

## Committee on Research and Publications (CRP)

### CRP.INST.001 | MSVU Standard Internal Grant Instructions

Standard internal grants provide seed money to faculty research projects with potential for future external grant application to Canadian Tri-Council agencies or other leading funders. Standard grants may also be used as bridge funding between grants, to hire students for smaller projects, to purchase small, necessary research equipment or to fund pilot projects.

Researchers may only hold one internal grant at a time.

Please refer to the policies and guidelines for information on application procedures or adjudication: (<http://www.msvu.ca/en/home/research/researchservices/grants/internalgrants/default.aspx>) or contact the Chair of the Committee on Research & Publications.

*The Committee on Research & Publications is comprised of interdisciplinary peer faculty members. As not all members may not be familiar with the specialized language of an applicant's discipline, it is advisable to write in plain language.*

**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
- 2) **Rationale, Objectives, Context** – Max 2 pages
  - a) Briefly state the objectives of the research proposed in this application.
  - b) Provide a detailed description of the proposed research, expanding on the abstract/summary.
  - c) Situate the proposed research in the context of relevant scholarly literature.
  - d) Describe the theoretical approach or framework.
  - e) Explain the importance, originality and anticipated contribution to knowledge of the proposed research.
  - f) Explain the relationship/relevance of the proposed study to your ongoing research.
- 3) **Methodology** - Max 1 page
  - a) Describe the methodology, procedures for data collection, and analysis in plain language. Provide sufficient information for a fair and thorough review of your proposal.

4) **Cited Works – Max 1 page**

Please provide a reference list of cited works used in this application.

5) **Research Ethics Certification**

Please indicate if research ethics, animal care or other certification/clearances are required for the proposed study. Please note that if certification is required and not complete at the time of opening the grant account with the release of funds form, only a partial release will be permitted. Full release of grant funds will be permitted when confirmation from the University Research Ethics Board has been received by Financial Services. For more information, please visit the [Research Ethics](#) website.

6) **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 making a commitment to any open access or on-line publisher to ensure validity of the publisher and access to online publishing.

Please note: It is an expectation of this grant award that research results will be shared with the MSVU community via on-campus knowledge sharing events such as Research Remixed, a departmental talk, a poster displays, or some other dissemination of your work which could be shared with your colleagues.

7) **Future Funding – Max ½ page:**

Explain how this internal research funding will lead to external grant applications. If you do not plan to seek further external funding for this project, justify.

8) **Abbreviated C.V. – Max 2 pages max**

Please attach 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 on please refer to Article 20.0 of the MSVU Faculty Collective Agreement, specifically, Articles 20.32 and 20.33.*

9) **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.

10) **Description of Student Involvement**

- a) Number of students
- b) Detailed description of student role(s) and demonstrated need to the research project  
Please note: The onus is on the applicant to justify non-inclusion of student assistant researchers.

**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](#)
- Insert additional lines as required
- 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 Pay Ratios**

- 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. Any changes need approval from the Chair of the CRP.

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

c) **Professional Contract Services/Personnel** (e.g. translation, transcribing, web development, software development)

- i) Please be specific as to the necessity for professional services. Provide sufficient detail, justification for reasonable market rate(s).

d) **Travel & Related Costs**

- i) Travel must be essential to research program and for the researcher/research assistant only. Expenses for sojourning for non-related research reasons and for family members are not allowable.
- ii) Applicants are also reminded that faculty conference expenses are not eligible costs on an internal research grant. Please refer these applications to the Dean's Travel Committee in accordance with the procedures outlined in the Collective Agreement.

e) **Non-Disposable Equipment, Computer Hardware & Software** (list specifics)

**Note:** The Purchasing Department must be consulted to obtain accurate quotes for Computer Hardware and Software and other appropriate items for any non-disposable capital items costing over \$100.00. Note that purchases completed with internal grant funds are the property of the university. Consequently, anticipated purchases of non-disposable equipment such as desktop PCs and laptops must be reviewed by IT&S for compatibility and for adherence to the Mount's Procurement Policy. All non-disposable capital equipment purchased must be registered with IT&S and receive an asset number.

f) **Materials, Supplies & Incidentals** (list specific items)

g) **Other Expenses** (be specific)

Proceed to Form: [CRP.FORM.001](#)

### **Submission Process:**

Hard copies will no longer be required, please submit the application package electronically to [research@msvu.ca](mailto: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.