

## **Procedures Relating to the Internal Research Grant Policy**

**Procedural Authority:** Academic Research Council

**Procedural Officer:** Dean of Research and Faculty Development

**Parent Policy:** RH1020 Internal Research Grant Policy

**Effective Date:** August 2014

**Supersedes:**

**Last Editorial Change:** August 2017

## **PROCEDURES**

### **Application**

1. Applications for Internal Research Grants are to be submitted to the Dean of Research and Faculty Development.
2. Applications will be accepted at any time during the year for consideration by the Academic Research Council (ARC).
  - a. Grant monies may be used for research assistance, travel directly related to research, charges for publication, or any other items necessary to conduct the research.

### **Evaluation**

1. The system of ranking or rating applications will be as defined by the Academic Research Council (ARC).
2. Any Council member who has sponsored a pending application will not participate in the discussion and decision on the allocation of funds for that year.
3. The Dean of Research and Faculty Development may approach the Department for an alternate to replace a Council member who is temporarily withdrawing on grounds of conflict of interest.
4. The Dean of Research and Faculty Development may appoint an additional advisory member to the Council to consider proposals outside the expertise of existing Council members.
5. In evaluating applications, the ARC may:
  - a. authorize the grant as requested,
  - b. authorize a reduced grant, or
  - c. reject the application.

### **Allocation of Grants**

1. Research grants are awarded based on merit.
2. Research grants, for first-time applicants, should be given priority when proposals are of equal

merit.

3. Where successful, funds will be available to the awardee for a minimum 12-month period.
4. In the event that there are an insufficient number of suitable applications, the research fund may not be allocated entirely in any given year; and, any funds not used will then be added to the budget allocated for research in the next year.