

Application Guidelines

Internal Research Grants – Seed Stream

Overview	
Value	Maximum combined grants (Impact, Seed and CUE-NSE Grants) is \$5000 per year.
Term	Start date is the application deadline. Maximum up to 1 year term
Application Deadlines	October 1 st February 1 st May 1 st
Results Announced	Usually within 3 weeks after deadline
How to Apply	Email complete submission as a single PDF document 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

The grant start date is the deadline of the application. Once awarded, grant funds remain active for one year from the deadline of the application submission. 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 midnight (Mountain Time).

- October 1st
- February 1st
- May 1st

Late submissions will not be accepted, and incomplete applications will not be considered. Results are usually announced within three (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. Non-faculty members interested in participate are encouraged to partner as co-applicants with 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. However, the principal applicant will be the only person in charge of the funds, and the only one authorized to approve expenditures from an award.

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

Research and Faculty Development Committee members may apply to the Impact Grant program; however, they may not participate in the adjudication process.

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

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. 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 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 **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.

Considerations on the Use of Technical Language

Faculty members who wish to participate in this competition must keep in mind that internal grant applications are adjudicated by CUE's Research and Faculty Development Committee (RFDC). The RFDC is a multidisciplinary General Faculties Council committee with elected representatives from all CUE Faculties. RFDC members are highly educated scholars, but they are not expected to be experts in all fields. Applications must use language that takes the multidisciplinary structure of the RFDC into consideration. To ensure that applications are appropriate for adjudication by this committee, applicants should avoid using discipline-specific jargon and other highly technical language in their proposals. If the RFDC determines that an application is not comprehensible to a non-expert, the application may be removed from the competition.

Adjudication committee members assign a score for each of the criteria listed above and arrive at a final score. 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 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 knowledge mobilization activities where research knowledge is communicated to audiences both within and beyond academia to create positive impacts.

Partnerships

CUE encourages partnerships in research. However, Internal Research Grants are personal awards. Any co-applicant, whether internal or external, must be included in the application form. In case funding will be used to cover expenses of an external co-applicant, you must contact the Office of Research Services to request that an Agreement for Funds Transfer is prepared by Finance to manage the transfer to the collaborating institution. Approval for such Agreements must be obtained from the Vice-President Academic and Provost. Expenses for external partners in absence of an Agreement may be ineligible, becoming the sole responsibility of the investigator.

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 research 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.

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.

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.

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.

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. 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 credential research, tuition and other costs affiliated with the completion of degrees or coursework. 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.

Term of the Grant

The maximum term of an award is twelve months from the submission deadline of the call for applications. The term is specified in the Letter of Award. 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.

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 30 days of the termination of the grant, a report is to be submitted to the Office of Research Services. This final achievement report form is available by emailing 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.

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.

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
 - 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.

CV Requirements

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>) regarding how 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.