

## **Procedures Relating to the Small Research Needs Grant Policy**

**Procedural Authority:** Academic Research Council

**Procedural Officer:** Dean of Research and Faculty Development

**Parent Policy:** Small Research Needs Grant Policy

**Effective Date:** August 2014

**Supersedes:**

**Last Editorial Change:**

### **PROCEDURES**

#### **Application**

- 1) Applications for Small Research Needs Grants may be submitted to the Dean of Research and Faculty Development for consideration.
- 2) Applications will be accepted at any time during the year for consideration.
- 3) Grant monies may be used for small expenses such as software, books, a few hours of research time, or any other small items necessary to assist in the research.

#### **Evaluation**

- 1) Where the Dean of Research and Faculty Development is the applicant, the application will be adjudicated by the Academic Research Council.
- 2) In evaluating applications, the Dean of Research and Faculty Development may:
  - a) authorize the grant as requested,
  - b) authorize a reduced grant, or
  - c) reject the application.

#### **Allocation of Grants**

- 1) In the event that there are an insufficient number of suitable applications, the funds may not be allocated entirely in any given year; and, any funds not used in one year will then be returned to the general research fund.