**University Research Fund (Article 25.55)**

**Fall Applications are due 15 October 2021**

Acadia University has established a research fund to support faculty research, and contributes $150,000 for each year of the [15th Collective Agreement](https://hr.acadiau.ca/tl_files/sites/hr/Collective%20Agreements/15th_AUFA_Collective_Agreement.pdf) towards two open competitions (Fall and Winter). The funds (awards up to $5000) are administered through the Office of Research and Graduate Studies. This Research Fund is available only to members of the bargaining unit and to Faculty appointees to the Board of Governors. **Access to any awarded funds ceases at the end of the award period (max 2 years) or earlier if employment at Acadia ends.**

Applicants eligible to apply for external funding cannot receive funding from this source for more than three consecutive years unless a research funding application has been submitted to an external granting organization within that three-year period.

**Submission:**  
Please submit to Donna Dillman at ([donna.dillman@acadiau.ca](mailto:donna.dillman@acadiau.ca)), by the due date (15 Oct 2021), the following documents:

* electronic copy of your completed Application (use the form provided in this document)
* electronic copy of your up-to-date CV

**Funding Priorities (2021-2022)**

The following two areas are the priorities for 2021-2022 and are equal in priority ranking.

**Direct costs of research, e.g.,**

* Student engagement in a faculty member’s research program
* Other research project personnel (related to faculty member’s research program)
* Travel for purposes of research “data collection” (recognizing disciplinary variation)
  + based on Covid-19 cases in Canada and globally, funding to support travel is limited to within Atlantic Canada for the Fall competition; this will be re-evaluated for the Feb competition. Note that travel outside of Nova Scotia may be subject to changes in government restrictions and related travel policies of Acadia.
* Purchase of necessary equipment, materials, consumables and/or services for conducting research (evidence of purchase price or quotations needed)

**Dissemination costs of research, e.g.,**

* Research presentation by the faculty applicant at professional conferences/meetings (evidence of acceptance for a conference presentation is required)
  + based on Covid-19 cases in Canada and globally, funding to support travel is limited to within Atlantic Canada for the Fall competition; this will be re-evaluated for the Feb competition. Note that travel outside of Nova Scotia may be subject to changes in government restrictions and related travel policies of Acadia.
  + virtual conference attendance and reasonable related expenses are supported
* Publication costs as it relates to research accepted for publication in legitimate publication venues (i.e., not predatory journals).

Non-eligible expenses include those that are largely educational / pedagogical in nature (e.g. course tuition, professional development workshops, purchase or maintenance of teaching equipment / technology), and conference attendance without presentation.

Applicant Name:

Dept/School:

Academic Rank: **(if holding a term position, also specify the date your contract expires. Note that funds can only be awarded and held while employed at Acadia)**

Date (mm/yy) of appointment to Acadia: **(if within the last six years)**

Date (mm/yy) of last University Research Fund grant received:

Project Title:

Starting date: Expected Completion date:

Amount Requested $\_\_\_\_\_\_\_\_\_\_\_\_ Project Duration (1 or 2 years): \_\_\_\_\_\_\_\_

(Maximum $5,000)

Note: Unless you are certain that your study will require a full two years, it may be best to apply for a one-year award. If it becomes apparent that you will require extra time, you can automatically extend your one-year award for an extra year, as per Article 25.55(d). This avoids the situation of receiving a two-year award, finishing early, and then not being able to apply again until the 2-year term has ended.

**Does this project require Research Ethics Board approval? (Y/N)**

Note: All research involving human subjects requires REB approval. Please visit their website for more information <http://reb.acadiau.ca/>

**Does this project require Animal Care Committee approval? (Y/N)**

**Note:** All research involving vertebrate animals or cephalopods requires Animal Care approval. Please visit their website for more information or contact Tanya Morse at [tanya.morse@acadiau.ca](mailto:tanya.morse@acadiau.ca)

If you answered “Yes” to either of the questions above, you will be required to submit a copy of your approval letter before any funds will be released.

I certify that, to the best of my knowledge, the statements contained in this application are true. Any research equipment, materials or books purchased from 25.55 award funds is the property of Acadia University.

**Signature of Applicant: \_\_\_email submission is sufficient\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Head/Director: \_\_cc Head/Director when submitting proposal is sufficient\_\_\_\_**

Please submit to Donna Dillman ([donna.dillman@acadiau.ca](mailto:donna.dillman@acadiau.ca)) electronic copies of your completed Application and up-to-date CV, no later than **October 15, 2021**.

