

THE UNIVERSITY OF MANITOBA
SELF-FUNDED RESEARCH GRANT PROGRAM
APPLICATION, GUIDELINES AND CONDITIONS

SELF-FUNDED RESEARCH GRANT PROGRAM (SFRGP) Eligible applicants will be faculty members and professional librarians who are members of UMFA and who wish to use the funds for a grant-in-aid of research. This program cannot be used to cover costs associated with degree completion or projects directed toward teaching or the development of teaching-related skills.

Reference to Revenue Canada Interpretation Bulletin 1T75R3 section 20 should be considered when making an application.

The program was established to permit academics an opportunity to support research through grants in lieu of salary. Applications will be accepted at certain times of year at least 2 months in advance of the proposed start date of the project. This will permit peer-review of submissions.

Awards made under this program will be treated as T4A income and the university will not deduct income tax. The award holder is responsible for reporting the income to Revenue Canada and declaring eligible expenditures against it.

APPLICATION

Researchers must provide adequate description of the proposed research activity to permit qualified assessment. A detailed budget must be provided, including a justification for each budget item in terms of how it will assist the researcher to achieve the stated goal.

Approval signatures are required by the department head/director/dean as is appropriate. The normal maximum award amount will be \$10,000. This amount will be reviewed annually.

SUBMISSION DATES

There will be three dates for submission of applications to this program:

September 30
January 31
May 31

Grants will be effective for one calendar year only. Researchers are limited to ONE GRANT IN ANY CALENDAR YEAR under this program.

ELIGIBLE COSTS

Applicants are reminded that the grant funds are not considered to be salary rather they constitute a research grant which is subject to the conditions of the SFRGP and those University policies related to research.

In general, all direct costs of research which have been adequately justified will be accepted in the review mechanism.

travel and subsistence - lowest logical airfare should be quoted, more costly modes of transport must be justified. Applicants are reminded that only the costs of traveling between their home and the research locale are eligible. A maximum per diem allowance for food and lodging is \$140 in Canada, and \$160 in international locations. After 10 days in any one location, the researcher is deemed to be sojourning. Costs associated with brief field trips of periods of more than 10 days are also eligible for consideration. Note paragraphs 31 and 32 of the Revenue Canada Taxation Bulletin IT75R3 attached. Travel costs which are with adequate justification by other sources, both internal and external, should be noted on the budget. See also, Policy 317.

purchase of equipment - as it relates to the research.

supplies and materials - as they relate to the direct costs of research.

salaries for research assistance - Grantees should consult paragraph 29 of the Revenue Canada Taxation Bulletin IT75R3 attached for information on the responsibilities associated with the hiring of research personnel.

The following are ineligible costs:

- salary to the researcher
- costs associated with degree completion or projects directed toward teaching or the development of teaching related skills
- travel costs of spouse and/or children.

NOTIFICATION

The researcher, unit head, dean and payroll department will be notified in the event of an award. The grant will be reflected, in equal monthly instalments throughout the term of the award, as untaxed income.

ON LEAVING THE UNIVERSITY

If the salary of the researcher ceases at any point during the term of this award, the grant arrangement will terminate. The salary and grant will then be reconciled between the University and the researcher.

TAX INFORMATION

Applicants should note that a Self-funded Research Grant reduces the awardee's salary, affecting the allowable RRSP contribution and pension of the individual.

Researchers should note that University's role is limited to the awarding of the research grant in lieu of salary. Questions regarding the interpretation of the eligibility of the deductions submitted by the individual to Revenue Canada are the business of the individual and Revenue Canada. The University will not view itself as a party to such discussions. There is no guarantee that the University's interpretation of the acceptable elements of a research grant to a faculty member will, in fact, be accepted by tax assessors. Therefore, it is important that you maintain detailed records.

Applicants are urged to read the Revenue Canada Taxation Bulletin IT75R3 attached or contact either Revenue Canada or an external tax advisor for more information.

THE UNIVERSITY OF MANITOBA
APPLICATION FOR SELF-FUNDED
RESEARCH GRANT
(Non Leave)

All internal competition forms can be found at: www.umanitoba.ca/research/ors/internal

Research Grants Committee
Office of Research Services
540 Machray Hall
University of Manitoba

Deadline dates: September 30
January 31
May 31

PLEASE NOTE: An application must be complete with required signatures, research information, and a detailed budget before it will be considered by the Research Grants Committee

ALL INFORMATION MUST BE TYPED.

NAME OF APPLICANT

SOCIAL INSURANCE NUMBER

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FACULTY/SCHOOL/DEPARTMENT

PHONE # _____

NON-LEAVE APPLICATION CALENDAR YEAR
(between January 1 and December 31 of any year) You may not be on sabbatical leave during this period.

