

## Application Guidelines

### Internal Research Grants- Impact Stream

Overview	
<b>Value</b>	Maximum combined grants (Impact, Seed and CUE-NSE Grants) is \$5000 per year.
<b>Term</b>	Start date is the application deadline. Maximum up to 1 year. Award ends five days after the end of the funded activity
<b>Application Deadlines</b>	October 1 <sup>st</sup>   February 1 <sup>st</sup>   May 15 <sup>th</sup>
<b>Results Announced</b>	Usually within 3 weeks after deadline
<b>How to Apply</b>	Email complete submission as a single PDF document to <a href="mailto:research@concordia.ab.ca">research@concordia.ab.ca</a>

#### Description

The Concordia University **Impact Grants** support short-term, targeted knowledge mobilization activities. **Impact Grants** are intended to facilitate and enable the movement of research knowledge into outcomes and impact.

Knowledge mobilization is understood as the reciprocal and complementary flow and uptake of research knowledge between researchers, knowledge brokers and knowledge users within and beyond academia, to benefit others and create positive impacts on society. Supporting Knowledge Mobilization activities enhances researcher competitiveness in Tri-Agency and other external funding opportunities and helps build a vibrant research culture at Concordia University of Edmonton.

Impact Grants will provide funds for Knowledge Mobilization activities such as conference presentations, workshops, artistic exhibits and juried performances, interactive technologies, oral histories, digital and video technologies, films, commissioned reports, knowledge syntheses, and other forms of connecting and disseminating research knowledge to inform the research and practice of others in the discipline and beyond.

#### Value and Duration

The grant start date is the deadline of the application. Once awarded, grant funds remain active until five days after completion of the activity, when funds will expire. No expense claims will be processed until a final report is provided within 30 days of the end of the activity; if a report is not provided before the 30-day deadline, the award will be considered forfeited, and the funds will no longer be available. 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 awarded.

#### Deadlines

The application submission deadlines are midnight (Mountain time).

- October 1<sup>st</sup>
- February 1<sup>st</sup>
- May 15<sup>th</sup>

Late submissions will not be accepted, and incomplete applications will not be considered. Results are usually announced within 3 weeks of the deadline; however, timelines may vary depending on the number of applications received.

It is the sole responsibility of the applicant to ensure compliance with these Guidelines during the application process and for the duration of the award, if successful.

### **COVID-19 considerations (transitory)**

Due to the COVID-19 pandemic, activities that include travel are not allowed. The Office of Research Services regularly notifies members of CUE of changes to research activities via Inside CUE. Please consult this newsletter regularly for information related to how COVID-19 affects our grant streams.

### **Eligibility**

The primary applicant must be a Concordia University of Edmonton faculty member. Research and Faculty Development Committee members may apply to the Impact Grant program; however, they may not participate in the adjudication process.

According to CUE's Internal Research Grant Policy, applicants are allowed a maximum of two unsuccessful applications in any twelve-month term.

Applicants who have received a previous Internal Research Grant but have failed to submit a Final Report are not eligible to apply for another Internal Research Grant until they have submitted the report.

### **Multiple Applications**

For each competition, applicants may apply for one Seed Grant and one Impact Grant (use the appropriate application form for each stream). Applicants may not submit multiple applications to one particular stream. Multiple requests (e.g. multiple conferences) on one application form will NOT be considered. Researchers may only hold one Seed Grant and one Impact Grant per any twelve-month period.

### **Reviewers**

Applications are assessed by the Research and Faculty Development Committee, composed of continuing faculty members from across disciplines. Each faculty will have representation on the committee. The committee provides 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 Tri-Agency 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 **Impact Grants**

<b>Challenge 60%</b>	<b>The aim and importance of the endeavor</b>
	Clarity of the stated objectives and defined scope of the knowledge mobilization activity
	Evidence of the quality and significance of the research results to be disseminated, including a clear delineation of a well-defined body of knowledge to be disseminated
	Quality, innovativeness, and appropriateness of the knowledge mobilization activity, including effective dissemination, exchange, as well as engagement with stakeholders, where applicable
	Evidence of the quality and significance of the event, its scope and potential contribution, including the degree event attracts appropriate participants
	Likelihood of influence and impact within and/or beyond the immediate research community
<b>Feasibility 20%</b>	<b>The plan to achieve</b>
	Probability that the objectives of the activity will be met within the timeline proposed
	Appropriateness of the requested budget and justification of proposed costs
<b>Capability 20%</b>	<b>The expertise to succeed</b>
	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 previous knowledge mobilization activities and of impacts on professional practice, social services and policies, etc.
	Potential of the applicant to make future contributions and secure external grants

Adjudication committee members assign a score for each of the three criteria listed above and arrive at a final score. The Office of Research Services will notify applicants of the results of their applications.

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 an academic 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 through knowledge mobilization activities, research knowledge is communicated to audiences both within and beyond academia to create positive impacts.

