

Policy Regarding Internal Research Grants

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| Responsibility | Vice-President Academic | Review Period | 3-5 years |
| Approving Body | Senate | Initial Approval Date | <i>Mandate: November 28, 2008 Guidelines: February 27, 2009</i> |
| Advisory Body | Faculty Research Committee | Latest Approval Date | <i>Guidelines: January 27, 2014</i> |
| Status | In Effect | Next Review Due Date | TBD |

1. Mandate

The mandate of the Faculty Research Committee is to promote and facilitate faculty professional development focussing on teaching and research. To do this the Committee will,

- Administer the research grant fund
- Organize faculty workshops on teaching and research issues
- Provide information to faculty on external teaching and research resources.

2. Research Grant Guidelines

Description

Internal grants are administered by the CMU Faculty Research and Forum Committee to support faculty research. This includes all types of research activity pursued within the faculties of the University. Internal grants are intended to support different stages of the research process, particularly those leading to publication. Grants to individual researchers normally will not exceed \$2,500. For collaborative research projects (where two or more CMU faculty members are involved), grants of up to \$3,500 may be awarded.

Eligibility

All CMU academic staff are eligible to submit proposals. Since funds are limited, priority will be given to full-time tenured and tenure-track faculty. Applications from all other teaching staff will be considered after tenure-stream applicants have been awarded.

Application Intakes

The Committee normally accepts applications on two dates (at or on the first work-day that follows): **15 May** and **15 November**. If after the second deadline there are remaining funds, then a third intake may be announced.

Evaluation Criteria

The Committee cannot fund all grant requests. The following criteria will be used to evaluate each application:

- the research project assists the faculty member to advance his or her research agenda;
- the funding supports a step (or more) in the range of research activity, from data collection through analysis and report-writing to various publication expenses;
- the research advances the University's mission and vision;
- the faculty member has a record of publishing. Junior faculty members are asked to explain how the proposed project will lead to publication.

Procedures for Application

Submit a written application to the Chair of the Faculty Research and Forum Committee. The application should include:

- the title of the research project;
- a well-written and organized description of research project that outlines
 - realistic goals

- clearly articulated research methods
- a timeline of activities, including completion date;
- an explanation as to how the research project meets the grant criteria, including reference to how the research will lead to publication;
- a detailed budget, indicating whether other funds will also be used or have been applied for; and
- a plan for ethics review if the research involves human participants.

The Committee will review all eligible applications. Please note that the Committee may consult outside specialists in order to evaluate an application.

Tenure of Award

Funds are available for the 12-month period after being awarded. Extensions for an additional 12 months are possible, but it is the responsibility of the award holder to make a formal application (in writing) to the Vice President Academic for an extension. The request should indicate the following in concrete terms: a) how the funds will be used; and b) the expected timeline for their use.

Reporting

Once the term of the award is ended, award holders are expected to submit a brief report (1–2 pages) to the Chair of the Faculty Research and Forum Committee, summarizing how the funds were used and the outcome (e.g., publication) of these activities.

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