**The Research Proposal**

**\*Three (3) page maximum, including references (use structure below)**

**Use 11 or 12 pt font, single line spacing**

**The following structural format is required for ALL applications:**

**General Summary of the Project (1 paragraph; maximum 200 words)**

* **This paragraph may be posted on the Research and Graduate Studies website if your application is successful. Please use plain language in describing the project.**

**Background Information (2-3 paragraphs)**

* **It is recommended to open with a paragraph that succinctly provides general background information on the research topic that forms the basis of the proposal, at a level that is accessible to a non-expert adjudication committee.**
* **This can be followed by a paragraph or two that is somewhat more specific and helps to provide context for your specific proposal.**

**Proposed Research Activity (up to 1 page)**

* **Specify clear and realistic research goals, objectives, or hypotheses (if relevant).**
* **Describe the research methodology (if relevant).**
* **Conclude with a summary of expected research outcomes and how they fit within your broader research program/plans.**

**Anticipated Significance/Impact of Results (~0.5 page)**

* **Describe how you will disseminate your results, e.g., journal publications, books, and/or presentations at international/national/regional conferences.**
* **Indicate the significance of the specified journals and/or conferences.**
* **Discuss the anticipated impact of this award on your research activities and your career development.**
* **If applicable, indicate anticipated significance or impacts relating to equity, diversity and inclusion in the research design/activities proposed and/or among research project personnel.**
* **If you do not presently have external funding, describe your strategy for obtaining other sources of funding, including proposals submitted and currently in review.**
* **If you do have other sources of funding, describe the relationship between the present application and the objectives and activities associated with your existing funding.**

**References (include only those references most relevant; ~0.5 page)**

* **This application does not require an extensive bibliography. Refer to recent and relevant publications, including your own work (publications, conference proceedings, etc.), if they relate directly to the proposal. This includes work in progress.**

**The Budget**

***Student Hiring Information:*** *The 2021 suggested minimum pay rate is* ***$13.47/hour*** *for undergraduate students and* ***$15.60/hour*** *for graduate students, and includes 4% vacation pay. This is the hourly rate that should be indicated to students. On top of this, the research grant holder is required to pay mandatory employer costs for EI and CPP and Workers’ Compensation (WC) coverage, for a total of 8.5% in benefits. Research assistants may need to be reminded that take-home pay (bi-weekly) will have their employee costs (EI & CPP WC) deducted as well as any income tax deductions, as calculated based on their tax forms.* ***Payroll forms must be submitted to HR prior to the start of work activities.***

|  |  |  |
| --- | --- | --- |
| **Budget Items (associated with proposed research activities)** | **25.55 URF**  **request $** | **Other sources $** |
| Student salaries plus cost of benefits (see explanatory note above)  - Undergraduate students ($14.61/hr) x \_\_\_ hours or weeks = $\_\_\_\_\_  - Graduate students ($16.93/hr) x \_\_\_ hours or weeks = $\_\_\_\_\_\_\_  - Other (specify) |  |  |
| Travel\* (specify locale and dates, noting any travel restrictions under Funding Priorities; attach pricing or quotes where available)   * Research project travel (rental or personal vehicle, gas, mileage, etc) * Conference or workshop travel (vehicle, air travel, etc) * Conference or workshop registration * Living / accommodation costs (specify locale, dates, daily rates, etc) * Other (specify) |  |  |
| Technical services to support research (specify) |  |  |
| Research equipment, supplies, etc (specify/list and attach price list or quotes for any items >$100) |  |  |
| Other costs (specify and attach price list or quotes for any items >$100) |  |  |
|  |  |  |
| **Total (25.55 request not to exceed $5000)**  Requested amount should match the amount shown on the cover page |  |  |

List all other funding sources and amounts (secured or anticipated) that will support costs listed in this proposal (e.g., Travel and Professional Allowance Fund (Article 25.54), other grants (internal and/or external) and amounts ($) that will contribute to the costs of the above listed budget items).

Other Funding Source(s) Amount $

\* As per the 15th Collective Agreement, Tri-Council policy on eligible expenses shall apply to Articles 25.55 and 25.54.  The rates shall be those established by the National Joint Council Travel Directive, Appendices B, C, and D. These can be accessed at:

[www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php)

\*\* Based on limited funds and/or budget justification, amounts awarded may be less than requested.   
 Amount in budget table above should match the requested amount shown on the cover page.

