



Committee on Research and Publications

DOC #	CRP.SOP.006
Title	Adjudication Process (Faculty)
Document Type	Information
Effective Date	February 2016
Version	4.0
Prev. Version	3.0 – October 30, 2012
Next Review	2019

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 (1) hard copy and 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 Associate Vice-President (Research) 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 the degree to which any one proposal is funded. These include: strength of the proposal as determined by the ranking scale, and includes the context and rationale for the project, relevant references, the framework used, the feasibility of the project, student assistance involvement, the justification of the budget and the outcomes from any previously funded grant. 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.

While the Committee strongly believes that all research regardless of subject matter is to be encouraged, research embodying the strategic research areas specified by MSVU in its Strategic Research Plan is especially welcomed. Specific research themes consistent with these strategic areas are supported through funds won from application to SSHRC's Aid to Small Universities program and other such opportunities.

All applications should be clear and concise. Applicants are encouraged to contact the Associate Vice-President (Research) 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 revisions. If the revised application is not received in full by the posted internal deadline (<http://www.msvu.ca/en/home/research/services/grants/internalgrants/default.aspx>) for competition, the application will not be considered.

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 better out of a possible 25 points in order to be considered for funding.

The Committee considers evidence of outcomes from previously funded research as a primary reference in adjudicating standard grant applications. 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 monies 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, 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 the primary and secondary reviewers. 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 reviewer will speak to the application and their scores given. All members of the CRP will be given an opportunity to discuss the file. A mean score will determine the outcome.				
Applications must receive a score of 3.0 or above in each section in order to be considered for funding (an overall score of 15.0)				