### Partnerships

CUE encourages partnerships in research. However, Impact Research Grants are personal awards. Expenses other than those incurred directly by the applicant for the specific funded research are not eligible.

### Duplicate requests for funding

Applications with significant conceptual and/or budgetary overlap with existing or upcoming awards, internal or external, will not be accepted. If you have applied for, or are considering applying for additional funds, internal or external, to support the activity that you are submitting for consideration for the competition, you are required to immediately disclose it to the Office of Research Services and include this information in the appropriate sections of the application form. Failure to disclose duplicate requests for funding may result in disciplinary actions. Please contact the Office of Research Services for any inquiries.

## 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.

Cash advances of internal research grant funds are not permitted; however, some expenses can be covered directly by the institution (e.g. purchase orders). 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.

No expense claims will be processed until a final report is submitted within 30 days of the end of the dissemination activity, as stated in the letter of award. **Failure to submit a report in time will result in forfeiture of the award, and the funds will no longer be eligible.**

## Expense Claims

Expense claims must be prepared using the forms prepared by Finance, which can be found in Alfresco. The onus is on the investigator to use the proper, updated forms, and to prepare acceptable expense claims. Information on how to prepare an expense claim can be found online in CUE's Research website and in Alfresco. All expense claims must first be submitted to the Office of Research Services for compliance review.

For Impact grants, no expense claims will be processed until a Final Report has been submitted to the Office of Research Services, and by the reporting deadline set in the award. Please, see below for Reporting instructions.

## Eligible Expenses

Eligible expenses are expected to align with all of the following four principles:

- a. contribute to the direct costs of the research/activities for which the funds were awarded, with benefits directly attributable to the grant;
- b. not be usually provided by CUE to faculty members or staff;
- c. be effective and economical;
- d. not result in personal gain for members of the research team.

Impact Grant funding is intended to cover the direct costs of the Knowledge Mobilization and dissemination activity only. All items must be essential and must be carefully justified. Any expense for which there are eligibility concerns must be consulted with the Office of Research Services

## 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. Retroactive funding and expenses incurred prior to the deadline of the call for applications, or after the end date indicated in the award letter will not be considered. Any portion of a trip related to the funded activity that extends beyond the required travel time required is considered personal and must be covered from personal funds of the applicant.

### **Term of the Grant**

The term of an award is from the deadline of the call for applications to **five days after the end of the funded activity**. After this date, funds will expire and unused funds will be reclaimed. A signed Acknowledgement and Acceptance of the Award, included in the Letter of Award, must be returned to the Office within 10 days of receipt; otherwise, the award will be considered forfeited and the funds will be returned to CUE.

### **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.

### **Acknowledgements**

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

### **Final Report**

Within 30 days of the end of the dissemination activity, a Final Report must be submitted to the Office of Research Services. This form is available by emailing [research@concordia.ab.ca](mailto:research@concordia.ab.ca) or through the website. Failure to provide an end-of-grant report may result in forfeiture of the existing award and ineligibility for subsequent applications. **No expenses will be processed until a report has been submitted.**

### **Commitment to CUE dissemination**

CUE's Research Community acknowledges the importance of giving back to the members of our Institution. For this, all recipients of Internal Research awards must participate in the upcoming Faculty Symposium that is closest to the end date of the award. Information on this new activity, sponsored by the Office of Research Services, can be obtained by email at [research@concordia.ab.ca](mailto:research@concordia.ab.ca).

## 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 a single document in pdf format. No other types of submission are accepted.
6. Send application package by email to [research@concordia.ab.ca](mailto:research@concordia.ab.ca)
  - The application must be compiled as a single, 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.
  - **Up until 2 working days before the competition deadline**, application components that exceed the allowed space limits, incomplete or deficient submissions will be returned to the applicant for correction. **Submissions that do not comply with the guidelines and application form that are received past the 2-day before deadline time limit will not be accepted, and will be removed from the competition. Deadlines still apply.** Unrequested and extraneous attachments or supplemental material will be removed from the application.

## Important changes to CV requirements

Effective on November 18th, 2020, CUE Research no longer accepts CAQC-format or free-form CV for applications for internal grants and other awards. CUE Research will now only accept Common CV-formatted documents as part of an application. The decision was made to provide consistency in the application process; in addition, the Campus Alberta Quality Council (CAQC) has phased out the use of the CAQC CV format. This change will also help those who are considering applying or have already applied for Tri-Agency funding.

Please consult these resources (<https://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/instructions/ccv-eng.aspx> and <https://concordia.ab.ca/wp-content/uploads/2020/12/How-to-create-an-application-version-of-the-Common-CV-for-CUE-Research.pdf>) to prepare a version of the Common CV for an application. We have also prepared instructional videos on this new requirement, which you can request from the Office of Research Services.

CUE Research schedules training workshops for the Common CV, most recently in early December, 2020. Keep an eye on Inside CUE for future workshops.