



FASS Research Committee Grant Fund Policy

Responsibility: Chair, FASS Research Committee

Effective date: March 26, 2021

Supersedes: May 2013, September 2015, May 2016, May 2017; January 2019

Approved by: FASS

Funding Description:

The FASS Research and Conference Grant fund is intended to support the research needs of FASS faculty who have not secured significant internal or external funding.

Funding Terms:

1. The fund is intended to support requests under \$2,000 in total per grant. A member of FASS may receive up to two grants in the same year, as long as one is a conference grant and the other a research grant.
2. Grants cover the one-year period from May 1 to April 30, by which time any funds awarded but not used and claimed are forfeited.
3. FASS faculty members on limited-term, program sessional, probationary, or tenured appointments are eligible to apply to the “full-time” fund. FASS faculty members on per course contracts are eligible to apply to the “part-time” fund.
4. Funds may only be used by individuals within their contract appointment dates. Individuals who expect to hold an initial FASS faculty appointment in a given year may apply for grants to be awarded in that year, but the funds will begin on the contract start date. Individuals whose contract will end in a given year may apply for grants awarded in that year, but the funds will end on the contract end date.
5. Funding recipients are responsible for familiarizing themselves with, and adhering to, institutional policies related to the conduct of research. These policies include:
 - Policy on Academic Integrity in Research
 - Statement of Principles on Research Involving Indigenous Communities
 - Statement of Principles on Equity, Diversity, and Inclusion in Research
 - Huron University College Research Ethics Board Policy and Procedures

6. All budgeted expenses must be fully justified in relation to the project and must conform to institutional policies including the Travel and Expense Policy and the Casual Part-Time Pay Scale for Research Assistants.

Adjudication and Selection Criteria:

1. The fund is adjudicated by the FASS Research Committee. The committee is responsible for updating and announcing the application processes annually.
2. The annual deadline for the full-time fund is March 15 (or next business day). The annual deadline for the part-time fund is October 15 (or next business day). Applicants can expect to hear back from the Research Committee within 4 weeks of the submission deadline.
3. A member of FASS may receive up to two grants in the same year, as long as one is a conference grant and the other a research grant.
4. This fund is non-competitive. Applications that meet a minimum standard will be added to the pool to receive funding. The minimum standard is based on clear alignment between proposed research and budget. Expenses must reflect the reasonable costs of research based on the principles identified in the Tri-Agency Financial Administration Guide (https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp). According to these principles, grant expenditures must:
 - contribute to the direct costs of the research for which the funds were awarded,
 - not already be provided by the institution to research personnel,
 - be effective and economical,
 - not result in personal gain for members of the research team.
5. If the members of the Research Committee consider that the grant-related purpose for an expense is unclear, a justification may be requested from the applicant.
6. In each grant period, the total available funds will be divided as follows: 90 percent for the competition for the full-time fund and 10 percent for the part-time fund.
7. The total amount of funds available in each competition will be divided equally between Research funding and Conference funding, although the Research Committee reserves the right to adjust the weighting annually based on the number of applications to each category and with the intention to maximize the total grant award in each category.
8. Applications for funding will be allocated in the following manner:
 - All eligible requests for grants will be funded to the fullest extent possible. If the eligible requests exceed the total fund amount, then the mean eligible request is calculated by dividing the total fund by the number of eligible applicants. All those whose requests are lower than the mean eligible fund receive their total request.
 - Any remaining funds after the initial allotment are used to top up requests above the mean.
 - For the Part-time fund competition, the amount awarded per grant shall not exceed the highest mean eligible funding calculated for the Full-time fund competition for a given grant period. Within this parameter, calculation of the Part-time fund follows the same process as for the Full-time fund.
 - If, following these calculations, funds remain the residual will go back into the FASS General Research and Conference Fund.

Post-Award Administration:

1. Grant recipients must apply for reimbursement within six weeks of their final expenses or return from their final grant-related travel using the appropriate expense claims process and attaching relevant receipts.
 - Recipients of conference grants must also attach confirmation of presentation acceptance.
 - Recipients of research grants in which the research involves human participants must also attach confirmation of REB approval.
 - All requests for reimbursement must adhere to all relevant institutional expense policies including travel and per diem rates. Policies are located on the Internal Funding OWL page.
2. The deadline for submission of reimbursement claims is no later than 30 April. Receipts for expenses incurred while travelling, where the trip began prior to 30 April, are eligible for reimbursement in the fiscal year as long as they are presented within the first ten days of May.
3. Changes to expenses from those described in the original grant application form are allowed. Reimbursement for changes must be justified in writing, must align with the research objectives of the original grant application, and must conform to Tri-Agency Principles (see note #3 in Application and Selection Criteria above).
4. All unused and unclaimed funds at the end of the fiscal year (30 April) are rolled over to be added to the general FASS Research and Conference Fund available for the following year. If a grant recipient's actual expenses are lower than the funds granted, the difference returns to the general fund.
5. Grant funds will not be released if the recipient's FASS appointment is terminated prior to or during the eligible project period.