**Budget Justification**

**2 pages (maximum)**

* **Each expense item must be detailed and clearly justified (i.e. why required?).**
* **For student or other personnel support, describe and justify the need for project related work activities and training over the time period employed, and provide personnel names if known at the time of submission.**
* **Describe the relationship between your University Research Fund proposal and all other available sources of internal and/or external funding (received or anticipated), including Article 25.54 funds (Travel and Professional Allowance Fund).**
* **In cases where Article 25.55 funding will contribute to a larger, new or ongoing research project or program, please indicate why 25.55 funds are being required.**
* **If you have indicated other funding sources in your budget that are pending, explain what will happen if those funds are not obtained.**
* **Will your project (in part or whole) proceed if you are not awarded funds under Article 25.55?**

**The one-(1) or two-(2) year award duration shall commence on the date of the letter of award notification (mid-November for Fall submission and late February for Winter submission).**

**If your project will extend beyond 2 years, please indicate how you plan to finance the remainder of the project.**

**Report on previous funding (if applicable)**

**Up to 2 pages**

My report is attached.

My report has already been submitted to Research and Graduate Studies.

I have not been funded in the last three years.

**If you have received Article 25.55 funding in the last three years, you must provide the Division of Research and Graduate Studies with a short report. List the specific research outcomes (e.g., student training, publications, presentations) and provide a description of the impact of these outcomes (at the regional, national, and/or international level). Include a summary of how the funds were spent in relation to the budget in the application submitted for funding.**

**Please describe your efforts to obtain external funding (e.g., CIHR, SSHRC, NSERC, NSHRF, Mitacs, provincial funding associations, foundations and other funding bodies).**

**Attachments**

**If funding is being requested to attend a conference, you must attach a copy of the acceptance letter/email and a copy of the abstract.**

**Researchers shall inform Acadia University if their project poses a significant risk to the environment, or if there are chemical, biological, radiation, or other hazards that require special attention. If any of these apply to this proposal, you must submit a note of explanation.**

**No other attachments will be forwarded to the review committee.**

**Important Notes**

**This research grant program is competitive, with awards based on research proposal quality, budget justification and expected impact of the award, noting that the number of submissions generally exceed the number of applications that can be funded.**

**Outcomes of this competition will be communicated within 1 month of the application due date.**

**If seeking funding for publication of research, it is the responsibility of the applicant to ensure that the publication venue is legitimate (i.e. not predatory).**

**Please remember that there may be no one on the Committee who shares your research expertise, or even your disciplinary background. Write for clarity and ease of understanding throughout. Proofread the proposal text and check budget information and justification of costs.**

**Attend carefully to the guidelines on the application form provided for this competition. Failure to do so may (and likely will) result in the Committee not considering your application.**

**Delete the proposal guidelines (red text only) prior to submitting your application.**

**Appendix – Evaluation Grid**

**DO NOT ATTACH THIS PAGE TO YOUR PROPOSAL**

This evaluation grid is used as a reference by the members of the adjudication committee. It is provided here if you wish to use it as a final check before submitting your proposal.

*Note: Scores will be averaged based on the number of responses for which there is a numerical score (i.e. responses of N/A will not be included in the average). Please contact the Research and Graduate Studies Office (*[*donna.dillman@acadiau.ca*](mailto:donna.dillman@acadiau.ca)*) with any questions.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | N/A | Poor  (1) | Good  (2) | Very Good  (3) | Exceptional  (4) |
| The proposal provides appropriate and sufficient background information that is required to make an evaluation. |  |  |  |  |  |
| There are clear, specific and realistic objectives. |  |  |  |  |  |
| The proposal describes high-quality, original research. |  |  |  |  |  |
| There are specified outcomes from the research (e.g. research data, student training). |  |  |  |  |  |
| The research results will be well disseminated (e.g. conferences and/or publications with high standards, a book, …). |  |  |  |  |  |
| This funding will be a significant benefit to the applicant’s career and/or research program at Acadia. |  |  |  |  |  |
| The proposal is complete, clear and well written, and conforms to the specified page limits. |  |  |  |  |  |
| All budget items have been described and are well justified. |  |  |  |  |  |

Overall Rating Scale:

1. Do not fund.
2. Low priority for funding.
3. Funding recommended, pending available funds.
4. High priority for funding. Must be funded!