



## **University Research Grants Program (URGP)** **General Guidelines**

### **Purpose**

The purpose of the University Research Grants Program (**URGP**) is to support the development of research at the University of Manitoba and, in so doing, to enhance the University's national competitiveness in terms of Tri-Agency research funding. As such, the Program is not intended to provide continuing support for ongoing research projects/programs or to serve as a substitute for Tri-Agency funding. Grant recipients are expected to use the funds awarded to develop their research to the point where applications for external funding from the Tri-Agencies (SSHRC, NSERC, CIHR) can be made.

### **Eligibility and Program Priorities**

All full-time academic faculty members *with professorial or academic librarian rank*, holding tenure or tenure-track appointments; and geographical full-time (GFT) academic faculty members, appointed for three years or longer and who have a minimum 40% protected time for research are eligible to apply to the URGP for support.

*\*Contingent, nil-salary and adjunct professors are not eligible to apply for internal grants.\**

While the URGP is open to both new and established faculty, priority is placed on providing grants to new faculty to position them to compete successfully for external research support. For purposes of this program, new faculty members are defined as those members applying for research support within three years of the date of their first full-time appointment. Established faculty members are defined as those members applying for research support beyond three years of their first full-time appointment.

New faculty members, as defined under this program, are eligible to research funding twice in the three-year period during which they are defined as new faculty. Established faculty members are eligible to receive funding once in every thirty-six (36) month period.

Applicants who are eligible to apply to both the URGP and the UM/SSHRC Research Grants Program competitions may submit only one application to either of these programs in any given competition period, i.e., April 1 or November 15.

### **Type, Nature, and Extent of Support**

The URGP is a flexible program designed to provide support for a wide range of activities<sup>1</sup>, provided these activities support the stated purpose of the URGP, that is, to enhance the University's national competitiveness in terms of Tri-Agency research support. Such support includes *but is not limited to* the following:

- seed grants for high quality, original and innovative projects of a short-term nature that are pre-requisite to long-term Tri-Agency support;
- development grants to defray the costs associated with the preparation of large-scale research initiatives for which research support from the Tri-Agencies is being sought;
- funding for the partial support of post-doctoral fellows, where Tri-Agency funding is held; and
- funding for minor pieces of research equipment.

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<sup>1</sup>The URGP does not support research leading to a degree for the principal or co-investigators. Similarly, this program does not provide support for research conducted by graduate students in partial fulfillment of degree requirements unless such research is part of the faculty member's ongoing research program.

The program, however, does **not** provide funding for:

- conference travel;
- equipment servicing;
- publication or page charges;
- visiting professorships/lectureships;
- start-up and bridge/emergency support; or
- travel costs for leaves, including research and study leaves

In terms of visiting professorships/lectureships, support may be sought from the Samuel Weiner Distinguished Visitor Fund, the Distinguished Visiting Lectureship Fund, or the Knight Lectureship Fund. Information on the first of these funds is available from the Office of the Vice-President (Research and International); the latter two funds are administered by the President's Office. Requests for start-up or bridge/emergency support should be referred to the appropriate dean/director.

Support is provided for the **direct** costs of research, including research assistance, support for technical, professional and secretarial services, equipment (purchase or rental), research-related travel and supplies. All items must be essential to the conduct of the proposed research and must be carefully justified. Expenses will not be eligible for support if these are incurred prior to the grant start date.

As the demand for funds normally far exceeds the funds available, not all meritorious proposals can be adequately supported. **The maximum level of support is \$10,000 and often is considerably less.** In short, only modest research needs can typically be met by this program. Applicants must develop their proposed budgets with these figures in mind. In exceptional circumstances, awards that exceed the maximum level may be granted for high quality applications that provide clear evidence of benefit for a group of researchers, as opposed to an individual academic faculty member.

### **Evaluation Process and Criteria**

Applications for research support are reviewed and adjudicated by members of the Research Grants Committee (**RGC**), who are appointed by the Office of the Vice-President (Research and International).

