Application Guidelines
Seed Grants

Overview	
Value	Maximum combined grants (Impact and Seed Grants) is $5000 per year.
Term	1 year term
Application Deadlines	October 1st | February 1st | May 15th
Results Announced	3 weeks after deadline
How to Apply	Email submission to research@concordia.ab.ca

Description

The Concordia University Seed Grants provide seed funding for faculty research projects, particularly those that have the potential to lead to applications to external funding agencies. Grants awarded through this fund serve as seed funding to carry out essential developmental work that will be used in developing research programs and preparing applications for larger-scale Tri-Agency funding opportunities or other external competitions.

Seed Grants are intended to build and sustain a vibrant research culture at Concordia University of Edmonton and to develop and support research and innovation, enhancing competitiveness in Tri-Agency and other external funding opportunities.

Value and Duration

Once awarded, grant funds remain active for one year. After completion, funds will expire, and unused funds will be reclaimed. The maximum level of support is $5000 in combined grants (Impact Grants and Seed Grants) per year. As the demand for funds normally far exceeds the funds available, not all meritorious proposals can be adequately supported

Deadlines

Application deadlines are 6:00pm (Mountain Time)
- ➢ October 1st
- ➢ February 1st
- ➢ May 15th

Late submissions will not be accepted, and incomplete applications will not be considered. Results will be announced within 3 weeks of the deadline. If the deadline falls on a weekend or holiday, it will be extended to the next business day.

Eligibility

The primary applicant must be a full-time regular Concordia University of Edmonton faculty member at the time of application. Non-regular faculty members interested in taking part in this program are encouraged to partner as co- applicants with regular faculty members. Team grants led by an eligible applicant with one or more co-applicants or collaborators (academic, industry, and non-profit organizations) are accepted.

Research and Faculty Development Committee members may apply to the Seed Grant; however, they may not participate in the assessment of their application in any way.

All applicants must have completed and reported on any previously funded Seed Grants and must be in good standing with the Concordia Research Ethics Board. Ineligible applications will be removed without adjudication.

Reviewers

Applications are assessed by the Research and Faculty Development Committee. The Research and Faculty Development Committee is composed of continuing faculty members from across the Concordia University community. Each faculty will have representation on the committee. The committee will be selected to provide a cross-section of research experience, methodological approaches, and disciplinary knowledge. Applications should be crafted so that they can be reasonably evaluated by a multidisciplinary committee.

Adjudication

Applications are adjudicated, and available funds are awarded, through a competitive process. Applications are evaluated through a single-stage committee review process. Each reviewer will read and score all applications based upon the Evaluation Criteria. Scores will then be averaged, and applications ranked. This process will determine which applications will be selected for funding. Applications will be evaluated based upon the SSHRC Insight evaluation criteria. As the demand for funds normally far exceeds the funds available, not all meritorious proposals can be awarded.

Evaluation Criteria and Scoring

The following criteria and scoring scheme are used to evaluate Seed Grants

Challenge 60%	**The aim and importance of the proposed research**
	Originality, significance and expected contribution to knowledge
	Clarity of objectives
	Appropriateness of the literature review
	Appropriateness of the theoretical approach or framework
	Appropriateness of the methods / approach
	Quality of training and mentoring to be provided to students, emerging scholars and opportunities for them to contribute
	Potential influence and impact of the research within and/or beyond the academic research community, including potential to secure future external funding
Feasibility 20%	**The plan to achieve excellence**
	Probability that the objectives will be met within the timeline proposed
	Appropriateness of the requested budget and justification of proposed costs
	Quality and appropriateness of knowledge mobilization plans, including effective dissemination, exchange and engagement with stakeholders within and/or beyond the research community, where applicable
	Appropriateness of the research design and strategies for conducting the activity/activities proposed
Capability 20%	**The expertise to succeed**
	Quality, quantity and significance of previous research experience and published and/or creative outputs of the applicant(s) relative to their roles in the project and their respective stages of career
	Evidence of other knowledge mobilization activities (e.g., films, performances, commissioned reports, knowledge syntheses, experience in collaboration/other interactions with stakeholders, contributions to public debate and media), and of impacts on professional practice, social services and policies, etc.
	Evidence of contributions to the development of students and emerging scholars; Support for new faculty members and emerging scholars
	Potential of the applicant/co-applicant to make future contributions and secure external grants.

