Internal Grants Writing Session

Hosted by: Office of Research Services
Friday, September 19, 2014
12:30 – 2:00 p.m.
Room 210 Helen Glass
Office of Research Services (ORS) Internal Grants:

- University Research Grants Program (URGP)
- UM/SSHRC Research Grants Program (UM/SSHRC RGP)
- UM/SSHRC International Conference Travel Grants Program (UM/SSHRC TGP)

Access forms electronically at:
http://umanitoba.ca/research/ors/internalfunding_deadlines_forms.html

Administered by Office of Research Services, Bannatyne Campus

Michelle Moayeri, Research Grants Officer (International & Internal)
Tel: (204) 789-3428
Email: michelle.moayeri@.umanitoba.ca
Internal Funding Website Screenshot:

Start here!

Then go here
Office of Research Services

ORS Overview
- Organization Chart

FAQ
- How do I apply?
- Grant or Contract
- Acronyms

Workshops/Resources
- Workshops & Presentations

ORS Funding Updates
- Weekly Funding Update
- My Research Tools

Three Funding Streams
- Internal UM Funding
- External Funding
- Institutional Funding (external sources)

My Research Tools - MRT
- Overview
- FAQ

Forms
- Research Grant & Contract Forms
- Internal UM Funding
- Preliminary Access to Funding (RPA)
- MTA & PI Questionnaire
- Legal Services Templates
- More >>>

Useful Links
- Office of Research Ethics
- Environmental Health & Safety
- University Policies
- Legal Affairs

Contact Us
- Staff Directory
Internal Funding Website Screenshot:

- Guidelines
- Application Forms
- Assessment Forms
- Deadlines
University Research Grants Program (URGP)

**Purpose:** To stimulate growth of research at UM

**Priorities:**
- Seed funding for small-scale research projects to support larger applications to Tri-Agencies
- Minor research equipment
- Other high quality, innovative projects

**Eligibility:**
- All academic staff with professorial or academic librarian rank
- New faculty may receive funding twice in a 3-year period
- Established may receive funding once in a 3-year period

**Support:** Award maximum $7,500 for direct costs of research

**Deadline:** October 15 (new faculty); March 1 (established)
University Research Grants Program (URGP)

Evaluation:
• Proposals are evaluated by a Research Grants Committee (RGC), which is chaired by AVP (Research & International)
• RGC is a 17-member committee from across all disciplines within the University

Assessment Criteria:
• Quality and originality of the proposal
• Research/Scholarly/Creative achievements of applicant
• Research outcomes from previous Internal Grant awards
• Efforts to secure Tri-Agency funding OR plans to apply
• Other special circumstances (delays/interruptions in career)
## Assessor form detail: Quality and Originality

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
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<tr>
<td>Quality and Originality of Proposal</td>
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**Rationale/Comments:**

Office of VP (Research)
Assessor form detail: **Achievements**

<table>
<thead>
<tr>
<th>Research/Scholarly/Creative Achievements of Applicant</th>
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<td>(use arrow keys)</td>
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<tr>
<td>a) significance of previous work</td>
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<td>b) level of research activity (taking into account recent output relative to stage of career)</td>
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<td>Strong:</td>
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<td>Average:</td>
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<td>Weak:</td>
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Use of Previous URGP Funding (see funding history and final project reports)

Rationale/Comments:
URGP Research Grant Application

General Instructions:

• Read the General Guidelines of the program

• Attach certificates of approval for animal care, human ethics, or biohazards if already received, or note that it “will follow” (if applicable)

• Attach final report(s) for awards for URGP, UM/SSHRC and Creative Works awards in the last 4 years (if applicable)

• Submit original and 1 copy of signed application (No FAAF required!) by 4:30 on the deadline date

Late applications are not accepted
## URGP Application Detail

### PART A - GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Name of Applicant:</th>
<th>(surname)</th>
<th>(given names)</th>
<th>Rank/Position:</th>
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<tr>
<td>Appointment Date:</td>
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<tr>
<td>Department:</td>
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<td>Faculty/School</td>
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<td>Address for Correspondence: Rm.</td>
<td>Building:</td>
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<td>Co-investigator(s) (name(s), department(s)/institution(s)):</td>
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<td>Short Title of Proposed Research:</td>
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<td>Amount Requested:</td>
<td>$ 0.00</td>
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**CO-INVESTIGATORS:** Rare in most cases, but if you have co-investigators from the private or public sector, **BE SURE TO DESCRIBE CLEARLY THEIR INDIVIDUAL ROLES IN THE PROJECT.** Note: You, as principal investigator, must be seen to lead the project!

**HUMAN / ANIMAL / BIOHAZARDS APPROVAL:** Must be current throughout term of project. CCAC (Canadian Council on Animal Care) conducts spot checking!