From: _____ To: _____

SUMMARY OF THE RESEARCH PROGRAM

Title of Research Project:

Location of Research:

Research Objectives:

Significance of Research:

Research Methodology:

DESCRIPTION OF PROPOSED RESEARCH

Please give a description of the research objectives and procedures and a justification of the budget items listed under Section A as well as the choice of location(s), if any. The purpose and object of the expenditures proposed must be warranted in the context of the research outlined. Applications which do not provide sufficient information may have the award reduced. *Please use additional sheets if necessary.*

SECTION A

BUDGET

Please outline budget items in detail and provide justifications in DESCRIPTION OF PROPOSED RESEARCH section. The purpose and object of the expenditures proposed must be warranted in the context of the research proposed. Please refer to the attached Revenue Canada Bulletin IT-75R3, sections 29-35, for information regarding allowable research expenses. Maximum award amounts are normally \$10,000.

PERSONNEL

(a) Name, position and <u>qualifications</u>	(b) Rate per <u>annum</u>	(c) Hours per <u>week</u>	(d) Calc. <u>rate</u>
			TOTAL FOR PERSONNEL <u> </u> \$

TRAVEL AND RELATED COSTS FOR PRINCIPAL INVESTIGATOR essential to research program (expenses for sojourning and for spouse and family are not allowable)

<u>Locations</u>	<u>Duration</u>	<u>Mode of Travel</u>	<u>Fare</u>
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Accommodation & per diem (if necessary) maximum 10 days at any site.

TOTAL FOR TRAVEL
\$

EQUIPMENT (list specific items) purchase, rental or lease

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u> \$
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TOTAL FOR EQUIPMENT
\$

SUPPLIES (list specific items)

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u> \$
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TOTAL FOR SUPPLIES
\$

OTHER EXPENSES (be specific)

<u>Description</u>	<u>Unit Cost</u> \$
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TOTAL FOR OTHER EXPENSES
\$

TOTAL FUNDS REQUESTED \$

DATE: _____ SIGNATURE OF APPLICANT: _____

UNIVERSITY OF MANITOBA

PERSONAL DATA FORM

PART I: BIOGRAPHICAL DATA

Given names _____ Surname _____

Address _____ Date _____

Position/Rank _____ Department _____ Faculty or School _____

Degrees _____ College, University or Institution _____ Field _____ Year Awarded
(if pending, indicate)

Bachelor's _____

Master's _____

Doctorate _____

Other _____

Date of Commencing Employment at the University of Manitoba. _____

Academic and Research Experience:

Dates Position Held Department Institution

Current Research Interests (outline briefly):

PART II: PUBLICATIONS DURING THE PAST FIVE YEARS

As an indication of recent activities, list to a maximum of the last five years.

Indicate contributions to research using the following headings: refereed articles, monographs, books, patents, copyright, products, services, technology transfer, creative works such as “exhibitions, films, programs, etc.” and other forms of research output.

Self-funded Research Grant
CERTIFICATION OF APPLICANT

1. This research project:

Requires ethics approval (project involves survey, questionnaire or use of human subjects) **YES _____ NO _____**

Requires approval from Animal Care Committee **YES _____ NO _____**
2. This application is made in compliance with University policies and should an award be made, any funds awarded will be used in compliance with the policies of the program and the University.
3. I will allocate time from my normal duties as agreed with my dean/ director/department head in order to complete the research as described.
4. Costs indicated in this application will not be claimed against this Research Grant if reimbursement subsequently becomes available from another source.
5. A report on the research undertaken will be submitted to Research Grant and Contract Services no later than three months after the end of the stated research period (maximum period of 12 months).

DATE: _____ SIGNATURE OF APPLICANT: _____

**CERTIFICATION OF DEPARTMENT HEAD/DIRECTOR/DEAN OF ACADEMIC UNIT
RESPONSIBLE FOR THE PAYMENT OF SALARY TO THE INVESTIGATOR**

I have reviewed this proposal and I am satisfied that:

1. the University will benefit from this research activity;
2. the activity is timely and appropriate for the field of interest of the researcher;
3. the amounts requested in the budget appear reasonable and are justified. (PLEASE REVIEW THE BUDGET CAREFULLY. Submissions lacking sufficient information will result in a reduced award);
4. as this faculty member is not on leave, the amount of the grant will be reasonably commensurate with the value of the reduction in the nonspecific research component of the individual's normal duties.

I understand that Office of Research Services will notify me in the event an award is made and that the appropriate academic unit will then initiate the necessary forms required for payment of the grant.

Date

Department Head

Dean or Director

TO: ALL DEANS, DIRECTORS OF ACADEMIC UNITS

Please confirm by signing below that the applicant, _____, who is requesting a Self-funded Research Grant, **WILL NOT BE ON LEAVE** for the requested period of the grant.

This form must be attached to the application at time of submission.

Dean's Signature

Date