Applications are assessed on the basis of the following criteria:

- the quality and originality of the proposal and the extent to which it is consistent with the purpose of the URGP;
- the research/scholarly/creative achievements of the applicant(s);
- the research outcomes resulting from previous URGP support, as evidenced by final project reports;
- the previous efforts of the applicant(s) to secure external research funding and/or plans of the applicant(s) to apply for Tri-Agency funding;
- any special circumstance or other factor deemed appropriate in a particular instance (e.g., research career interruptions/delays, career patterns and responsibilities).

In all cases, the overriding factors in the evaluation of an application are the quality and originality of the research, as reflected in the research proposal, and the achievements of the applicant(s), measured against the stage(s) of their career(s) as well as their career patterns and responsibilities.

### **Competition Deadline Dates and Program Administration**

Two competitions are held annually: a fall competition for new faculty and a spring competition for established faculty. The application deadline dates are **November 15 (for new faculty)** and **April 1 (for established faculty)**. If these dates fall on a weekend or statutory holiday, the deadline moves to the next business day.

The URGP is administered by the Office of Research Services.

### **Conditions of the Award**

Successful applicants will be expected to apply to the next appropriate Tri-Agency (CIHR, NSERC or SSHRC) program competition normally **within one year** of the expiration of their URGP grant. URGP grant-holders who do not submit an application to a Tri-Agency competition within this timeframe may be ineligible from applying for future URGP funds.

Research supported by the URGP must comply with the University policies on the conduct of research, specifically the University policy on research ethics and, where applicable, the University policies on research involving the use of animals, human subjects, or biohazards. It is the responsibility of the applicant(s) to secure the appropriate approval for the proposed research; funds will not be released until all such approvals have been obtained. **If appropriate approvals have not been obtained and forwarded to the Office of Research Services within six (6) months following the award notice, funds will automatically be returned to the URGP. Grant-holders may request to extend the period within which approvals must be obtained by writing to the Office of Research Services, to the attention of the appropriate contact person, prior to the return of funds as noted above. Such requests must include a justification.**

Research grants must be used for the project and purposes described in the application. Grant-holders wanting to transfer funds from one budget category to another in response to changing research needs or to use funds for a new budget item must secure the prior written approval of the Office of Research Services.

The award recipient is responsible for the use of the funds and for any over-expenditure of research accounts. Expenditures must comply with University regulations concerning the use of special project funds and must be made in accordance with standard University financial procedures. Grants involving the purchase of equipment are made on the understanding that any costs associated with the installation, operation, and maintenance of any equipment purchased will be the responsibility of the researcher and his/her department.

URGP awards normally terminate on the date specified in the award notification letter and any unspent funds are automatically returned to the URGP. Grant-holders may request to have the period of the award extended by writing to the appropriate contact person in the Office of Research Services not later than one month prior to the end date of the award. Such requests must include a justification for the extension.

**Within three months of the completion or termination of the grant, a final report must be submitted to the Office of Research Services.** This report should not exceed one page and should describe: what was accomplished, including a summary of the major research findings; the plans for research dissemination, including an indication of any publications/paper presentations resulting from the grant or in press/in preparation; research personnel trained; Tri-Agency and other external funding that has been obtained or applied for as a result of the project; and future funding prospects. **Subsequent applications for research support will not be considered unless all final reports pertaining to previous awards have been submitted to the Office of Research Services.**

If an award recipient receives an award for the same work from an external agency as a result of a concurrent or previous application, the URGP award of balance remaining will be recalled.

If an award recipient loses his/her eligibility to hold internal grant funding during the term of award, all unused funds must be returned to the program's funding pool.

Grant-holders are requested to acknowledge the assistance of the University of Manitoba Research Grants Program in all publications and media coverage resulting from this support.

## Guidelines for Preparing a URGP Application

### General Presentation

- **Font** must be 12 pts (where unrestricted by the form itself).
- **Margins** should be set at a *minimum* of 3/4" on free-form attachments.

### **Attachments:**

The description of your proposed research must not exceed three pages. You may include an additional two pages for references, but **no further attachments** will be accepted with the exception of quotations (e.g., for equipment costing >\$500, or a fee for a specific service).

### Preparing the Research Proposal

Through the research proposal, applicants demonstrate their competence to conduct the proposed research. Accordingly, applicants are expected to provide a systematic, logical narrative which demonstrates familiarity with the subject matter, and a carefully formulated plan of the research. Applicants are reminded that the members of the RGC must make their judgments on the basis of what is presented. Other things being equal, applications are more likely to be funded if they are concise, lucid, and complete.