Office of VP (Research)
Research Grant Application

• Address the **essentials**:
  - **RESEARCH OBJECTIVES**
  - **SIGNIFICANCE**
  - **HYPOTHESIS / RESEARCH QUESTION(S)**
  - **METHODOLOGY**
  - **TIMETABLE**
  - **FUTURE FUNDING PLANS**
  - **HOW THIS PROPOSAL IS A NEW STRATEGIC DIRECTION FOR YOUR RESEARCH (IF APPLICABLE)**

Tip: Use these essentials as headings in the body of your proposal
Research Grant Application

- **Objectives** must be clear – what is anticipated outcome (research results)?

- **Methodology** must be sufficiently detailed

- **Focus** on the **one-year** project rather than on the larger program of research (do, however, indicate how it fits into your larger research program)

Description of Proposed Research:

*Part B – Section 2*
### URGP Application Detail

#### PERSONNEL
- **Include benefits**, i.e., vacation pay and payroll levy (see your Dept. for current rates)
- **Student Research**: The committee looks favourably on supporting students in research
- **Secretarial/Professional Assistance**: If dept. services are insufficient or unavailable

#### EQUIPMENT
- Attach quotes if request is over $500

#### TRAVEL
- Must be economical rates

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**PART C - FINANCIAL DATA**

**SECTION 1**

<table>
<thead>
<tr>
<th>Budget</th>
<th>Total</th>
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<tr>
<td>Personnel (total salaries/benefit costs):</td>
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<td>Student Research Assistance</td>
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<td>Technical Assistance</td>
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<td>Secretarial/Professional Assistance</td>
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<tr>
<td>Materials and Supplies</td>
<td>$</td>
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<tr>
<td>Equipment</td>
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<td>Travel</td>
<td>$</td>
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<tr>
<td>Other (please specify)</td>
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**Total Requested** $
PERSONNEL: Include tasks carried out by the student or other personnel, period of employment, hourly rate of pay (include fringe benefits, i.e., vacation/payroll levy). Note: The level of personnel must fit with the level of work to be done!

EQUIPMENT: For computer requests (i.e., a laptop), the research committee will consider this in most cases only if you have to travel to a remote area to do research. Justify the need for the power of the equipment (if outside of the norm).

For equipment requests: you must be sure that the equipment is not available within your dept/faculty or elsewhere at the University.

TRAVEL: For travel expenses, explain necessity. E.g. library books cannot be accessed through internet/fax/email, ONLY in person, because...... (Indicate how/why travel is critical to the project.)

Note: **COSTS MUST BE REASONABLE.** The committee wants to fund as many projects as possible!
<table>
<thead>
<tr>
<th>What is your overarching research program?</th>
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<tr>
<td>How will this funding support/strengthen your submission to a Tri-agency?</td>
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<tr>
<td>Choice of funding agency and expected date for submission must be logical — check the granting councils’ application general guidelines and deadline dates</td>
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<tr>
<td>To which Tri-Council agency do you plan to apply to after the award end date?</td>
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<tr>
<td>Are your future funding plans realistic as this is a one year project.</td>
</tr>
</tbody>
</table>
List all funding received and/or applied for.

List your role on the project. Were you the PI, a Co-I, or other?

Include overlap (if applicable) if you received other funding which relates to this project.

The research may be closely related, but the budget items should be different (to allow you to do other activities).
Please note that personal data forms from other granting agencies are not accepted.
UM/SSHRC Grants Programs

- UM / SSHRC Research Grants Program (UM/SSHRC RGP)
- UM/SSHRC International Conference Travel Grants Program (UM/SSHRC TGP)

Program is funded through an annual block grant from SSHRC to the University
**UM/SSHRC Research Grants Program (UM/SSHRC RGP)**

<table>
<thead>
<tr>
<th><strong>Purpose:</strong></th>
<th>To provide support for small-scale research projects in the social sciences and humanities</th>
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<tr>
<td><strong>Priorities:</strong></td>
<td>Seed funding for original, high-quality research projects that are small in scale and are pre-requisite to long-term SSHRC support</td>
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<td><strong>Eligibility:</strong></td>
<td>All academic staff with professorial or academic librarian rank <em>and</em> in disciplines supported by SSHRC</td>
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<td><strong>Support:</strong></td>
<td>Award maximum $7,000 for direct costs of research</td>
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<td><strong>Deadline:</strong></td>
<td>October 15; March 1</td>
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UM/SSHRC Int’l Conference Travel Grant Program (UM/SSHRC TGP)

**Purpose:** To enable researchers to take part in international conferences of major scholarly significance in the social sciences and the humanities (not for past travel to conferences)

**Priorities:** Applicants who are presenting conference paper(s)

**Eligibility:** All academic staff with professorial or academic librarian rank and in disciplines supported by SSHRC

**Support:** May receive 1 award in a 3-year period
Travel at most economical rates with maximum levels of support:
- Within Canada: $750
- USA: $1000
- International: $1500

**Deadline:** October 15; March 1

Office of VP (Research)
Guidelines for the Eligibility of Applications Related to Health (SSHRC)

New regulations regarding subject matter eligibility for health-related research came into effect in 2009 for SSHRC. Consequently, health research is no longer eligible under the UM/SSHRC RGP, in keeping with changes to SSHRC’s mandate.

