

## Application Guidelines

### Internal Research Grants – Seed Stream

Overview	
<b>Value</b>	Maximum value of combined CUE Internal Research Grants (Impact, Seed and CUE-NSE streams) is \$5000 per eligible faculty member per twelve-month period
<b>Term</b>	Start date is the application deadline. Maximum term of up to 12 months
<b>Application Deadlines</b>	October 1   February 1   May 1
<b>Results Announced</b>	Usually within 3 weeks of the application 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>

#### Overview

**Seed Grants** at Concordia University of Edmonton (CUE) provide funding for research work by eligible faculty members, particularly for projects that have the potential to lead to applications for external funding. 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 funding opportunities, such as Tri-Agency programs 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 CUE faculty members' competitiveness in Tri-Agency and other external funding opportunities.

#### Value and Duration

The grant start date is the application deadline. Once awarded, grant funds remain active for up to twelve (12) months from the grant start date. At the end of the grant term, funds will expire, and unused funds will be reclaimed by CUE. The maximum level of support available for an individual CUE faculty member is \$5000 in combined CUE Internal Research Grant awards (Impact, Seed, and CUE-NSE streams) per twelve (12) month period.

## **Deadlines**

Each year, the application deadline is 11:59 p.m. (Mountain Time) on the following dates:

- October 1
- February 1
- May 1

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

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

## **COVID-19 Considerations**

Due to the ongoing 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 (ORS) to discuss restrictions and exemption application processes.

## **Eligibility**

The principal applicant must be a CUE faculty member. Interested non-CUE faculty members are encouraged to partner as co-applicants with CUE 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 to CUE's Internal Research Grant programs (Seed, Impact, and CUE-NSE) 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 awarded CUE 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 a single CUE Internal Research Grant stream. Multiple requests (e.g., multiple conferences) on a single 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 CUE's Research and Faculty Development Committee (RFDC). Continuing faculty members from each of CUE's five Faculties (Arts, Education, Graduate Studies, Management, and Science) serve as representatives on the committee. Thus, RFDC members possess a wide range of research experience, methodological expertise, and disciplinary knowledge.

## **A Note on the Use of Technical Language**

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. Applications should be written so that the contents can be reasonably evaluated by a multidisciplinary committee. Applicants should avoid using discipline-specific jargon and other highly technical language in their applications. If the RFDC determines that an application is not comprehensible to an educated, but non-specialist, audience, the application may be removed from the competition.

## **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 reads and scores applications according to the established Evaluation Criteria. (See below for details.) Scores are then averaged, and applications ranked. This process determines which applications are 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 CUE Seed Grants:

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

RFDC members assign a score for each of the criteria listed above and arrive at a final score.

<b>Score</b>	<b>Descriptor</b>
<b>5 - 6</b>	Very Good - Excellent
<b>4 - 4.9</b>	Good - Very Good
<b>3 - 3.9</b>	Satisfactory - Good
<b>Below 3</b>	Unsatisfactory

The Office of Research Services notifies applicants of the results of their applications.

### ***Terms and Conditions of the Grant***

#### **Compliance with University Policies**

All CUE policies, regulations, and administrative processes apply to Seed Grants. Research must comply with CUE policies on the conduct of research, research ethics, and research integrity. It is the responsibility of the principal applicant to secure the appropriate permissions, certifications, and approvals for the proposed research activity.

#### **Research Ethics and Certifications**

The Tri-Council Agreement on the Administration of Agency Grants requires that researchers at eligible institutions ensure human ethics oversight for all funded research which involves human participants, regardless of the funding 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 is released and before any research involving human participants occurs.

#### **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 research partnerships. However, CUE Internal Research Grants are personal awards. Any co-applicant, whether internal or external, must be included in the application form. If funding will be used to cover the expenses of an external co-applicant, the principal applicant must contact the Office of Research Services to request preparation of a Transfer of Funds Agreement to manage the transfer of funds to the external co-applicant's institution.

Approval for such Agreements must be obtained from the Vice-President Academic and Provost. In absence of a Transfer of Funds Agreement, expenses for external partners may be deemed ineligible and become the sole responsibility of the investigators.

## 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 work that you are submitting for Seed Grant funding, you are required to immediately disclose this information to the Office of Research Services (ORS) **and** in the appropriate sections of the application form. Failure to disclose duplicate funding requests may result in disciplinary actions. Please contact the ORS at [research@concordia.ab.ca](mailto:research@concordia.ab.ca) for more details.

## Responsible Use of Grant Funds

The policies and requirements detailed 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 expenses 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 from internal research grant funds are not permitted. However, some expenses can be covered directly by the institution (e.g., purchase orders). All research activities and expenditures must occur within the grant term. At the end of grant term, the grant account will be closed, and all unused funds will expire and be reclaimed.

Equipment purchased shall remain the property of CUE, 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 (ORS), 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 expense claims can be found on CUE's Research website and in Alfresco. All expense claims must first be submitted to the ORS 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; and
- 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;
- purchasing specialized software, materials, and supplies not available through the institution;
- data collection costs, including travel to field research sites for data collection;
- access to libraries, archives, and institutions; and
- specialist services such as translation.

All items must be essential to the proposed work and must be carefully justified. Any expense with eligibility concerns must be reviewed by the Office of Research Services.

## Ineligible Expenses

All requested budget items must adhere to CUE's policies and guidelines. Funds are not intended to provide release time, salaries, or living expenses for faculty members. 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 application deadline, or after the end date noted in the signed letter of award, will not be considered.

## **Term of the Grant**

The maximum term of an award is twelve months from the application deadline. 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. CUE has no provisions 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 end of the grant term, the principal applicant must submit a report to the Office of Research Services. The reporting template can be requested via email from [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 Internal Research Grant competitions.

## **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. a Seed Grant application form for research projects and an Impact Grant application form for knowledge mobilization activities).
2. Complete all sections of the application form.
3. Complete the checklist at the end of the application form.
4. Sign application form and obtain the required signature from the department head or director.
5. Collect all required and/or supplementary attachments.
6. Bundle all documents as a single PDF package.
7. Send the application package by email to [research@concordia.ab.ca](mailto:research@concordia.ab.ca)

The application must be submitted as a single, complete document in PDF format.

Paper submissions will not be considered.

Applications received past deadline, or that are not complete, will not be considered.

- Up until two (2) working days before the competition deadline, incomplete and/or non-compliant application submissions will be returned to applicants 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.**
- Extraneous attachments and/or supplemental materials will be removed from received applications.

## CV Requirements

CUE's Office of Research Services only accepts Common CVs (CCVs) for Internal Research Grant application packages.

For information about how to prepare a Common CV, 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>