



Western
Research

Megan J. Davey Opportunity Fund

Program Guidelines 2018

Program Guidelines:

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1.0 Overview of The Megan J Davey Opportunity Fund Award

The *Megan J. Davey Opportunity Fund* is an internal funding opportunity established by Professor Ken Davey and family in honour of their daughter, Megan. Dr. Megan Davey was a talented and dedicated faculty member at Western's Department of Biochemistry in the Schulich School of Medicine & Dentistry. As such, the *Megan J. Davey Opportunity Fund* was created to support new faculty members at Western in experimental life science whose research explores cellular and molecular organization.

2.0 Award Value

Each *Megan J. Davey Opportunity Fund* award will have a maximum value of \$3,000. There will be up to three [3] awards available in the 2018-19 award cycle.

3.0 Applicant Eligibility

3.1 Early Career Status

This fund recognizes, promotes, and supports early career Western faculty members. For the purposes of this award, early career status is defined as within ten [10] years of their first offer of appointment at any university.

3.2 Research Focus

This award is offered to full-time research eligible faculty members currently pursuing research in ***experimental life sciences focusing on cellular and molecular organization***. Researchers will have an opportunity to specifically define how their research meets this requirement in the application form.

4.0 Submission Process

4.1 Application Form

The application form must be completed by the researcher (the applicant) and submitted to RDS. The application form is available on the program website. All relevant information should be included within the application, and only the optional inclusion of figures and the applicant's CV should be attached. No other appendices or additional documents will be considered with the application. Applicants are asked to adhere to the section limits provided in the application.

4.2 Budget

4.2.1 Eligible expenses

The *Megan J. Davey Opportunity Fund* is intended to enable eligible faculty members to take advantage of special opportunities not normally covered by research grants, such as travel and/or accommodations at national and international conferences, professional development, collaborative research activities, etc. Only expenditures related to these

types of activities are eligible. For all expenses (including personnel, travel, meals and accommodation, equipment, supplies and services, conference fees), Western policy and regulations must be followed.

4.2.2 *Ineligible expenses*

Since this award is **not** intended for research activity traditionally covered by a research grant, expenditures related to salaries, supplies, and equipment intended for *research purposes* are outside the scope of this award. For example, videoconference equipment for the collection of research data is ineligible, while videoconferencing equipment to enable more robust communication with collaborators *is* eligible. For any questions regarding expenditure eligibility please contact RDS (see *section 7*).

4.3 *ROLA (Research On-line Administration):*

Applicants will submit a ROLA proposal for this opportunity. To complete a ROLA proposal go to <http://uwo.ca/research/rds/ROLA/ROLAFrameset.html> and select the **New ROLA** button corresponding to the *Megan J. Davey Opportunity Fund*. Once the application is submitted, it will be uploaded to ROLA indicated in the application form for Chair and Dean approval.

4.4 *Submission to RDS*

The completed application form, including an approved ROLA, must be received by RDS at intgrant@uwo.ca by **3:00pm** on the deadline date. **The deadline for submission is November 1, 2018.** It is the responsibility of the applicant to ensure that all conditions are met and that applications are complete and submitted to RDS by the required date. Late or incomplete applications will not be accepted.

4.5 *Troubleshooting*

During the proposal development phase, prospective applicants are encouraged to contact RDS with any questions. See *Section 7* for contact information.

5.0 Adjudication

5.1 *Compliance Review*

Following the submission deadline, RDS will review applications for eligibility. Applications deemed ineligible will not be reviewed by the adjudication panel.

5.2 *Adjudication:*

Applications will be adjudicated by a committee appointed by RDS. The Committee will consist of a minimum of three [3] reviewers, composed of two [2] from

Department of Biochemistry and one [1] from a related but external department. Each committee member will review and rate all application based on the scoring criteria provided.

5.3 Review Criteria

Applications will be evaluated based on three equally weighted sections: **(1)** merit of research program and impact in the field of **experimental sciences focusing on cellular and molecular organization**; **(2)** proposed usage of funds to advance their research goals; and **(3)** excellence of researcher as demonstrated by applicant's CV.

5.4 Final Award Decision

Applications receiving the highest average score from the adjudication panel will be awarded the *Megan J. Davey Opportunity Fund*. In the unlikely event of a tie, an internal review by RDS will provide an additional score. The awardee(s) will be notified via email. Please refer to *Section 5.0* for post-award requirements. Non-successful applicants will also be notified via email. All applicants will receive their specific feedback from the adjudication panel.

6.0 Post award requirements

6.1 Project time period

The Award time period will be one [1] year from January 1, 2019 to December 31, 2019. All eligible expenses must be incurred in this period, or an extension requested prior to the end of the award cycle.

6.1.1 Extension Requests

The award recipient may request a one [1] extension to use the funds. The researcher will provide the rationale for the extension and a plan for spending for the upcoming year to intgrant@uwo.ca.

6.2 Recognition and reporting

The award recipient must submit a final report to RDS outlining how the funds were spent, including how this grant enriched their research and contributed to supporting growth and development as an early career researcher. This report can be found on the Research Western Internal Grants website, and must be submitted **within 3 months of the award completion**. The *Megan J. Davey Opportunity Fund* contribution should be acknowledged when appropriate.

6.3 Frequency of application

The award is not intended to sustain multi-year initiatives. While it is generally a one-time only award, a recipient could apply in a subsequent year under special

circumstances. These circumstances will be evaluated on a case-by-case basis by the RDS, and final decision made by the Director of Research Development.

7.0 Contact information

The competition is administered by:
Research Development & Services
Support Services Building, Rm 5150
T: 519-661-2111 x84500
E: intgrant@uwo.ca

For specific questions about this opportunity, please contact:
Elizabeth Russell-Minda, Research Development Officer
elizabeth.minda@uwo.ca