



## RESEARCH ON TEACHING GRANT WESTERN INTERNAL GRANTS COMPETITIONS

### PROGRAM SPECIFIC GUIDELINES

#### 1. OVERVIEW

These awards, made from funds provided by the Office of the Vice-President (Research), are to support the cost of research initiatives on teaching in all areas of the University. While these research projects will be social scientific in nature, they need not be housed in traditional social science areas of the University.

These awards are to support the cost of research projects of modest scope. Applications may 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.

Applications that offer a clear rationale for the proposed research, exhibit innovation, and contain a budget explaining fully how the money requested will be spent, will receive preference. The maximum award is **\$3,000**.

#### 2. ELIGIBILITY

A Principal Investigator (PI) must hold an academic appointment with a significant research component at Western University at the time of the application. In order to be named as PI on an internal grant, the applicant must be [eligible to hold a research account](#) at Western. Should the awardee cease to be a faculty member of the University during the tenure of the award, the award will be cancelled and all remaining and recoverable monies returned to the common fund.

#### 3. SUBMISSIONS

Applications should be submitted according to the directions on the cover page of the application by the dates posted on the Western Research website. The application must be received by 4:30 pm on the deadline date. If a deadline falls on a weekend or statutory holiday, the deadline will be extended to 4:30 pm on the next working day following the weekend or holiday. It is the responsibility of the researcher to ensure that all conditions are met and that the application is complete and submitted to RD&S by the required date. **Late, ineligible or incomplete applications will not be accepted.**

#### 4. ADJUDICATION

Applications will be adjudicated by a committee appointed by the Associate Vice-President (Research) in consultation with the Teaching Support Centre, RD&S and the appropriate deans. The committee will be composed of faculty members from a variety of Departments and Faculties. The Associate Vice-President (Research) (or his/her designate) will chair the committee.

The criteria used to adjudicate applications are:

- the proposed project is clearly research on teaching and learning at Western;
- it uses an appropriate qualitative, quantitative, or mixed method to assess the teaching and learning issue proposed;
- it makes a novel contribution to the teaching and learning literature;
- it meets the ethical requirements for research involving human subjects; and
- it is presented clearly and completely.

The final research project should be of publishable quality.

## 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 competition. Given the shortage of funds, however, *it is unlikely that a faculty member will receive two internally funded research awards in the same year unless the proposals are exceptionally meritorious.*

The competition runs once a year in March.

## 7. PROJECT TIME PERIOD

Expenses incurred between **May 1, 2012** and **August 31, 2013**, are eligible for reimbursement. Upon termination of an award, any unspent balance will revert to the common fund. All expenses must be incurred and submitted by **August 31, 2013**. Extensions may be granted in special circumstances upon written request to Research Development & Services at [internalgrants@uwo.ca](mailto:internalgrants@uwo.ca).

## 8. REPORTS

### 8.1 Final Report

Within three months of the termination of the award, awardees must submit to Research Development & Services at [internalgrants@uwo.ca](mailto:internalgrants@uwo.ca) a brief report (1 or 2 pages) on what was accomplished using the grant and the publication(s) completed. Failure to do so may jeopardize a faculty member's eligibility for future internally funded competitions.

### 8.1 Teaching Support Centre

It is highly encouraged that if awarded, the recipient participates in one of the Teaching Support Centre's "Research on Teaching Learning Community" (RTL) meetings. Award recipients may be asked to present to the group a brief report on their completed work.

## 9. AWARD CONDITIONS

### 9.1 Teaching Support Centre

Recipients who are awarded funds are required to set up a consultation with the Teaching Support Centre (TSC).

Recipients are also strongly encouraged to present their projects at the TSC's "Research on Teaching" Conference in April for faculty, and/or other discipline-specific forums. Presenting at a conference helps recipients meet the requirement for sharing the outcomes of their projects with the Western community. Contact the Teaching Support Centre at [tsc@uwo.ca](mailto:tsc@uwo.ca) for more information.

## 10. BUDGET

### 10.1 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.

### 10.2 Personnel

Western will be the employer of any staff hired using project funds; therefore researchers must pay appropriate wages and include benefits at established rates. To find current benefit charge rates, see Source Deduction Rates on the [HR Services webpage](#).

The employment category for "research assistants/associates" has the widest flexibility in pay levels and is the most difficult within which to determine appropriate levels. Colleagues, your department, or Human Resources can be a good source of information.

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.

If employing a student as a Research Assistant, every effort should be made to secure funding through the Work Study Program. If a request is made for Research Assistant funding, justification must be given explaining why the salary cannot be covered by the Work Study Program.

### 10.3 Supplies & 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. Requests for photocopying, toner, paper, etc. while local (not at research site) are not acceptable as they are covered by the faculty allowance or department. Applicants should justify any requests for books by listing the books, providing quotes, and explaining why the book is not available from the library or through inter-library loans.

### 10.4 Travel

Travel must comply with Western policies and regulations and the award will cover travel and subsistence costs only. The traveler must obtain the lowest fair possible. If an upgrade is necessary for medical or other reasons, the traveler must seek reimbursement elsewhere (i.e. health insurance plan). For students participating in site visits and traveling, travel and subsistence only may be included (no salaries).

#### **Ineligible Expenses:**

- ◆ Salaries
- ◆ Passport and immigration fees;
- ◆ Cost of preparing a paper for presentation
- ◆ Funds to attend conferences: registration fees, travel, subsistence, etc.

#### 10.4.1 *Fieldwork travel*

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

#### 10.4.2 *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. The website Microsoft Expedia (<http://expedia.ca/>) is a good source for fare information.

#### 10.4.3 *Mileage*

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

#### 10.4.4 *Meals and Accommodation*

Under "Meals and Accommodation" in the budget, applicants should provide their best estimate of the cost for subsistence. The maximum daily rate will be \$125 (Canadian) and the maximum period allowed will be 14 days. Detailed information as to destination and length of stay are required in the budget.

Hotel quotes are not required. Per diems are not permitted, as per University policy. Original receipts will be required when travel claims are processed.

### 10.5 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.

#### 10.5.1 Computing Equipment & Software

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

### 10.6 Funds to Attend Conferences

Requests for funds to attend conferences will not be accepted. This prohibition includes travel costs, subsistence, registration fees, and costs associated with the preparation of the presentation.

## 11. QUESTIONS

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