

## INTERNAL RESEARCH GRANT GUIDELINES AND APPLICATION

### Guidelines

#### Purpose

These awards are to support the cost of research projects of modest scope - for seed money, one-time requests, and projects of short duration. Applications may be made for new research initiatives. While the main purpose is to provide funds for initiating research, requests to supplement existing funding sources will be considered. Travel to conferences will not be considered and should be funded through the conference travel competition. Separate applications, for the same project, over several years, will receive lower priority than new studies.

#### Amount

The maximum award is **\$7000**.

#### Eligibility

Applicants must be faculty members in the Faculty of Education. Faculty members may hold only one internal research grant annually as the Principal Investigator. In addition, the study for a previously awarded Internal Research grant must be complete before being eligible to hold another Internal Research grant; researchers may not hold more than one Internal Research grant concurrently. If the faculty member has previously held an internal research grant they must apply for external funding (the application does not have to be successful) before reapplying for internal funding. Faculty members who are retired, part-time or seconded to the Faculty are not eligible to apply for these funds.

#### Submissions

Complete applications, including the applicant's signature, may be submitted to the Education Research Office via the [online submission portal](#) or as one paper copy to the Research office by **March 1** each year. The competition may be re-opened for a fall competition if funding is still available; the fall application due date is **October 1**. The application must be received by **4 pm** on the deadline date. If the deadline falls on a weekend or statutory holiday, the deadline will be extended to 4 pm on the next working day following the weekend or holiday. Late applications will not be accepted. Successful applicants will be required to complete a ROLA application after the results of the competition are released.

#### Project Time Period

The results of the competition will be announced in early May (spring competition) and early November (fall competition) and the funds will be made available immediately afterward. The duration of this funding is one year; grants will be available until April 30th of the following year. Upon termination of an award, any unspent balance will revert to the fund. Extensions may be granted in special circumstances upon written request to the Associate Dean of Research.

#### Reports

Three months following the competition, the Research Office will review the status of grants. Any project not underway at that time will be cancelled unless there are compelling reasons not to. A second competition will be held if there are funds remaining. A brief final report (1 page) on what was accomplished using the grant (impact -including development of Highly Qualified Personnel, publications, applications for external funding, and development of collaborations) must be submitted to the Research Committee via the Research Office no later than 60 days following the completion of the project. Failure to do so may jeopardize a faculty member's eligibility for future competitions. Faculty are encouraged to present the results of the project at the Faculty Seminar Series in the year following termination of the grant.

#### Budget Justification

An adequate budget justification is required. Provide a detailed explanation of costs.

#### Adjudication

Applications will be adjudicated by the Faculty of Education Research Committee or, if required because of conflict of interest, by an ad hoc committee of full-time faculty members. Preference will go to applications that offer a clear rationale

for the proposed research, exhibit innovation, and contain a budget fully explaining how the money requested will be spent. Priority will be given to probationary faculty members; applicants wishing to start new projects that might lead to external funding applications; and, applicants needing additional funding to finish projects. Special consideration will be given to projects for which other funding is not readily available and to candidates, who at the time of the award, are not beneficiaries of major research grants. In general, the committee members will consider the following in an application: eligibility of the applicants; quality of the proposed research project; circumstances and justification of the applicant; previous support and its utilization; and, other sources of funding currently held by the applicant.

## **Ethics**

All research proposals involving human subjects must be approved by the appropriate Western Research Ethics Board. Funds will be encumbered and the project may not commence until appropriate approvals are received by the investigator.

## **Funds**

For each award, an account will be set up as an “unrestricted research account”. Investigators are expected to expend the funds in the manner proposed in the original request. In the event that an award is less than the amount requested, the principal investigator is free to move monies from one category to another to make up a short-fall, but not into categories specifically disallowed by the review committee. Approval for new categories may be granted in special circumstances upon written request. Applicants are personally responsible for any over expenditure of the grant. All assets purchased with internal grant funds become the property of Western University.

## **Surplus**

In the event that the funding awarded is less than the amount available in the budget, the Research Committee will consider other options for awarding the funds such as running a second competition during the fiscal year, providing seed funds to those researchers who were unsuccessful in applications for external funding, or other research possibilities.

## **Questions**

All questions should be directed to the Research Officer, Faculty of Education ([edu-researchoffice@uwo.ca](mailto:edu-researchoffice@uwo.ca)).

## Part 1: Applicant Information

**Applicant Name(s):**

**Email:**

**Rank:**                      Full Professor                      Associate Professor                      Assistant Professor                      Other:

<b>Funding Sources:</b>					
Surname and initial(s) of principal investigator and co-investigators	Project Title or Conference Name/Year/Location:	Project period: <i>Start and end date or date of conference</i>	Funding agency or internal funding program	Funds requested or received	Status (i.e., awarded, denied, pending)
a) Current Support:					
b) Support applied for (pending and denied):					

## Part 2: Project Information

Name of Project:

Does this project require:

Human Ethics

Animal Use

Biohazards

If yes, provide protocol number:

Abstract (max 1500 characters or approximately 250 words):

## **Part 3: Proposal**

Please write a 2-page maximum (11 point minimum font) description of the proposed project (excluding references). Please include rationale, framework, methodology, schedule of work, and describe your expectation of the product (publication, presentation, etc.) of this support. If applicable, explain in brief how your project differs from other funding currently held.

## Part 4: Budget and Justification

Description	Amount
Personnel costs (Research Assistants, etc.)	
Travel and accommodation (funds needed to carry out research)	
Technical Services	
Materials and Supplies	
Other (please describe)	
<b>GRAND TOTAL</b>	

**Part 5: Signature**

Signature of Applicant: