

INTERNAL RESEARCH GRANT POLICY

University Policy No.: RH1020

Classification: Research

Approval Authority: Board of Governors

Effective Date: August 2014

Supersedes: FH 4.17.3

Last Editorial Change:

Mandated Review: August 2021

Associated Procedures:

Procedures Relating to the Internal Research 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) in the form of remuneration of full-time faculty and provision of essential resources, and to outline the criteria for the approval of an internal research grant.

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, and to all persons who advance their research or scholarly activities as being connected with Concordia in any way.

POLICY

The Faculty Research Fund governs allocation of internal funds for research purposes.

- 1) All permanent-stream faculty members shall be eligible to apply for research support from a research fund established for this purpose in the institutional budget.
- 2) The total amount available from the fund for all such grants in any given year shall be limited by the budgeted amount of the fund as approved by the Board of Governors.
- 3) A limited number of grants shall be available each year.
- 4) Research grants are awarded on the basis of merit, according to the approved matrix.
- 5) Grant monies may be used to pay for research assistance, travel directly related to research, charges for publication, or any other items necessary to conduct the research.
- 6) The disposition of individual applications and decisions about the allocation of research funds shall be the responsibility of the Academic Research Council.
- 7) Awards will normally be limited to a maximum aggregate of \$5,000 in a 12 month period. From time to time, this limit may be increased.
- 8) Faculty are required to submit an application for these grants, and are limited to two unsuccessful applications in any 12-month period.

CONSEQUENCES FOR NONCOMPLIANCE

Failure to comply with this policy may result in the individual to experience the inability to, or have access to the support for, the intended research opportunities, and/or to fulfill the opportunities available to them.

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