

Committee on Research and Publications (CRP)

CRP.INST.002 | Aid to Scholarly Publications and Communications Grant

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. 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 CD/DVD production, an exhibit or a performance may also be applied.

If you have any questions about the policies and procedures for applying for an internal research grant, or the adjudication of the application, please refer to the [policies and guidelines](#) on-line or contact the Chair of the Committee on Research & Publications.

The Committee on Research & Publications is interdisciplinary. All members may not be familiar with the specialized language of different disciplines. Applicants are strongly encouraged to compose their applications with this in mind.

Please Note: The onus is on the applicant to ensure completion upon submission. Incomplete applications will not be adjudicated.

Application Instructions/Guidelines

1) **Abstract or Summary** Max ½ page

Please provide a summary of the proposed publication. If another type of communications activity, please indicate.

2) **Abbreviated C.V.** Max 2 pages

Please insert an abbreviated C.V. listing scholarly and professional activity for the last 6 years relevant to this proposal – e.g., research publications, creative works, research reports, professional contributions, projects or conference presentations, as well as a list of all external grants applied for, regardless of outcome.

**for details please refer to Article 20.0 of the MSVU Faculty Collective Agreement, specifically, Articles 20.32 and 20.33.*

3) **Outcomes from the Last Internal Grant**

Please provide outcomes for your last Mount Internal Grant (if applicable). List only publications, knowledge dissemination activities or conference presentations, as well as any applications for external funding.

4) **Communication of Results** Max ½ page

Outline plans for communicating research results, peer-reviewed publication as well as any plans to share research outcomes/learnings with the general public.

- Researchers are strongly encouraged to contact their appropriate **Library Liaison** prior to signing any open access publication agreement to ensure publisher authenticity and access to online publishing.

5) **Supporting Documentation**

Please note that you must include supporting documentation regarding the scholarly publication to be considered for this grant award. For example:

- letter from the publisher/editor
- contract/agreement re: exhibit, performance, publication
- copyright waiver from the editor/publisher indicating acceptance for publication

6) **Description of Student Involvement**

The CRP assumes that if possible, the researcher will employ a MSVU student. A rationale is required for inclusion of students that are not attending MSVU. Alternatively, if no students are to be employed through this grant, a rationale for such a decision must also be provided.

- a) Number of students
- b) Detailed description of student role(s)

Please note: A rationale is required for the inclusion of non-Mount students, as well as a decision to not include any student researchers.

7) **Budget and Justification**

- Complete the budget justification for **each** section(s)
- **Please note** that all budget items requested must be eligible in accordance with appropriate guidelines: [CRP Budget Management](#); [Financial Services](#); [Tri-Agency Financial Administration](#)
- If you have secured funding from other sources for this project, please list budget items to be funded only by this internal grant

Important Notice: For grants that are longer than one year, researchers must spend a minimum of 50% of their grant award in year one.

a) **Student Personnel**

- i) Undergraduate level (\$14-\$17/hr + 11.75% benefits)
- ii) Graduate level (\$17-\$21/hr + 11.75% benefits)
- iii) PhD level (\$21-\$25/hr + 11.75% benefits)

*Funds awarded in support of student salaries and benefits are non-transferable and are to be used only for the purposes proposed in the original application and specified in its budget.

Note: Students may not be paid through an internal grant to conduct research for their own work (e.g., thesis, directed studies)

- b) **Professional Contract Services/Personnel** (e.g. translation, transcribing, web development, software development)
Please be specific and provide sufficient detail, justification and backup for reasonable market rate.
- c) **Materials, Supplies & Incidentals** (list specific items)
- d) **Other Expenses** (be specific)

Proceed to Form: CRP.FORM.002

Submission Process:

Please submit the application package electronically to research@msvu.ca

Note: a maximum of 2 attachments are permitted for submission– you may submit only .PDF or .DOC documents in the following manner:

- One attachment containing only the application and one document containing all appendices (if applicable)
- or
- One attachment containing both the application and all appendices (if applicable)

All appendices must be clearly labeled and reflect how they are referenced in the application.