Social science or humanities research that is primarily intended to improve and/or increase knowledge of health, health care and health-care systems in Canada or internationally is not eligible for support from the UM/SSHRC RGP.
Guidelines for the Eligibility of Applications Related to Health (SSHRC)

Ineligible for UM/SSHRC RGP Support:

- **socio-economic and cultural determinants of health**, including theoretical and empirical research on the social construction of health, sickness and health behaviour;

- **health promotion** (e.g., healthy eating, disease prevention and education) and **health behaviour** (e.g., addictions, physical fitness, movement and exercise studies, cultural and social variables that affect health behaviour);

- **clinical research** (e.g., treatment, prevention or diagnosis of a condition or disease; testing the impact of medication or medical aids);

- **therapy** (e.g., counseling, psychotherapy, rehabilitation and occupational therapy, validation/testing of diagnostic tools), including the use of performing/visual arts as an element of therapy;
Guidelines for the Eligibility of Applications Related to Health (SSHRC)

Ineligible for UM/SSHRC RGP Support (cont’d):

- **health policy, management and law** (e.g., care practices and service provision, practical/clinical training of health professionals, access to and quality of care, cost management in health care, liability of practitioners, health insurance, health record systems, evaluation of health programs and/or services);

- **humanities perspectives on health, including health ethics**;

- **knowledge translation research related to health** (e.g., research that informs health policy, treatment and/or services)

UM/SSHRC Application Strategy

- Researchers may only apply to one program (URGP; UM/SSHRC RGP) per competition (October; March).

- We advise that you apply to the URGP during the competition cycle in which you are eligible (i.e. October for new faculty, March for established).

- In the event you are unsuccessful in URGP, you can apply to the UM/SSHRC RGP next competition cycle.

- Feel free to contact ORS to discuss your strategy further.
We suggest...

Use headings

- It will be easier for Assessors to pick up on critical information being presented

Use all space allocated

- It is important to use all 3 pages

Be explicit, and avoid jargon

- Assessors will be from a multidisciplinary Research Committee

Append quotes for equipment

- No other attachments accepted
Hints for Success

- Spend time on your application – Assessors can tell when an application has been pulled together at the last minute

- Avoid long sentences, jargon, and acronyms too specific to your field

- Don’t rely on your spell checker – Assessors may think that if you can’t get the spelling right, then you may not get the research right
Hints for Success (cont’d)

- Presentation is important – use headings/subheadings (may also help you to organize your thoughts)
- Observe space limitations – excess pages are removed before they are sent for assessment
- Have a colleague review your proposal – choose a successful applicant or your fiercest critic
Very dense:


**Objective 1.2** - *Etiam molestie, odio non pellentesque tristique.* Nisi ante vulputate tellus, non interdum odio justo sit amet odio. Nunc euismod, dolor at pellentesque aliquet, massa risus tempus sem, bibendum rhoncus leo purus sit amet nunc. Donec non ipsum nisi, nec luctus erat. Donec bibendum euismod augue, at sollicitudin sapien suscipit eu. Integer erat purus, porttitor sit amet dictum vel, sagittis ac nisi.

Reader-friendly includes white space:

**Objective 1.1** - *Lorem ipsum dolor sit amet consectetur adipiscing elit.*

Pellentesque et orci nulla, sit amet molestie dui. Vestibulum pharetra, risus imperdiet aliquet porta, orci dolor feugiat orci, at euismod libero orci (Cicero et al, 45 BCE) vel turpis. Maecenas varius dictum nunc, non pretium orci congue a. In elementum tincidunt vehicula. Pellentesque commodo rutrum urna et elementum (Socrates, 390 BCE).


**Objective 1.2** - *Etiam molestie, odio non pellentesque tristique.*

Nisi ante vulputate tellus, non interdum odio justo sit amet odio. Nunc euismod, dolor at pellentesque aliquet, massa risus tempus sem, bibendum rhoncus leo purus sit amet nunc. Donec non ipsum nisi, nec luctus erat. Donec bibendum euismod augue, at sollicitudin sapien suscipit eu. Integer erat purus, porttitor sit amet dictum vel, sagittis ac nisi.
Why applications may fail:

- Research proposal was vague, inadequately planned, or lacking in scope.

- Research project focused too heavily on larger research program and not on one-year project OR there was no indication of a larger research program.

- Methodology was not clearly outlined OR was deemed unsuitable to research proposed.

Example:

Unclear: “Subjects will be recruited on campus”

Better: “Subjects will be recruited by means of: at least 2 stories in the campus newspaper; posters on 50 of the major bulletin boards; paid advertisements in 20 high-traffic washrooms”
Why applications may fail:

- Budget was not adequately justified – link between the research proposed and the budget must be clear.
- No evidence or indication that the preliminary research results would lead to Tri-Agency funding.
- Application was incomplete.
Internal Grants

Results of competitions will be announced approximately 8 weeks after the competition deadline date, via email.

Feedback from the reviewers will be sent to all applicants regardless of competition outcome.
Best of Luck!

Thank you for attending!

Please fill out the Participant Feedback Form (workshop evaluation form)

Any questions?