Adjudication committee members assign a score for each of the criteria listed above. The appropriate weighting is then applied to arrive at a final score. Applications must receive a score of 3.0 or higher in each of the three criteria to be recommended for funding. The Office of Research Services will notify applicants of the results of their applications and provide a brief outline of committee feedback to applicants who were not selected for funding.

Score	Descriptor
5-6	Very Good - Excellence
4-4.9	Good – Very Good
3-3.9	Satisfactory -Good
Below 3	Unsatisfactory

Terms and Conditions of the Grant

Compliance with University Research Policies

All policies, regulations and administrative processes of Concordia University of Edmonton apply. Research must comply with University policies on the conduct of research, policies on research ethics, and research integrity. It is the responsibility of the primary applicant to secure the appropriate permissions and approvals for the proposed activity.

Research Ethics and Certifications

The [Tri-Council Agreement on the Administration of Agency Grants](#) and related documents require that researchers at eligible institutions ensure human ethics oversight for all funded research which involves human participants (regardless of the source). Applicants whose research involves human participants must submit a research ethics application to the Concordia Research Ethics Board and secure Research Ethics Board (REB) approval. REB approval must be in place before funding can be released and before any research involving human participants can take place.

Research Definition

Research is defined as the process of purposeful inquiry that generates new insights, knowledge, and innovation through scholarly investigation, experimentation, scientific practices, or artistic practices in a field of specialization. Research activities typically result in quantifiable outcomes and knowledge mobilization activities where research knowledge is communicated to audiences both within and beyond academia to create positive impacts.

Responsible Use of Grant Funds

The policies and requirements of the agencies stated in the [Tri Agency Financial Administration Guide](#) apply at all times. The award recipient is responsible for the use of the funds and for any over-expenditure of accounts.

Expenditures are permitted only for those elements identified in the application. Reasonable substitutions or alterations may be permitted as well as minor transfers of funds from one budget

category to another. Use of funds for a previously unspecified purpose, or major changes in the scope of work must be submitted to the Office of Research Services for approval.

All activities and expenditures must be completed within the duration of the grant. Upon completion of the grant, the grant account will be closed and all unused funds will expire and be reclaimed.

Equipment purchased shall remain the property of Concordia University of Edmonton and costs associated with the care and use of any equipment purchased will be the responsibility of the award recipient and their department.

All activities and expenditures must be completed within the duration of the grant. Upon completion of the grant, the grant account will be closed and all unused funds will expire and be reclaimed.

Eligible Expenses

Research Seed Grant funding is intended to cover the direct costs of the research or creative activity, including, but not limited to: hiring student research assistants, specialized software, materials and supplies not available through the institution, data collection costs including travel to field research sites for data collection, libraries, archives, and institutions, and for specialist services such as translation. All items must be essential to the proposed work and must be carefully justified.

Ineligible Expenses

University finance policies and guidelines must be adhered to for all requested budget items. Funds are not intended to provide release time for faculty, salaries, or living expenses. Funding does not support professional development, such as attendance at meetings, symposiums or conferences where work is not being presented.

Credential research, tuition and other costs affiliated with the completion of degrees or coursework are ineligible.

Retroactive funding and expenses incurred prior to the date of award letter will not be considered.

Term of the Grant

The usual term of an award is twelve months or less, in accordance with the applicant's request. Requests for a short extension, with adequate justification, should be submitted to the ORS. After this date, funds will expire and unused funds will be reclaimed.

Appeals
All applications are confidential and the decision of the Research and Faculty Development Committee is final. There is no provision for appeal of funding decisions.

Acknowledgement
Public acknowledgement of Concordia University of Edmonton financial assistance is a condition of receiving a grant. Recipients should acknowledge support from the institution in publications, presentations, and other forms of dissemination

Reporting

Within three months of the termination of the grant, a one-page report is to be submitted to the Office of Research Services. This final achievement report is available by emailing

research@concordia.ab.ca or through the website.

Application Procedure

1. Ensure you are using the correct grant application form for the proposed activity (Seed Grant for research projects and Impact Grant for dissemination and knowledge mobilization).
2. Complete all sections of the application. Use the checklist.
3. Sign application and obtain department head signature.
4. Attach all requested attachments or supplemental documents.
5. Submit complete application package as one document (pdf format).
6. Send application package to research@concordia.ab.ca

- The application must be compiled as one complete document in pdf format. Paper submissions will not be considered
- Applications received past deadline or that are not complete will be not be considered.
- Application components that exceed the maximum page allowance will be edited. Unrequested and extraneous attachments or supplemental material will be removed from the application. Non-conforming submissions will be returned for compilation and formatting.