



Committee on Research and Publications

CRP Standard Operating Guidelines and Procedures

DOC #	CRP.SOP.003
Title	Purpose and Envelopes of Funding
Document Type	Information
Effective Date	June 2023
Version	7.0
Prev. Version	6.0 June 2021
Next Review	2027

Internal grants are divided into three streams: Research Grants, Research Dissemination and Special Calls, and Other Awards. MSVU faculty members are eligible to hold one grant or award from the first two streams (Research Grants and Research Dissemination and Special Calls) at a time. A graphic representation is below:

Given the limited internal grant funding, applicants are encouraged to close out an existing grant before applying for another.

Research Grants

- Standard Research Grant
- New Scholar's Grant
- Salary-Based Grant

Research Dissemination and Special Calls

- SSHRC Exchange
- SSHRC Explore
- Book Launch
- Aid to Scholarly Publications and Communications

Other Awards

- CN Research Internship
- NSERC USRA
- MSVU Undergraduate Research Assistantship
- Assistance to Prepare a Large-Scale Collaborative Grant
- Release Time Awards

If a faculty member applies for an additional grant from the same stream, the first grant must be closed before the second grant can be activated.

Apart from the New Scholars Grant, internal grants are usually capped at budgets of \$5,000 or less for two reasons:

- SSHRC policy specifies a maximum amount for internal funds.
- Compared with external grants, internal grant projects are normally of a shorter term and/or on a smaller scale.

Internal grants must be spent within the timeframe specified on the award. Possible extensions are only granted for exceptional circumstances and are normally for a maximum of six months. Researchers must provide a rationale in writing to the Associate Vice-President (Research). Faculty members who have applied for external research grant funding are eligible to apply for internal funds to begin their research project before the decision from the external agency is received. Faculty who receives external awards that cover the proposed costs of the internal award are expected to return any unspent internal funds within one month of the award notification.

In the interest of promoting research, the Committee has created different envelopes of funding to which faculty members can direct their applications. These are described below.

1. Standard

- Standard Grants:
 - Provide seed money for pilot projects with potential for external grant applications;
 - are used to support free-standing projects, and;
 - fund new projects developing out of a previously externally funded grant.
- The grant period is two years. The maximum amount awarded is \$5,000.

2. Aid to Scholarly Publications and Communication

- Researchers can request funds to defray the final costs of publishing a peer reviewed work such as a paper, book, or report. This may include expenses such as editing, indexing, or article processing charges. Researchers can request funds for technical assistance with peer-reviewed papers, books, or reports, or costs associated with open-access publishing. In addition, costs associated with non-print scholarly work, such as media production, exhibits, or performances may also be applied.
- The grant period is one year. The maximum amount awarded is \$1,500.

3. Research Launch Award

- Researchers may request funds to defray costs associated with a book launch, or other knowledge mobilization tools and products, such as an exhibition, film/video screening, or podcast launch.
- The grant period is one year. The maximum amount awarded is \$300.

4. Assistance to Prepare a Large-Scale Grant Proposal

- Applications can be made to obtain assistance in preparing a large-scale grant proposal, for example, administrative or technical support, research team meetings, and application coordination.
- This category of activity implies that MSVU faculty are working as a lead partner or in a major role in a large national or international collaborative effort.
- This category of activity does not include the modest scale research grant competitions of SSHRC, NSERC, etc.
- The grant period is for one year. The maximum amount awarded is \$2,500.

5. Salary-Based Grant

- Applicants whose proposal for a salary-based grant is approved will have their gross salary reduced by an amount corresponding to the total of the grant. The gross monthly amount of the grant and salary (before deductions) may not exceed the normal gross monthly salary.

Note: It is incumbent on the grant recipient to contact MSVU Payroll Office to establish the grant as soon as notification of the award is received. For more information and general guidelines on salary-based grants, please refer to the **Canada Revenue Agency** Income Tax Folio (December, 2020) ~ *S1-F2-C3: Scholarships, Research Grants and Other Education Assistance* (<https://www.canada.ca/en/revenue-agency/services/tax/technical-information/income-tax/income-tax-folios-index/series-1-individuals/folio-2-students/income-tax-folio-s1-f2-c3-scholarships-research-grants-other-education-assistance.html#toc29>)

Additional areas of funding:

- For detailed information on **New Scholars Grants**, please see CRP.SOP.009
- For more details on **SSHRC Explore** and **SSHRC Exchange** grants, please see CRP.SOP.010
- Special envelopes of funding are available in addition to those referenced above. Please see CRP.SOP.010 for details.
- In every case above, the application forms are available on the MSVU Research Office website.