

## President's Research Seed Grant for health, science, and engineering *Guidelines*

### 1. Introduction

These awards provide University of Regina researchers with modest research funding to undertake research and scholarly work in the areas of health, science, and engineering that has potential to be developed into larger scale, externally funded research programs. The awards are made available from the following sources:

- University of Regina - an allocation from operating funds made annually by the President.
- Vice-President (Research) – an allocation from the NSERC General Research Fund, when sufficient funds exist.

### 2. Eligibility - Applicants

- Academic faculty members in permanent and probationary appointments and postdoctoral fellows are eligible to apply. APT members for whom independent research is a requirement of their appointment are also eligible.
- Priority will be given to 2022 Cohort participants and emerging scholars (e.g. pre-tenure).
- Cannot currently be holding internal funding awarded by the Vice-President (Research) e.g. VPR Discretionary funding, Discovery Development Grant funding.
- Awards are limited to 2 every 5 years.
- Only **one** application as principal investigator may be submitted. There is no limit to the number of applications as a co-investigator.

### 3. Eligibility – Research Projects

- Must be health, natural sciences, or engineering related.
- Small-scale, early stage research/creation projects. Funding maximum is **\$6,000**. Projects must be completed in 2 years.
- Projects should support the development of a larger scale research program which will be developed into a major external grant application. Activities could include undertaking pilot studies, collecting and analyzing initial data, validating new methodologies or approaches, or developing new partnerships, etc.
- If requesting partial funding to add-on to an existing project, the applicant(s) must make a persuasive argument for the need for additional funding. The committee will use this information to determine whether the funds are warranted.

### 4. Application Procedures

**Deadline is May 15** at 11:59pm.

If the deadline falls on a weekend or holiday, the deadline is extended to the next business day.

Application forms are available on the Research Office website: <https://www.uregina.ca/research/for-faculty-staff/find-funding/internal-grants/seed-grant.html>

Submit to: [research.office@uregina.ca](mailto:research.office@uregina.ca). Applications must include:

- 1) **Application Form**, including the **Budget** table, signed by the Department Head (if applicable) and Dean (or designate) of the principal applicant.
- 2) **Research Proposal**, following the accompanying instructions, maximum of 3 pages.
- 3) **List of References**, maximum 1 page.
- 4) **Current CV(s)** for the applicant and co-applicants. It must be in a format accepted by the Tri-Agency or funder for which external funding will be sought. For example, Canadian Common CV, NSERC Form 100 & research contributions, SHRF, etc.

## 5. Consideration of Applications

Applications will receive an administrative review by the Research Office upon submission. Incomplete applications will be flagged and applicants will be given an opportunity to provide missing information. Any additional information provided beyond that requested will be removed and will not be shared with the review committee. Only complete applications will be forwarded for consideration in the competition.

The administrative review includes evaluation of the eligibility of proposed expenses. Ineligible expenses will be removed from the budget.

Applications are considered by a multi-disciplinary review committee appointed by the Vice-President (Research). Applications should be written as clearly as possible in order to persuade both specialists and generalists alike.

**Assessment criteria** must be addressed in your application. Proposals will be evaluated based on:

- Completeness and clarity of the proposal;
- Aim and importance of the endeavor, including its originality/innovation, expected contribution to knowledge, and the potential impact of the expected outputs;
- Quality and feasibility of the research design;
- Potential of the research to secure external funding and the plan to apply for funding;
- Appropriateness and justification of the requested budget; and
- Scholarly record of applicant(s).

**Priority** for funding is given to applicants in the following order:

1. 2022 Cohort Program Participants
2. Emerging scholars (pre-tenure faculty without external funding)
3. Established scholars (tenured faculty, pre-tenure faculty holding external funding)
4. Postdoctoral fellows
5. APT members (where independent research is a requirement of their appointment)

## 6. Size of the Awards and Eligible Expenses

Maximum request cannot exceed **\$6,000**. Eligible expenses will directly support research activities outlined in the proposal.

The review committee may also set other maximum limits for funding projects as deemed necessary. Ineligible budget items will be removed, and the committee may reduce an award if parts of the budget are excessive or not clearly justified.

	Eligible Expenses	Non-Eligible Expenses
<b>Personnel</b>	<ul style="list-style-type: none"> <li>Specify whether students are receiving an hourly wage (salary) or a research award (stipend).</li> <li>Justify the rate of pay. For salaried students, use CUPE 2419 rates as follows, PhD - \$25/hr; Masters - \$24/hr, UG - \$21/hr (includes all benefits). For stipends, explain how the amount was determined (e.g. standard within department/Faculty).</li> <li>Non-student personnel to undertake research activities must be supported with sufficient justification that they are needed for the project.</li> </ul>	<ul style="list-style-type: none"> <li>Course release or stipends for principle or co-investigators</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>Travel for research activities (e.g. fieldwork, interviews, visits to archives, libraries, or special research centres)</li> </ul>	<ul style="list-style-type: none"> <li>Conference travel</li> </ul>
<b>Supplies &amp; equipment</b>	<ul style="list-style-type: none"> <li>Must be <u>specialized</u> research supplies, equipment, software</li> </ul>	<ul style="list-style-type: none"> <li>Laptops, computers, and non-specialized software</li> <li>Office supplies</li> </ul>
<b>Ceremony &amp; cultural protocols</b>	<ul style="list-style-type: none"> <li>Tobacco, cloth and other ceremonial costs</li> <li>Honoraria for Elders</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Honoraria for research participants or other incentives</li> <li>Data sets</li> <li>Other expenses necessary to undertake research activities</li> </ul>	<ul style="list-style-type: none"> <li>Open access publication costs</li> <li>Costs related to dissemination or knowledge mobilization</li> </ul>

## 7. Administration of Funds

The Research Office will notify applicants about the results of their applications. A research account will be created for each award. The use of funds must align with the budget submitted and conform to the University of Regina policies and procedures ([www.uregina.ca/policy/](http://www.uregina.ca/policy/)) and the Tri-Agency Financial Administration Guide ([NSERC - Inter-Agency, Tri-Agency Financial Administration, Tri-Agency Guide on Financial Administration \(nserc-crsng.gc.ca\)](http://nserc-crsng.gc.ca)). All financial claims against the account (i.e., payrolls, travel, purchase requisitions, etc.) must be signed for by the recipient of the award and approved by the appropriate Department or Dean. Overspending is not permitted on these accounts. Overspent accounts become the personal responsibility of the account holder.

## 8. Research Certifications

An award may be conditionally granted pending receipt of approval from the appropriate committee where the research involves humans, animals, biohazards, radiation, etc. An applicant has six (6) months from notification of a conditional award to submit an application to the appropriate committee.

Awards will not be placed in an account until all required certifications have been obtained.

## 9. Length of the Award

The funds may be used for the period of the grant, or two years. Research accounts will be closed automatically after two years unless request for an extension of the grant is received. Unused balances will also be recovered if no longer required for activities outlined in the application.

## 10. Reporting

Recipients of grants will complete a report for each award and submit it to the Research Office at the completion of the project or within two years of the time that a grant is authorized. These reports are to describe the substantive results of the research for which the grant was made. Information from these reports may be used when compiling reporting for external funders and internal purposes.

Subsequent applications to this funding program will not be accepted until a report has been received.