

SMALL RESEARCH NEEDS GRANT POLICY

University Policy No.: RH1025

Classification: Research

Approval Authority: Board of Governors

Effective Date: August 2014

Supersedes:

Last Editorial Change:

Mandated Review: August 2021

Associated Procedures:

Procedures Relating to Small Research Needs Grant Policy

POLICY PURPOSE

The purpose of this policy is to support and encourage the growth of research at the Concordia University College of Alberta (CUCA), and supplement the Internal Research Grant policy, in the form of a modicum of funds that can be accessed for minor expenses relating to small research needs.

DEFINITIONS

- 1) **Academic Research Council (ARC)** - convened by the Dean of Research and Faculty Development and includes, in addition to the Dean, four faculty members, (one from each Division). When necessary, the Dean may invite other individuals as advisory members. This Council is responsible for developing research policies and promoting research activities on campus.
- 2) **Members of Concordia** - all academic staff, non-academic staff, sessional instructors, administrators, students, visiting or adjunct scholars and professors, fellows and chairs, emeriti, holders of post-doctoral positions, paid and unpaid research associates and assistants, and any other persons in similar positions.
- 3) **Researchers** and **Scholars** - all members of Concordia who are involved, to any extent whatsoever, in research and other scholarly and creative activities.
- 4) **Research:** a process of purposeful inquiry that generates new insights or knowledge involving scholarly, scientific, or creative activities in a field of specialization. It typically results in quantifiable outcomes such as journal articles, books, and conference presentations that are communicated to a broader academic community and/or field practitioners.
- 5) **Scholarship activity:** engagement in a broad set of disciplinary or cross-disciplinary learning activities, along with the application of what is learned from research or advanced study.

JURISDICTION/SCOPE OF THE POLICY

This policy applies to all permanent stream faculty members.

POLICY

- 1) All permanent-stream faculty members shall be eligible to apply for a Small Research Needs Grant from a special research fund established for this purpose.
- 2) The total amount available from the fund for all such grants in any given year shall be limited by an allocation from yearly budgeted research funds by the Academic Research Council.
- 3) Grant monies must be used for the specific purpose for which they are requested.
- 4) A limited number of grants shall be available each year.
- 5) The disposition of individual applications and decisions about the allocation of research funds shall be the responsibility of the Dean of Research and Faculty Development, acting on the authority of the Academic Research Council.
- 6) Awards will normally be limited to a maximum of \$250.00.

CONSEQUENCES FOR NONCOMPLIANCE

Failure to comply with this policy may result in not receiving funds for the intended research, or the revoking of any monies granted. If the grant is not used for the specific purpose for which it was requested, the expense will be considered unauthorized, and is expected to be returned.

AUTHORITIES AND OFFICERS

Approving Authority: Board of Governors

Designated Executive Officer: Vice-President Academic

Procedural Authority: Academic Research Council

Procedural Officer: Dean of Research and Faculty Development

RELATED LEGISLATION

RELATED POLICIES AND DOCUMENTS

Concordia University College of Alberta Faculty Association Collective Agreement