

## Student Research Grant Guidelines

Overview	
Value	Maximum \$1,500 (Undergraduate) and \$2,000 (Graduate).
Term	Start date is the application deadline. Maximum up to twelve months
Application Deadlines	October 15 <sup>th</sup> (Fall term) and March 15 <sup>th</sup> (Winter term)
Results Announced	Usually within 3 weeks after deadline
How to Apply	Email application as a single PDF document to <a href="mailto:research@concordia.ab.ca">research@concordia.ab.ca</a>

**IMPORTANT FOR THE MARCH 2021 COMPETITION – COVID-19**  
CUE has suspended all funding that is related to travel until further notice.

### Eligibility

All students actively enrolled at Concordia University of Edmonton are eligible to apply for a Student Research Grant from a research fund established for this purpose. All applications must be sponsored by a permanent faculty member and the corresponding Department. Students are limited to one successful application in any twelve-month period.

### Number of awards and value

A limited number of grants shall be available each year. The total amount available from the fund for all such grants in any given year shall be limited by an allocation from yearly budgeted research funds. Research grants shall be adjudicated by the Research and Faculty Development Committee and awarded on the basis of merit.

### Eligible activities for SRG

Student research grants support direct costs for research activities including research publication fees, expenditures related to research projects, registration fees only for conferences that are held online, or similar activities approved by the Research and Faculty Development Committee. **Expenses related to travel for research dissemination at conferences are ineligible until further notice.** The sponsoring faculty member is expected to be involved in the research as a co-author.

## Application process

Students seeking SRG funding must submit their applications in full before the deadline of a call, and according to the directions in the form and these guidelines. Application forms are available for download from CUE's website.

**Faculty Supervisors are highly encouraged to assist applicants and review application packages before submission to the Office of Research Services.**

Applications must be submitted to the Office of Research Services by email ([research@concordia.ab.ca](mailto:research@concordia.ab.ca)) before the deadline, **as a single PDF document that includes all attachments in the order indicated in the checklist of the application. Applications that are received and time-stamped after the end of a call will not be processed for adjudication, with no exceptions.** Non-compliant applications will be excluded from a competition.

## Budget and eligible expenses

Undergraduate students are eligible to apply for up to \$1,500 in a twelve-month period and Graduate students are eligible to apply for up to \$2,000 in a twelve-month period. Funding can be used for research projects or dissemination activities. The budget must be prepared using the provided application form, and according to the instructions. All expense claims related to an award must be submitted to the Office of Research Services for Research Trust Compliance Review, prior to being processed by CUE Finance.

Eligible budget items must follow **all** of these four principles:

- a. Expenses must contribute to the direct costs of the research/activities for which the funds were awarded, with benefits directly attributable to the grant
- b. Expenses must not be related to goods or services usually provided by the administering institution to their research personnel;
- c. Expenses must be effective and economical; and,
- d. Expenses must not result in personal gain for members of the research team.

The Office of Research Services reviews the budget for all applications for funding and may exclude ineligible items, or those for which information is incomplete or insufficient to justify their inclusion. For a basic list of eligible expenses, please consult the ORS. Retroactive expenses are not eligible. Under no circumstances will undescribed or "unexpected expenses", or similar, be considered eligible items in a budget, due to lack of compliance with the four principles above. Maximum budget requests will be adjusted by the Office of Research Services after reviewing application budgets. In case there are no eligible expenses in the budget of an application, it will not be forwarded to the RFDC for adjudication.

## Adjudication of SRG

The disposition of individual applications and decisions about the allocation of research funds shall be the responsibility of the Research and Faculty Development Committee. Due to conflict of interest, any Committee member who has sponsored a pending application will not participate in the discussion and decision on the allocation of funds for that application.

In evaluating applications, the Research and Faculty Development Committee may:

- recommend the grant for funding as requested;
- recommend the grant for a reduced award; or,
- not recommend the application for funding.



## Student Research Grant assessment rubric

	Need	Capacity	Benefits	Outcomes	Budget	Quality
<b>3. Excellent</b>	The activity is already underway and the grant is essential to the success and/or improvement of the research project.	The applicant has the relevant academic background and a record of success with prior research activities. The faculty supervisor has a strong record of success in prior research activities.	The activity will likely be highly beneficial to the student, faculty Member, and Concordia.	There is a high likelihood that the proposed activity will result in a valued research outcome such as publication or practical application. The applicant has a commitment from a publisher or organization for dissemination.	The proposed budget is clear, accurate, reasonable, and descriptive with respect to the proposed use of funds. Proposed expenses are directly related to the research activity. No other funding sources are available for this project (3/3).	The project is innovative, employs current research methodologies, and has potential to advance the field in a significant way. It has strong links to Concordia's Strategic Research Plan.
<b>2. Good</b>	The activity is important to the success and/or improvement of the research project.	The applicant has the relevant academic background and some experience in research activities. The faculty supervisor has sound experience in prior research activities.	The activity will likely be beneficial to the student, the faculty member, and Concordia.	It is probable that the proposed activity will result in a valued research outcome such as publication or practical application. There is a clear plan for dissemination.		The project is important, employs accepted research methodologies, and has potential to advance the field. It has clear links to Concordia's Strategic Research Plan.
<b>1. Adequate</b>	The activity supports the research project.	The applicant and faculty supervisor have the academic background to be successful in the proposed activity.	The activity will possibly be beneficial to the student and/or faculty member and/or Concordia.	The proposed activity may result in a valued research outcome such as publication or practical application.		The project is defensible, employs accepted research methodologies, and might advance the field. Links to Concordia's Strategic Research Plan can be discerned.
<b>0. Inadequate</b>	The activity will make little difference to the success or improvement of the research project.	The applicant lacks the relevant academic background and/or experience to be successful with the research activity.	The activity is unlikely to be of much benefit to the student, faculty member, or Concordia.	It is unlikely that the proposed activity will result in an outcome.		The proposed budget is inflated, inaccurate, and/or specific budget items are inadequately outlined and unclear. Proposed expenses are not always directly related to the research activity. Other funding sources are available for this project.



## **Additional sources of funding**

SRG shall not be used as supplementary funding for other grants or awards, internal or external, for the same activity. A student holding grant funds from other sources for the same research activity is ineligible to apply for an SRG.

## **Limitations for applicants**

Duplicate funding requests are strongly discouraged. Accordingly, students who received grant funds from other sources to support the proposed activity are not eligible to apply.

## **Deadlines**

To learn about the deadlines for applications to the Student Internal Grant program, please consult this [webpage](#). Applications are not accepted year-round. The start date of the award is the day of the closing of a competition (i.e., the deadline). Eligible expenses are limited to the effective period of the award, which is usually within one year from the start date of the award, unless otherwise stated in the letter of award.

## **Additional information**

This award does not constitute salary or stipend for a student, and cannot be used to pay for salaries or stipends for applicants or participants.

