

### Policy Regarding Internal Research Grants

<b>Responsibility</b>	Chair of Faculty Research Committee	<b>Review Period</b>	3-5 years
<b>Approving Body</b>	Senate	<b>Initial Approval Date</b>	Mar 27, 2009/Jan 27, 2014
<b>Advisory Body</b>	Faculty Research Committee	<b>Latest Approval Date</b>	Oct 18, 2019
<b>Status</b>	Approved	<b>Next Review Due Date</b>	Winter Semester 2024

#### 1. Mandate

The mandate of the Faculty Research Committee is to promote and facilitate faculty research. To do this the Committee will:

- Administer the research grant funds;
- Organize faculty workshops on research issues, including forums to present completed research and research in progress;
- Coordinate the provision of information about external research resources with staff in the office of the Vice President Academic.

#### 2. Research Grant Guidelines

##### **Description**

Internal grants are administered by the CMU Faculty Research 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 various stages of the research process. Research at CMU is a wide-ranging endeavour in both subject and method, but examples of appropriate grant requests are costs of data collection, research assistance, research materials and equipment, data analysis, and knowledge mobilization/publication. "Knowledge mobilization/publication" here means making something publicly known. The means and audiences of such mobilization are varied; examples are performance, demonstration, book, article, broadcast, and conference or community presentation. Strong applications effectively communicate both an overall research trajectory and how the proposed project fits into that trajectory. 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. Requests for grants of up to \$5,000 for individual researchers and up to \$7,000 for collaborative research will be considered.

##### **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.

##### **Application Intakes**

The Committee normally accepts applications on four dates (at or on the first work-day that follows): **15 February, 15 May, 15 August, and 15 November**. Urgent requests outside these intake periods may be considered. Contact the Committee chair to discuss such applications.

##### **Evaluation Criteria**

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

- the research project assists the faculty member to advance their 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 expenses of knowledge mobilization/publication as appropriate in the discipline;

- the research advances the University's mission and vision;
- the faculty member has a record of knowledge mobilization/publication.

### ***Procedures for Application***

Submit a written application in the form of a letter to the Chair of the Faculty Research Committee. The application should include:

- the title of the research project and a clearly written purpose statement;
- a short background section articulating the research area or problem;
- a well-written and organized description of the research project that outlines
  - realistic goals
  - clearly articulated research methods
  - a timeline of activities, including completion date
  - names and positions of collaborators, if applicable
  - an explanation of how the proposed research enhances the faculty member's overall research agenda and how it will lead to knowledge mobilization/publication;
- a detailed budget, indicating whether other funds will also be used or have been applied for; and
- a plan for ethics review, to be processed with the CMU Ethics Review Committee, 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 Committee, summarizing how the funds were used and the outcome of these activities.

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