

## Application Guidelines

### Internal Research Grants – Seed 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 term
<b>Application Deadlines</b>	October 1 <sup>st</sup>   February 1 <sup>st</sup>   May 1 <sup>st</sup>
<b>Results Announced</b>	Usually within 3 weeks of 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

Concordia University of Edmonton's (CUE) **Seed Grants** provide funding for faculty research projects, particularly those that have the potential to lead to applications to external funding agencies. Grants awarded through this stream serve as seed funding to carry out essential work that will be used to develop research programs and prepare 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 CUE; develop and support research and innovation; and enhance competitiveness in Tri -Agency and other external funding opportunities.

#### Value and Duration

The grant start date is the application submission deadline. Once awarded, grant funds remain active for up to one year from the grant start date. After completion, funds will expire, and unused funds will be reclaimed by CUE. The maximum level of support is \$5000 in combined CUE internal grants (Impact Grants, Seed Grants, and CUE-NSE Grants) per twelve (12) month period. As the demand for funds normally far exceeds the funds available, not all meritorious proposals can be awarded.

#### Deadlines

The application submission deadline is 11:59 p.m. (Mountain time) on the following dates:

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

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**

Due to the COVID-19 pandemic, activities that include travel **may** be allowed on a limited basis. Researchers interested in applying for travel-related research funding are strongly encouraged to contact the Office of Research Services in advance of submitting an application to discuss restrictions and exemption application processes.

## **Eligibility**

The primary applicant must be a CUE faculty member. Non-faculty members interested in participating 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/or non-profit) are accepted. However, the principal applicant will be the sole person responsible for the awarded funds, and the only person 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 (12) month term.

Research and Faculty Development Committee (RFDC) members may apply to the Seed 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 CUE's Research Ethics Board (REB). Ineligible applications will be removed without adjudication.

## **Multiple Applications**

For each competition, applicants may apply for one Seed Grant and one Impact Grant. 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 (12) month period.

## **Reviewers**

Applications are assessed by the Research and Faculty Development Committee (RFDC). The RFDC is composed of continuing faculty members from across the CUE community. Each Faculty has a representative on the committee. The committee represents a cross-section of research experience, methodological understandings, 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. (See below.) Scores will then be averaged, and applications ranked. This process will determine which applications will be selected for funding. 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**

<b>Challenge 60%</b>	<b>The aim and importance of the proposed research</b>
	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
<b>Feasibility 20%</b>	<b>The plan to achieve excellence</b>
	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
<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 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.

<b>Score</b>	<b>Descriptor</b>
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 CUE policies, regulations and administrative processes apply. Research must comply with CUE 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 CUE's Research Ethics Board (REB) and secure 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, 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 a Transfer of Funds Agreement 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 activity that you are submitting for consideration for Seed Grant funding, you are required to immediately disclose this information to the Office of Research Services and 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 more details.

## Responsible Use of Grant Funds

The policies and requirements defined 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

**As a pre-condition for the release of funds, all investigators who are awarded Seed grants must attend and complete a training session, facilitated by CUE's Finance Office and the Office of Research Services, regarding expenses for internal research grants.** Expense claims must be prepared by the investigator according to the directions provided by CUE's Finance Office. The onus is on the investigator to prepare and submit acceptable expense claims. Additional information on how to prepare an expense claim can be found on 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.

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 reviewed by the Office of Research Services.

### **Ineligible Expenses**

All requested budget items must adhere to CUE finance policies and guidelines. 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 of Research Services within ten (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 decisions of the RFDC are final. There is no provision for appeal of funding decisions.

### **Acknowledgement**

Public acknowledgement of CUE's financial assistance is a condition of receiving an internal research grant. Recipients should acknowledge support from the institution in publications, presentations, and other forms of dissemination.

### **Reporting**

Within thirty (30) days of the termination of the grant, a report is to be submitted to the Office of Research Services. The report form can be requested via an email to [research@concordia.ab.ca](mailto:research@concordia.ab.ca). 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 broader CUE community. Thus, all recipients of Internal Research Grant awards must participate in the annual Faculty Research Symposium that is closest to the end date of the award. Information on this event, sponsored by the Office of Research Services, can be obtained via an email to [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 (i.e. Seed Grant for research projects and Impact Grant for dissemination and knowledge mobilization activities).
2. Complete all sections of the application form. Use the checklist.
3. Sign application form and obtain the required signature from the department head or director.
4. Attach all required and/or supplementary documents.
5. Bundle all documents as a single PDF package.
6. Send the 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 two (2) working days before the competition deadline**, incomplete and/or non-compliant application submissions will be returned to the applicant for correction. **Non-compliant submissions received less than two (2) working days before the competition deadline will not be accepted, and will be removed from the competition. Deadlines still apply.**
  - Unrequested and extraneous attachments and/or supplemental materials will be removed from received applications.

## CV Requirements

CUE's Office of Research Services no longer accepts CAQC-format or free-form CVs for applications for internal grants and other awards. CUE's Office of Research Services will now only accept Common CV-formatted documents as part of an application package.

To prepare a version of the Common CV for an application, please review the resources available on the following websites:

<https://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/instructions/ccv-eng.aspx>

<https://concordia.ab.ca/wp-content/uploads/2020/12/How-to-create-an-application-version-of-the-Common-CV-for-CUE-Research.pdf>