University of Regina

Research Seed Grant

Guidelines

1. **Introduction**

 These awards are made to promote research and scholarly work at the University of Regina. The awards are made available from the following sources:

1. University of Regina - an allocation from operating funds made annually by the President.
2. Social Sciences and Humanities Research Council of Canada (SSHRC) - from the SSHRC Institutional Grant
3. Vice-President (Research) – an allocation from the NSERC Grants Recovered Fund, when sufficient funds exist

**2. Eligibility**

* All academic faculty members in permanent and probationary appointments are eligible to apply. Term members are eligible to apply if their appointment ends after the end date of the grant.
* The proposal may fall within any of the Tri-Council program areas.
* Awards are limited to 2 every 5 years.

**3. Application Procedures**

**The application deadline is normally May 1** (or the next business day if May 1 falls on a weekend). **For the 2015 competition, the deadline is May 8 because of the short notice.** One copy (either electronic or hard copy is acceptable) must be submitted to UR Research by the above deadline. Late or incomplete applications will not be accepted.

Application forms are available from UR Research or at <http://www.uregina.ca/research/internal_grants/sshrc.shtml>.

 Applications must include:

 Current CV(s), including research contributions, for the applicant and co-applicants. It must be in one of the formats accepted for Tri-Agency funding below. If using the Canadian Common CVs, select [Preview] and submit the resulting pdf which will indicate “draft”.

Signatures of the Department Head (if applicable) and Dean (or designate) for the applicant and all co-applicants. Additional signature pages may be submitted if more convenient to demonstrate approvals in different units

Attachments are only allowed for the identified sections (Research Plan and References) and must not exceed the maximum number of pages identified. They must be in Times New Roman 12 point font with minimum margins of 3/4”. Excess pages will be removed and will not be reviewed by the Committee.

Applicants may supply an optional peer assessment (up to one page) which comments on the quality of the proposal. The Committee reserves the right to seek additional expert opinion.

Funds will normally be granted for:

**Research**

* Support for new, well-planned research and scholarly work;
* Short-term projects that can be completed within the length of the award (2 years). If requesting partial funding for a 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.

**Research Personnel**

* Support for research personnel when it can be demonstrated that:
	+ the personnel are assistants in the project, and
	+ the personnel are essential to the completion of the project.
* Wherever possible, students should be retained as research assistants. Clerical assistants will not normally be supported;
* Please check the University of Regina - Human Resources website ([www.uregina.ca/hr/services/employee-relations/compensation.html](http://www.uregina.ca/hr/services/employee-relations/compensation.html)) to obtain the correct rates for research personnel (CUPE 2419 Collective Agreement). Note that mandatory employer-paid benefits are also charged to the project account.

**Travel**

* Travel for research (e.g., visits to archives, libraries, or special research centres, field work, interviews) leading to the preparation of a publication or exhibition.

**Supplies and Equipment**

1. Specialized research supplies, equipment, software;

**Other**

* Expenditures necessary to undertake the research activity such as:
* Data sets;
* Honoraria for research participants and/or Elders contributing to the project;
* Open access publication costs

**Funds will NOT be granted for:**

1. Conference travel.
2. Computer hardware, non-specialized software, peripherals, etc will not normally be funded
3. Office supplies and equipment such as paper and ink cartridges.
4. Aid to faculty members for training or completing Ph.D. and/or other degree requirements.
5. Research time stipend
6. Travel or other activities completed prior to application to this fund

**4. Consideration of Applications**

Applications are considered by a Committee appointed by the Vice-President (Research).

**Applications for support of research projects that will be developed into research programs eligible for external support are given priority in the deliberations.**

In allocating the funds, the Committee will also consider:

* the completeness and clarity of the application.
* the scholarly record of applicants.
* For those who have previously obtained an internal research grant, consideration will include external funding sought for that project.

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

1. Junior faculty (pre-tenure) who do not currently hold external funding
2. Tenured faculty who are trying to obtain follow-up funding to a prior external grant (priority status granted for 2 years after the end of their previous grant)
3. Tenured faculty looking to expand their current research portfolio
4. Term members who are eligible as per guidelines in section 2.

**5. Size of the Awards**

 Maximum request for an individual research grant cannot exceed $5,000.

 The 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.

**6. Administration of Funds**

 UR Research will notify applicants about the results of their applications. Grants will be placed in separate accounts by the Research Office in the names of the recipients. Expenditures may be made only for those specific purposes authorized by the Committee. 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.

 Unused balances in research accounts will be recovered when no longer required for the original purpose or two years from the date that the grant was authorized. Research accounts will be closed automatically and the funds reclaimed after two years unless a request for an extension of the grant is received.

 Overspending is not permitted on these accounts. Overspent accounts become the personal responsibility of the account holder.

**7. 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.

**8. Reporting**

 Recipients of grants will complete a report for each award and submit it to UR Research at the completion of the project or within two years of the time that a grant is authorized. These reports, which will be available on request to each Committee member, are to describe the substantive results of the research for which the grant was made.

Subsequent applications will not be accepted until a report has been received.