



Committee on Research and Publications

DOC #	CRP.SOP.006
Title	Adjudication Process (Faculty)
Document Type	Information
Effective Date	February 2016
Version	5.0
Prev. Version	4.0 – October 30, 2014
Next Review	2022

Adjudication Process

- Applications for Standard Grants, Salary-based Grants and Aid to Scholarly Publications and Communications are accepted at the time of internal grant deadlines.
- Proposals for funding to prepare large scale grants may be accepted at any time, since the roll-over time for letters of intent is usually time-limited and researchers need to make quick decisions about whether they can proceed.
- Applications to the New Scholars grant may be accepted at any time during the first two (2) years of appointment.
- **One electronic copy** of a complete application is required. A completion checklist accompanies Internal Application forms. Forms are available on the MSVU website (<http://www.msvu.ca/en/home/research/researchservices/grants/formsapplications.aspx>).

The Committee on Research and Publications considers applications in any given competition with a commitment to fostering a healthy research climate within the University. The applications are categorized as either fundable, fundable if revised and resubmitted, or rejected, which does not preclude the faculty from submitting a different project at the next competition date. Often, rather than rejecting an application, the Committee encourages applicants to work with the Research Office to prepare a revised proposal that can withstand rigorous examination. It should be noted that this consultation does not guarantee funding, as the CRP is the final decision-making body in this respect.

The Committee considers several factors in determining a successful application, see criteria below. Faculty should note that the funds available at any given period can also affect the decision making process. The Committee will allocate resources as widely and as equitably as possible, in the spirit of encouraging quality research and scholarship.

All applications should be clear and concise. Applicants are encouraged to contact the Research Grants Coordinator if they have any questions or concerns prior to submitting

their application. Incomplete grant applications received by the Committee on Research and Publications will be returned to the applicant for completion. If the revised application is not received in full by the posted internal deadline for competition, the application will not be considered.

(<http://www.msvu.ca/en/home/research/services/grants/internalgrants/default.aspx>)

To assist in the adjudication of Standard Research grants, the CRP has developed an adjudication scale (see Appendix A). This scale will be used for all standard research grants. Using a scale of 1-5, with 5 as the highest score per category. Funding applications will be scored on 5 areas: literature review, context, rationale, objectives; method and framework; results or outcomes; student involvement; and, budget/justification. A mean score from the CRP will determine the funding outcome. Applications must receive a total score of 15.0 or higher out of a possible 25 points in order to be considered for funding.

The Committee considers evidence of outcomes (for example: publications, community engagement, dissemination within the University) from previously funded internal research grants. This is necessary in order to adjudicate the feasibility of the current proposal. In the spirit of fostering research and research-based dialogue within MSVU, applicants are encouraged to make a commitment to share their research to inform the Mount community.

Award funding will not be activated until a Release of Funds Agreement has been submitted and all outstanding certification requirements have been resolved. Ethics review is completed under the guidelines of the University Research Ethics Board (UREB) and requires a separate application.

Appendix A

Internal Standard Research Grants - Ranking Scale for Adjudication				
Researcher				
Competition				
Categories	Max Score	Reviewer's Score	Reviewer's comments	
Literature Review, Disciplinary Context, Rationale, Objectives	5			
Method/Framework	5			
Results or Outcomes - Feasibility of research/researcher; outcomes from last grant	5			
Student Involvement - Researchers who choose not to include student researchers must clearly justify	5			
Budget/justification	5			
Score	25	0		
Instructions:				
Each grant shall be scored by both a primary and a secondary reviewer. Each section may receive up to a maximum score of 5 (whole or half numbers only).				
During the adjudication meeting, both the primary and secondary reviewers will speak to their assessment of the application. All members of the CRP will be given an opportunity to discuss the application. A mean score will determine the outcome.				
Applications must receive an overall score of 15.0 or above in order to be considered for funding.				