



ACADEMIC DEVELOPMENT FUND - *New Research and Scholarly Initiatives Award* SMALL GRANTS – WESTERN INTERNAL COMPETITION

GUIDELINES AND APPLICATION INSTRUCTIONS

Effective July 1, 2010, this program is administered by the Western [Research Development & Services](#) office.

1. OVERVIEW

The [ADF New Research and Scholarly Initiatives Award - Small Grants](#) competitions are funded by the University's operating budget as approved by Senate. The ADF Small Grant supports the cost of research projects of modest scope. A maximum of \$8,500 is available to successful applicants for seed money, one-time requests, and projects of short duration. Applications are to be made for new research initiatives. Requests for funds to supplement existing operating or research grants, to augment funds for larger projects (funded or applied for), or to attend conferences generally will not be accepted. Separate applications, for the same project, over several years, will not be funded.

Preference will be given 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. In addition, preference will be given to those faculty members striving to get programs of research established and to those who, during the past three years, have not been awarded through the *SSHRC Internal Research*, *International Research* or the *Academic Development Fund* programs.

2. ADJUDICATION

The program is administered by Research Development & Services (RD&S) under the general terms of reference of the Academic Development Fund. Applications will be adjudicated by the Subcommittee on Priorities in Academic Development (SUPAD) - a subcommittee of the Senate appointed by the University Research Board - drawing members from the social science and humanities, physical sciences and life sciences. As this panel will comprise of a cross-discipline of SUPAD members, each application will be reviewed by an expert and non-expert.

3. APPLICANT ELIGIBILITY

Researchers in all disciplines are eligible. At the time of application, the principal applicant must be either:

- a regular, full-time faculty member [eligible to hold a research account](#) at Western, or
- at either the Lawson Health Research Institute or one of Western's Affiliated University Colleges, with an eligible appointment at Western, or
- be a Professor Emeritus at Western with an eligible casual appointment at the rank of Adjunct Research Professor - Independent Research Required.

All internally funded grants will be administered only at Western University. Should an awardee cease to hold an eligible appointment at Western during the tenure of the award, the award will be cancelled and all remaining monies will return to the Academic Development Fund.

4. SUBMISSIONS

Applications are available to download at <http://www.uwo.ca/research/funding/internal/adf.html> under Western Research website for internally funded programs. Applications must be submitted as instructed to Research Development & Services by the posted deadline date. At minimum, applications should be single spaced, at 12 point Arial or Times Roman font, with ¾ inch margins. DO NOT change application format, if preset. All applications must be saved or printed to Adobe PDF format (minimum 300 dpi resolution, if

scanned). It is the responsibility of the applicant to ensure that all conditions are met and that the application is edited, complete and submitted by the required date.

As a reminder, all ADF grants are reviewed by members of a multiple disciplinary committee. Applications, specifically the description and project proposal, must be written in language suitable for review by colleagues who do not work in your field of work; scientific terminology and jargon must be clearly defined and where possible kept to a minimum. Applicants who do not follow this requirement may be disadvantaged because the quality of the research proposal cannot be effectively assessed.

Full and completed applications, with applicant (and co-applicant, if applicable) signature, must be provided to the Chair (where applicable) and the Dean for signature approval. In addition, **applicants must submit a ROLA Proposal** by logging into the posted ADF Small Grant competition at <http://uwo.ca/research/rds/ROLA/ROLAFrameset.html>. Once submitted, the ROLA system automatically generates an email notification to the Chair and the Dean requesting electronic approval. This electronic approval is for the ROLA Proposal only. Signature approval is also required on the application submission.

To attain application signature approval, signature pages may be printed off to sign and rescan, as a PDF document, to either insert into the application or email with application as a separate attachment. Please note that hard copy submissions are not required, but will also be accepted. Faxed applications and ADF Small grant forms used prior to 2012 will not be accepted.

Full applications with signature approval and in PDF format must be emailed to internalgrants@uwo.ca or delivered to Research Development & Services by 4:30 p.m. of the posted deadline date. If the deadline falls on a weekend or statutory holiday, the deadline will be extended to 4:30 p.m. on the next working day following the weekend or holiday. **Late, ineligible or incomplete applications will not be accepted.**

5. ETHICS, ANIMAL, & BIOHAZARDS

All research proposals involving ethics (human subjects), animal subjects or biohazardous materials must be approved by the appropriate Western certification review committee. Applicants must indicate whether they require approval for the use of human or animal subjects or biohazardous materials under the *Certifications* tab of their ROLA proposal. If awarded, funds will be encumbered and the work may not commence until appropriate approvals are officially confirmed in ROLA. For more information on the certification approval process, please visit the relevant [Ethics](#), [Animal Use](#) or [Bio Hazard](#) websites.

