



Committee on Research and Publications

CRP Standard Operating Guidelines and Procedures

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Title	Purpose and Envelopes of Funding
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Internal grants are divided into three streams: 1) Research Grants and Special Calls, 2) Research Dissemination and Special Calls, and 3) 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. There is no restriction on stream 3. A graphic representation is below:

1) Research Grants and Special Calls	2) Research Dissemination and Special Calls	3) Other Awards
Standard Grant	SSHRC Exchange	CN Internship
SSHRC Explore	Aid to Scholarly Publications and Communications	USRAs
	President's Special Conference Fund	MSVU USRA

In the event that 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.

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 one year. Researchers must submit an internal grant extension form to provide a rationale that requires the approval of the Associate Vice-President (Research). Requests may be submitted up to 60 days prior to the grant's current end date and no later than 30 days after receipt of the grant expiration notice, otherwise, the account will be automatically closed and funding will be returned to the source.

No conceptual or budgetary overlap between internal and external grant funding is allowed. 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. They 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,
 - Fund new projects developing out of the 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. Such costs can include editing or 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 research communication more broadly, including book launches, or non-print scholarly work, such as media production, an exhibit or a performance may also be applied. Other knowledge mobilization activities, or products, that inform a target audience or engage partners (from within and/or beyond academia) to inform research, public debate, policy or practice are also eligible.
- The grant period is one year. The maximum amount awarded is \$1,500.

3. Assistance to Prepare a Large-Scale Grant Proposal

- Applications can be made to obtain assistance in preparing a large-scale grant proposal (e.g., administrative or technical support, research team meetings, and application coordination).
- This category of activity implies that Mount 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 more modest scale research grant competitions of SSHRC, NSERC, etc.
- The grant period is for one year. The maximum amount awarded is \$2,500.

Additional areas of funding:

- For detailed information on **New Scholars Grants**, please see CRP.SOP.009
- 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.