- 4.1.1 Any materials or equipment purchased or reimbursed through this fund remains the property of the University, and the responsibility of the student's associated program.
- 4.2 University students are eligible to apply for funding support of up to \$1000.00 to attend an academic conference at which the results of their capstone project or Honours research will be presented.
 - 4.2.1 A maximum of two such conferences may be supported in a single academic year.
 - 4.2.2 Eligible expenses are conference registration fees, travel, accommodation, and meal costs. Applications must be sponsored by the supervising faculty member.
 - 4.2.3 Applications must be submitted within 3 months of conference participation.
- 4.3 Applications may be submitted by the supervising faculty member to the DoR.
- 4.4 Applications may be made at any time to the DoR.
- 4.5 Applicants whose research involves human subjects, animal subjects, or bio-hazards must demonstrate that all requirements regarding ethics clearance and animal care and bio-safety requirements are met.
- 4.6 The DoR will use their discretion to support or refuse any one application.
- 4.7 Successful applications must submit the required forms and receipts to the DoR for approval who will then pass these along in a timely fashion to Finance for reimbursement.



STUDENT RESEARCH AND CONFERENCE GRANT APPLICATION

Application Form (updated October 2023)

Name of Student:

Date of Application:

Tick one: Capstone Project___ Honours Research___

Degree Program (e.g., Psychology Honours):

Title of Project:

Ethics Approval:

- Yes If this project requires/d ethics approval an Ethics Approval certificate must be attached
- No This project does/did not require ethics approval

Purpose of Application (tick one):

- support research project
- support conference presentation

Project Description & Rationale (Attach to this form as a separate document an overview that addresses the following points – NO MORE THAN 1 PAGE, SINGLE SPACED, SIZE 12 FONT, 2.54cm MARGINS):

- A description of the project, objectives, and impact of its outcomes.
- A brief description of the methodology.
- Reason(s) you are making this application.

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For applications made in support a research project: List here the resources used and their associated cost.

Item	Amount (CDN \$)
Total Amount Requested to be Reimbursed (CDN \$) =	

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For applications made in support of conference participation: Complete the following.

- 1) Conference name, location, & dates

- 2) Title of ACCEPTED conference paper/poster (MUST attach confirmation from conference organizers)

- 3) Complete the table below:

Associated costs	Amount (CDN \$)
Conference Fee	
Accommodation (most economical)	
Travel (most economical)	
Subsistence	
Other (describe)	
Total Amount Requested to be Reimbursed (CDN \$) =	

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I declare that the information contained in this application is accurate and complete to the best of my knowledge and that the funds are required to support my capstone project or Honours research, and/or the presentation of my project or research. I agree to abide by the policies of St. Mary's University. I am aware 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 Student

Date

Signature of Faculty Sponsor

Date