|  |  |
| --- | --- |
|  | **Committee on Research and Publications** |

**CRP Standard Operating Guidelines and Procedures**

|  |  |
| --- | --- |
| DOC # | CRP.SOP.012 |
| Title | **Appeals** |
| Document Type | Procedure |
| Effective Date | July 1, 2022 |
| Version | 1.0 |
| Prev. Version | N/A |
| Next Review | 2025 |

**Objective**
MSVU is committed to the integrity of its merit review procedures For this reason, the merit review process includes an appeal process for applicants. Applicants can ask that a funding decision be reconsidered where evidence suggests an error occurred during MSVU’s merit review process that resulted in an unsuccessful application.

**Eligibility for Appeal**
In keeping with Tri-Agency funding procedures, decisions not to fund an application can be appealed only where there is evidence of an error in MSVU’s merit review process. Appeals can be submitted in writing only by the principal applicant named in the application.

Errors are departures from MSVU’s policies and procedures, for example:

* an undeclared or unaddressed conflict of interest within the merit review process;
* MSVU staff failed to provide the adjudication committee with required information; or
* the adjudication committee’s decision to not recommend an award is based on a conclusion that is contrary to information provided by the applicant in the application.

The onus is on the applicant to demonstrate that a procedural error was made in the review of the application.

MSVU will **not** accept appeals based on:

* decisions pertaining to applicant, subject matter or eligibility;
* a difference in scholarly opinion;
* disagreement over the interpretation or analysis of facts by adjudication committee members;
* failure of the applicant to follow application instructions;
* the composition of an adjudication committee; or
* the amount awarded.

Decisions on appeals are final.

**Procedure**Applicants seeking further information about the review of their application are strongly encouraged to **first** communicate in writing to the AVPR, as Chair of the CRP. If the applicant wishes to pursue an appeal after initial discussion and has the necessary evidence of a technical error as outlined above, the applicant can submit a formal letter in writing via email to appeal to the Chair.

The appeal should be based on a compelling demonstration that an error occurred in the merit review process.

Appeals must be submitted in writing, emailed no later than two months after the date indicated on the applicant’s decision letter. Appeal letters must be **no more than two pages**. Appellants cannot submit with their appeal supporting documents that were not included in the original application. Appeals not respecting the principles described above or the page limit will not be considered.

 **Appeals Committee**The Chair of the CRP will strike an ad-hoc committee of at least three full-time tenured faculty members that does not include current members of the CRP.

The appeals committee will make a recommendation, which may include suggested actions for the AVPR and/or the CRP.

### ResultsMSVU will advise appellants of appeal results in writing.

If the Appeals Committee concludes that an error occurred during the review of the application, the resulting funding decision could be to leave the original decision unchanged, or to increase or decrease the level and/or duration of the grant or award.