



Western

## ACADEMIC DEVELOPMENT FUND NEW RESEARCH AND SCHOLARLY INITIATIVES AWARD FAQ'S - WESTERN INTERNAL COMPETITIONS

### *Frequently asked questions about Major and Small Grants*

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### **What is the Academic Development Fund New Research and Scholarly Initiatives Award?**

The Academic Development Fund is a fund made available through a portion of the University's Operating Budget. The purpose of the funds is to promote the academic development of the University by **assisting** with the start-up and transition costs associated with innovative academic development projects. The Academic Development Fund - New Research and Scholarly Initiatives Award - Major or Small Grants Competition - is not intended for the support or maintenance of existing or ongoing programs. The total allocation to the ADF is currently \$1.5 million and from that, approximately \$100,000 is available to the Small Grants Competition annually. Guidelines and applications for both the Major and Small Grant competitions are available to download from Western Research website at <http://www.uwo.ca/research/funding/internal/adf.html> or from the [Office of Research Development & Services](#).  
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### **Who is the administrator or contact person for both the ADF Major and Small Grant programs?**

Effective July 1, 2010, the Academic Development Fund program was transferred from the Secretariat's Office to Western's Research Development & Services office. All inquiries are to be forwarded to the Internal Grants Coordinator at [internalgrants@uwo.ca](mailto:internalgrants@uwo.ca) or call ext. 84500. [Back to Top](#)

### **Who can apply to the Academic Development Fund New Research and Scholarly Initiatives Award - Major Grant and Small Grant competitions?**

Applications may be made by individuals, disciplinary teams, and cross-and-interdisciplinary teams, including those with external matching funds. At the time of application, the principal applicant must be a regular, full-time faculty member and [eligible to hold a research account](#) at Western **OR** a full-time faculty member at one of Western's Affiliated University Colleges with an eligible faculty appointment at Western (see guidelines for more details). Special consideration may be given to those applications where careful integration and campus-wide planning is evident. **Preference will be given to proposals that are meritorious, but have not been successfully awarded under the ADF program during the past three years.** [Back to Top](#)

### **How to apply to the Major or Small Grant competitions?**

Submitting to either a Major or Small Grant competition is a two step process – Application form and ROLA Proposal. Before beginning the application process, the guidelines should be reviewed at <http://www.uwo.ca/research/funding/internal/adf.html>. Both the Application form and ROLA Proposal require Dean and Chair approval and must be submitted by the posted RD&S deadline. Late or incomplete applications will not be accepted. Signed applications will be accepted in PDF format. [Back to Top](#)

### **Is the ADF an equipment grant?**

No. Although ADF funds may be used to purchase equipment, this grant supports research endeavours from all disciplines at the University, therefore, a broad range of budget requests will be considered. Keep in mind that all budget requests must be in accordance with the guidelines specified for the Major or Small Grant. [Back to Top](#)

### **Is the ADF a substitute for start-up?**

No. The ADF is for new initiatives that would not have been anticipated at the time you were spending or negotiating your start-up as a new faculty member at Western. The Committee can generally recognize a start-up list, and tends not to be enthusiastic about funding such proposals. [Back to Top](#)

### **Can I request ADF funds to buy consumables, like pipette tips or glassware?**

Yes; although the need for ADF funds to purchase such items would need to be well-established, and applicants with large and flexible operating funds are usually expected to use those for their operating expenses. [Back to Top](#)

### **I have been working on a project for several years, and need some bridging funding for operating costs to develop the data a little more before I can submit it as a CIHR grant. Is ADF an appropriate place to get those funds?**

Not really. ADF is for new initiatives. Adding data to an existing project or continuing a project is not a new initiative, and although there is facility to consider funding requests to maintain existing programs (Major Grant Guidelines Clause 3.4), successful applications under that clause are usually requesting the repair or replacement of large equipment items, not operating costs. [Back to Top](#)

### **Can I request ADF funds to replace or repair existing equipment?**

The ADF is for new initiatives. However, Major Grant Guidelines Clause 3.4 states "The purchase of equipment, supplies or services intended only to maintain existing programs or projects will not normally be supported by the ADF. If such funds are requested, the continued academic importance of these programs or projects must be justified". Generally, these requests are looked upon favourably if there is a strong case to be made for the ongoing excellence of the program; the equipment is integral to the continuance of the program and there are matching funds or supporting applications. [Back to Top](#)

### **What is my audience when writing an ADF grant application?**

ADF is divided into three subgroups: Social Sciences and Humanities, Physical & Mathematical Sciences and Engineering, and Biosciences. Small ADF grants are apportioned for review randomly among this group, so although your audience may be highly educated, they will not be experts in your field, and one or more may not even be in

your general discipline. Major ADF grants are apportioned to the subgroups, so the people reading it will be within your (very) broad discipline, but not necessarily in your field. Please note that, at the discretion of the SUPAD review committee, Major ADF grants may be sent for external review. [Back to Top](#)

### **What is the most common mistake when completing an ADF application?**

Not addressing the questions in the application form as requested, or not following the instructions. Please read them carefully. It will be helpful to familiarize yourself with the terms of reference. Applicants should make explicit the specific questions and/or hypotheses addressed in the research proposal. [Back to Top](#)

### **Can I apply to ADF for the same operating costs or equipment for which I am applying to a granting council?**

Yes, but this must be explicitly acknowledged in the ADF application. If the granting council funds your proposal, you must decline any ADF award. However, if the granting council funds only a portion of your proposal, then the ADF award may be used to provide the remaining funds. *Overlapping funding is not allowed under any circumstance.* [Back to Top](#)

### **I am an established researcher with ongoing external support for my project, but the funds available are not sufficient to complete the work as planned. Can I apply to the ADF for a "top-up"?**

No. ADF grants are for the support of new initiatives. [Back to Top](#)

### **If other researchers will use the equipment that I am requesting funds for, should I list them as co-applicants?**

Yes, if significantly used; but their use of the equipment must be explained in detail in the application. Where others may be using the equipment, a list of users may be appended to the application. The principal applicant must be the primary user of the equipment. [Back to Top](#)

### **The funds I need to purchase components of a research facility exceed the limit of the NSERC RTI program. Can I apply to the ADF for the remaining funds?**

Yes, but think carefully about the strategy here. ADF funds cannot be used to purchase equipment that was not described in the ADF application. Therefore, the best strategy is to submit separate NSERC applications that together would fund the entire facility, and submit a single ADF application for the entire facility. That way, a successful ADF application will provide the funds to purchase whatever portion of the facility is not funded by NSERC or the entire facility, if NSERC denies any funding. [Back to Top](#)

### **Can I make changes to how I spend an ADF award?**

No. Any changes to the budget of an ADF award require approval by the Chair of SUPAD. When making your case, clearly describe the rationale for revising the budget as well as the amount involved. All requests must be submitted to Research Development & Services at [internalgrants@uwo.ca](mailto:internalgrants@uwo.ca). [Back to Top](#)

### **Why was my ADF application unsuccessful?**

There can be many reasons why an application to the ADF is not successful. The Chair of SUPAD will answer inquiries regarding the outcome of an ADF grant application. [Back to Top](#)

### **Any other advice?**

It is strongly recommended that you talk to your Chair or a previous member of SUPAD (the Subcommittee on Priorities in Academic Development). Also, if someone in your unit has recently received an ADF grant, you might ask to read the submission. There is a lot to be learned from looking at a successful grant before embarking on your own. [Back to Top](#)