

STUDENT RESEARCH GRANT POLICY

University Policy No.: RH1030

Classification: Research

Approval Authority: Board of Governors

Effective Date: August 2014

Supersedes:

Last Editorial Change:

Mandated Review: August 2021

Associated Procedures:

Procedures Relating to the Student Research Grant Policy

POLICY PURPOSE

The purpose of this policy is to acknowledge Concordia University College of Alberta's (CUCA) responsibility to support student research by allocating Student Research Grants through a fair and equitable process.

Concordia recognizes that students can, on occasion, use assistance for research project expenses. Some departments fund these expenses out of their own budgets. In order for support of student research to be equitable across the institution, an application followed by a committee adjudication process is required. Keeping the amount to \$1000 or less means that students are not provided with more support for these activities than is currently afforded faculty under the collective agreement.

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 students registered at Concordia.

POLICY

- 1) All students registered at Concordia shall be eligible to apply for a Student Research Grant from a special research fund established for this purpose.
- 2) A limited number of grants shall be available each year.
- 3) The total amount available from the special research fund, for all such grants, shall be limited by an allocation from yearly budgeted research funds by the Academic Research Council.
- 4) The disposition of individual applications and decisions about the allocation of research funds shall be the responsibility of the ARC.
- 5) Awards will normally be limited to a maximum of \$1,000. From time to time, this limit may be increased.
- 6) Students are limited to one successful application in any 12-month period.
- 7) Students in receipt of grant funds from other sources, to support the proposed activity, are not eligible to apply.
- 8) The ARC will monitor and revise, as required, the number of grants available, per Department, per year.

CONSEQUENCES FOR NONCOMPLIANCE

Failure to comply with this policy may result in not receiving funds for the intended research or activity, 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