6. FREQUENCY OF APPLICATION

A faculty member may submit one application to each ADF New Research and Scholarly Initiatives Award - Small Grants competition (*i.e.*, spring and fall). However, given the limitations of available funds, *a faculty member will not be granted two internally funded research awards (ADF – New Research and Scholarly Initiatives Award or Internal SSHRC awards) in the same year unless there is unique and particularly compelling rationale.*

7. BUDGET

11.1 **Budget Justification**

An adequate budget justification is required in each application. To avoid arbitrary decisions on the appropriate level of funding, detailed explanations of costs must be provided.

11.2 **Personnel**

Western University will be the employer of any staff hired using project funds. Therefore, researchers must pay appropriate wages and include benefits at established rates. The budget justification must include a description of the duties of the personnel requested, the required qualifications, and an explanation as to why the position is necessary to the project. Workload should be shown to justify the amount of time the person will be employed on the project.

11.3 **Travel Expenses**

Travel must comply with [University policies and regulations](#).

11.3.1 *Fieldwork travel*

For fieldwork, average cost per trip and number of trips should be estimated as closely as possible and explained.

11.3.2 *Air and train fare & car rental*

Applicants are required to provide written quotes for air and train fares and car rental and are expected to use the most economical means of transportation and to take advantage of seat sales and travel discounts whenever possible. Written quotes are not required for travel to Toronto or Ottawa. The website Microsoft Expedia (<http://expedia.msn.ca>) is a good source for fare information.

11.3.3 Mileage

Mileage costs must be calculated using established [Western rates](#).

11.4 Subsistence

Under "subsistence" in the budget, applicants should provide their best estimate of the cost of accommodation and meals. The maximum daily rate for subsistence will be \$175 (Canadian) a day up to 14 days. As per [University policy](#), per diems are not permitted. Receipts will be required when travel claims are processed. Detailed information as to destination and length of stay are required in the budget.

11.5 Equipment

All equipment purchased with internal grant funds becomes the property of The University of Western Ontario. Written quotes, or advertisements giving prices, must accompany the application. For assistance with full costing including installation, taxes, warranty, shipping, etc., contact the Purchasing Department (ext. 84589 or 84581).

11.5.1 Computing Equipment & Software

The Committee will entertain requests for computers and related equipment and software; however, the request must be necessary for the conduct of the research activity described in the application and not for general administrative use. The Committee encourages applicants to request support from their Dean or Chair to help offset these costs before application. Requests to supplement or match departmental or decanal contributions, rather than fully fund the costs, are strongly encouraged.

11.5.2 Printers and Fax Machines

Requests for printers and fax machines will not be funded. Exceptions may be made for specialized printers or plotters essential to the research effort.

11.6 Supplies and Services

Whenever appropriate, numbers of units and unit costs should be explained. Quotes from suppliers should be provided for purchased services, e.g., computing or equipment repairs.

11.7 Funds to Attend Conferences

Requests for funds to attend conferences will not normally be accepted. This prohibition includes travel costs, subsistence, registration fees, and costs associated with the preparation of the presentation. Colleagues with research focused in the Social Sciences, Arts and Humanities may apply to the SSHRC Internal Conference Travel competition.

8. AWARD

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 for items specifically disallowed by the SUPAD review committee. Approval for new categories of expenditure may be granted in special circumstances upon written request to the Chair of SUPAD, via Research Development & Services at internalgrants@uwo.ca.

9. GRANT PERIOD

Grants will be available for a period of up to two years from the starting date (one year, plus automatic terminal year). Upon termination of an award, any unspent balance will revert to the ADF. Extensions may be granted in special circumstances upon written request to the Chair of SUPAD, via Research Development & Services at internalgrants@uwo.ca. Extension requests must disclose the assigned research grant number, an explanation to why funds could not be spent within the grant period, a budget justification on how remaining funds would be used, and the length of extension required (1 year maximum).

10. FINAL REPORT

Within three months of the termination of the award, awardees must email a final report to Research Development & Services at internalgrants@uwo.ca. Final report forms are available to download at <http://www.uwo.ca/research/funding/internal/adf.html>. *All final reports must be submitted before new applications will be considered.*

11. QUESTIONS

Internal competitions are administered by Research Development & Services, Room 5150, Support Services Building. (T: 519-661-2111 ext. 84500, E-mail: internalgrants@uwo.ca).