A narrative style should be used, with headings included for the sake of clarity. As the RGC might not include a member from an applicant's discipline, applicants are advised to avoid highly specialized technical language and/or disciplinary jargon, where possible. Avoid using acronyms and abbreviations or explain them fully.

In general, the proposal describes the plan for carrying out the work, proceeding from theoretical and/or conceptual considerations to a description of the specific project to be conducted, and culminating in a budget that describes the resources required to complete the project. While the content and organization of the proposal may vary according to the nature of the project and in the interests of clarity, certain essentials must be covered in the proposal. These include:

- the objectives of the research, including its relationship to existing research and literature;
- the potential theoretical and practical significance of the proposed research;
- the theoretical/conceptual framework guiding the research and/where applicable, the research hypotheses;
- the methods and procedures to be used and the resources that are required, with particular emphasis on those for which funding is sought/are included in the budget; and
- a timetable for the completion of the proposed research.

References to similar or related work should be included as appropriate. *Curriculum vitae* or article reprints should not be included and will not be circulated to members of the RGC.

### Preparing and Justifying the Budget

The budget quantifies the research plan in terms of personnel, materials, supplies and other requirements. Accordingly, it is essential that the link between the research proposal and the budget be clear (e.g., what duties assistants will perform, how materials and equipment will be used, etc.). All budget items must be essential to the conduct of the research and a brief, clear justification for each budget item must be provided. The following general guidelines are provided for each of the major budget categories.

**Personnel (student, technical, secretarial, professional):** The details regarding the nature of the tasks to be carried out, the level of responsibility, the period of employment and the proposed rate of pay (hourly, monthly) must be specified. Fringe benefits and payroll levy must be included in the calculation of salaries for research personnel.

When requesting secretarial support, a case must be made as to why departmental secretarial services are insufficient or unavailable.

**Materials and Supplies:** It is assumed that standard office and laboratory supplies (including photocopying) are provided by the department. When this is not the case or when unusual items or large quantities are requested, a complete justification must be provided.

**Equipment:** When requesting essential research equipment costing over \$500 per item, the applicant must confirm that he/she has made efforts to determine if the needed equipment is owned by the University and, if so, whether it is available for use. Applicants must also comment on the extent to which the requested equipment will be made available for use by other university researchers and on the likely extent of this use. For items over \$500, quotations must be provided.

**Travel:** The specific details regarding the purpose of the trip, destination and length, mode and cost of travel, must be provided. When travel is proposed for the purpose of research collaboration, the need for such collaboration in lieu of mail, telephone, FAX, and electronic mail must be clearly demonstrated. Similarly, when proposing travel to consult library or archival materials, a justification for this travel in lieu of reviewing or purchasing materials through inter-library loan, document delivery, etc. must be provided.

**Post-doctoral support:** As this fund provides only partial support for the salary of a post-doctoral fellow, the applicant must provide details on the Tri-Agency funding source. Applicants are reminded that the salary of any individual supported under this program must meet the University minimum (please consult the Office of the Vice-President (Research and International) at 474-9488 for the current support levels).

### **Application Procedures**

Application forms are available on the web at: [http://umanitoba.ca/research/ors/internalfunding\\_deadlines\\_forms.html](http://umanitoba.ca/research/ors/internalfunding_deadlines_forms.html). If you have any questions, please contact the appropriate contact person. **The application must be filled out in the format provided.**

**The complete original signed application with all supporting documentation must be forwarded to the Office of Research Services, [researchgrants@umanitoba.ca](mailto:researchgrants@umanitoba.ca).** Late and incomplete applications will **not** be considered. Final reports for all projects receiving support within the last four years from URGP, UM/SSHRC Grants Program, and Creative Works **must be** attached to the application.

**The application deadline dates are November 15 (for new faculty) and April 1 (for established faculty). If these dates fall on a weekend or statutory holiday, the deadline moves to the next business day.**

Results of the competitions will normally be announced approximately eight weeks after the application deadline. There is no provision for appeal of funding decisions.