

Committee on Research and Publications (CRP)

CRP.INST.003 | Salary-Based Research Grant Instructions

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. For research leave awardees, the grant will be paid in quarterly lump-sum installments. For non-leave awardees, grant payment will be included with the regular monthly salary payment; the gross monthly amount of grant and salary (before deductions) may not exceed the normal gross monthly salary.

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 (<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 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 brief abstract or summary of the proposed research.

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

Describe the methodology, procedures for data collection, and analysis. Keep in mind that reviewers may not be familiar with your discipline or methodology. 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 for this proposal only.

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

Please insert your 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.*

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 only the budget items to be funded by this internal grant.
- For applicants going on a one-year research leave, the total funds requested should not exceed sabbatical salary less the maximum salary for unemployment contributions. This amount must be retained to be paid in the usual manner; otherwise fringe benefit coverage with the University will not be maintained.
- Personnel cannot be hired with funds from this type of grant.
- For **non-sabbatical** applicants, the total funds requested shall not exceed your remaining calendar year salary.

Please note the following:

T4A slips will be issued for the taxation year in which the instalment payment is received, not the date on which the Payroll Office receives notice of the award. Instalments will be issued by the Payroll Office quarterly for sabbatical applicants and at normal payroll dates for non-sabbatical applicants.

For more information and general guidelines on salary-based grants, please refer to the **Canada Revenue Agency** Income Tax Folio (March 28, 2013) ~ *S1-F2-C3: Scholarships, Research Grants and Other Education Assistance* (<http://www.cra-arc.gc.ca/tx/tchncl/ncmtx/fls/s1/f2/s1-f2-c3-eng.html>)

In the case of faculty members not on Sabbatical leave, the amount of the research grant will be reasonably commensurate with the value of the reduction in the non-specific research component of the faculty member's normal responsibilities.

a) **Travel & Related Costs**

- Travel must be essential to the proposed research in this application.
- Expenses for sojourning and for spouse and for family are not eligible.
- 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.

b) **Non-Disposable Equipment, Computer Hardware & Software**

Please list the specific items.

- 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.
- Also note that items purchased on 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.

c) **Materials, Supplies & Incidentals**

Please list the specific items.

d) **Other Expenses**

Please list the specific items.

Proceed to Form: [CRP.FORM.003](#)

Submission Process:

Hard copies will no longer be required, 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.