

## **Procedures Relating to the Internal Research Grant Policy**

**Procedural Authority:** Academic Research Council

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

**Parent Policy:** Internal Research Grant Policy

**Effective Date:** August 2014

**Supersedes:**

**Last Editorial Change:** August 2021

### **PROCEDURES**

#### **Application**

- 1) Applications for Internal Research Grants are to be submitted to the Dean of Research and Faculty Development.
- 2) Applications will be accepted at any time during the year for consideration by the Academic Research Council (ARC).
  - a) Grant monies may be used for research assistance, travel directly related to research, charges for publication, or any other items necessary to conduct the research.

#### **Evaluation**

- 1) The system of ranking or rating applications will be as defined by the Academic Research Council (ARC).
- 2) Any Council member who has sponsored a pending application will not participate in the discussion and decision on the allocation of funds for that year.
- 3) The Dean of Research and Faculty Development may approach the Department for an alternate to replace a Council member who is temporarily withdrawing on grounds of conflict of interest.
- 4) The Dean of Research and Faculty Development may appoint an additional advisory member to the Council to consider proposals outside the expertise of existing Council members.
- 5) In evaluating applications, the ARC may:
  - a) authorize the grant as requested,
  - b) authorize a reduced grant, or
  - c) reject the application.

#### **Allocation of Grants**

- 1) Research grants are awarded based on merit.
- 2) Research grants, for first-time applicants, should be given priority when proposals are of equal merit.
- 3) Where successful, funds will be available to the awardee for a minimum 12-month period.



- 4) In the event that there are an insufficient number of suitable applications, the research fund may not be allocated entirely in any given year; and, any funds not used will then be added to the budget allocated for research in the next year.