



Fund Cycle: 2021 PCYIA

Date: January 25, 2021

Program Guidelines:

1.0 OVERVIEW	2
2.0 ADJUDICATION	2
3.0 ELIGIBILITY	2
4.0 SUBMISSION	2
5.0 ETHICS, ANIMAL & BIOHAZARDS	3
6.0 FREQUENCY OF APPLICATION	3
7.0 PROJECT TIME PERIOD	3
8.0 RECOGNITION AND REPORTING	3
9.0 RESTRICTED/UNRESTRICTED FUND	4
10.0 ELIGIBLE EXPENSES	4
10.1 Budget Justification	4
10.2 Personnel	4
10.3 Travel Expenses	4
10.3.1 Fieldwork Travel	5
10.3.2 Air and train fare & Car rental	5
10.3.3 Mileage	5
10.4 Meals and Accommodation	5
10.5 Equipment	5
10.5.1 Computing Equipment & Software	5
10.6 Supplies and Services	6
10.7 Funds to Attend Conferences	6
11.0 CONTACT INFORMATION	6



1.0 OVERVIEW

The Western's Petro-Canada Young Innovator Award recognizes, promotes and supports the work of new faculty researchers whose work is particularly innovative, impacts positively on the learning environment in the department in which they study, and has the potential to be of significance to society at large. The program is intended to help attract and retain bright young minds at Canadian Universities, colleges and major research institutes and to help young researchers launch their scholarly careers and enable them to carry their research forward.

The competition is held at Western once per year with an award of \$14,000 for 2021. The winner will receive the designation of Petro-Canada Young Innovator for the period of the grant.

2.0 ADJUDICATION

Applications will be adjudicated by a committee appointed by the Vice-President, Research in consultation with Research Western. The committee will include faculty from various disciplines and may include external peer review by a qualified expert in the research area. In locations where Petro-Canada has a significant business presence and can provide a representative, the company may elect to have a staff member on the selection committee. The University will advise Petro-Canada, in writing, of the selection decisions as soon as they are made. Petro-Canada will receive a copy of the winner's abstract.

3.0 ELIGIBILITY

This award is offered to full-time faculty members from any discipline. At the time of application, applicants must be within 8 years of their initial appointment at a university (cumulative and not solely from initial appointment date at Western), and who currently hold an eligible research appointment at Western.

Please note that postdoctoral scholars are not eligible to apply to the Western Petro-Canada Young Innovator Award.

4.0 SUBMISSION

Principal Investigators must submit a ROLA (Research On-line Administration) proposal to the WESTERN grant. To complete a ROLA Proposal, go to: <http://uwo.ca/research/rds/ROLA/ROLAFrameset.html> and select the appropriate competition under PETRO CANADA YOUNG INNOVATOR AWARD subtitle.

An online application form must also be submitted and can be found on the [program website](#). The same application form can be used to apply to either the *Western* or *Robarts* award. Once the online application form has been submitted, it will be uploaded to the ROLA proposal indicated in the application form for Chair and Dean signature approval.



All applications must include a letter of support from a well-recognized referee from the applicant's field of research. Referees are **not** required to be "arm's length" and letters should speak to the applicant's research excellence and quality of the proposed research. Letters can be submitted with the application or emailed separately to rwprizes@uwo.ca.

Applications must be submitted to Research Western by 4:00 pm on the deadline date. Submission deadlines are posted on the Research Western website. If the deadline falls on a weekend or statutory holiday, the deadline will be extended to 4:00 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 Research Western by the required date. **Late or incomplete applications will not be accepted.**

5.0 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.

6.0 FREQUENCY OF APPLICATION

The award is not intended to sustain multi-year research. While it is generally one-time only, a recipient could receive an award in a subsequent year under special circumstances and providing that the project is uniquely innovative to warrant further funding.

7.0 PROJECT TIME PERIOD

Grants will be available for a period of up to one year from the starting date. Upon termination of an award, any unspent balance will revert to the common fund. Extensions may be granted in special circumstances upon written request to Research Western at rwprizes@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).

8.0 RECOGNITION AND REPORTING

The award recipient must submit a final report to Research Western outlining how funds were spent and the status of his/her research, including how the project enriched the learning environment and contributed to a specific area of society or society at large. This report must be issued within 3 months of project completion and will be forwarded on to



Petro-Canada. If the researcher's work is particularly relevant to Petro-Canada, the company may wish to continue communications with the award recipient regarding his/her work. Applicants must agree to the publication of the award and their project work. Petro-Canada will be acknowledged in any publication which results from work supported by the award. The recipient will be known as the Petro-Canada Young Innovator.

9.0 RESTRICTED/UNRESTRICTED FUND

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.

10.0 ELIGIBLE EXPENSES

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 [Human Resources webpage](#).

The employment category for "research assistants/associates" has the widest flexibility in pay levels and is the most difficult in 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.

10.3 Travel Expenses

Western strongly encourages faculty and staff to defer travel to [all countries and regions identified by the Government of Canada as having active travel health notices for COVID-19](#). For those faculty and staff who do decide to travel internationally, please follow the steps [listed here](#). No member of the campus community is expected to travel on behalf of the university if they are not comfortable doing so.



Travel must comply with Western policies and regulations and will cover travel and subsistence costs only. For students participating in site visits and travelling, travel and subsistence only may be included (no salaries).

10.3.1 Fieldwork Travel

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

10.3.2 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 Expedia (<http://www.expedia.ca/>) is a good source for fare information.

10.3.3 Mileage

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

10.4 Meals and Accommodation

Under "meals and accommodation" in the budget, applicants should provide their best estimate of the cost of subsistence for the period of travel. 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. Original receipts will be required when travel claims are processed. Per diems are not permitted, as per University policy.

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 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 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 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.

10.7 Funds to Attend Conferences

In general, 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.

11.0 CONTACT INFORMATION

The competition is administered by: Research Western (Support Services Building, Rm 5150. rwprizes@uwo.ca).