

# Research Grant Fund Application Form

**Due Date: January 31, 2024**

*Please refer to the Research Grant Fund Program Guidelines document to help you complete this application form.*

## Part A: Applicant Information

Name of Principal Investigator	
Program	
E-mail address	
Project Title	
Academic Rank	
Most Recent Semester and Year Teaching at the University of Guelph-Humber	
Desired Research Start Date	
Anticipated Research Termination Date	
Total Amount Requested	
Signature of Applicant (Acknowledging that you have read and understood the Budget Preparation, Processes and Protocols on pages 3-6)	

## Program Head Approval

Name of Program Head:	
Program Head Signature	

## Research Ethics Board Approval

Required	<input type="checkbox"/>	Not Required	<input type="checkbox"/>
If required, date Research Ethics was:			
Submitted:			
Approved:			

*\*REB approval must be received by the principal investigator's institution*

**Part B: Documents for Research Proposal Outline**

**a. 2-4 page CV with the following information:**

- i. Current and recent academic positions and pertinent professional affiliations
- ii. Post-secondary degrees
- iii. Representative research in the field, no more than five recent publications
- iv. Funding in the last 3 years
- v. Evidence of student training and/or mentorship in the field

**b. Research Proposal, 2 pages maximum**

- i. Proposal abstract
- ii. Significance of study, including relationship to existing literature
- iii. Research methods, objectives, and outcomes
- iv. Research timeline

**c. Extent and nature of student participation, 2 pages**

**Part C: Other Funding**

Source of Additional Funding	Amount Applied for	Amount Received

**Please explain how funding applied for here will be used in conjunction with other funding, if applicable.**

### Part D: Team Members/Partners

<b>Name of Applicant</b>	
<b>Program (Dept.)</b>	
<b>School/Organization</b>	
<b>Telephone</b>	
<b>E-mail address</b>	

*\*Please reproduce this table on an additional page as needed to include all team members..*

### Part E: Student Participants

<b>Student Name</b>	
<b>Program</b>	
<b>Academic Standing</b>	
<b>Enrollment Status</b>	
<b>E-mail address</b>	

*\*Refer to the Research Grant Fund Program Guidelines prior to completing Part F and G*

### PART F: Funding Requested

For this table, please include only a short description of each item with specific details and calculations to be articulated in the budget justification.

<b>Salaries/Wages</b>	<b>Description</b>	<b>Amount Required</b>
<b>UofGH Student Assistant / Research Assistant(s)</b> <b>Hourly Rate of Pay: \$16.55/hr</b> <b>Vacation Pay: 4%</b> <b>Total Compensation = \$17.21/hr</b> <b>Source Deductions (i.e. EI, CPP): 10%</b> <b>Total Budget: \$18.93/hr</b>		
Faculty Honorarium (if applicable)		
<b>Total Salary Support</b>		

Non-Salary Requirements	Description	Amount Required
Equipment (related to the research)		
Supplies		
Local Travel		
Technical Support		
Participant Incentives		
Other (Specify)		
Information Resources		
<b>Total Non-Salary Support</b>		
<b>TOTAL FUNDING REQUESTED</b>		

### PART G: Budget Justification

- Provide a brief statement regarding the appropriateness of the budget to execute the proposed research;
- In point form or a table/chart, provide a detailed description of labour cost (e.g., salaries, stipends, and honoraria) including rates of pay, number of hours, duration of need, and identification of recipients, if known.
- In point form or a table/chart, provide line-by-line details on all non-salary costs.
- Separately, attach quotes for equipment over \$500.00

### Part H – to be completed by the Office of the Vice-Provost

#### Vice Provost Approval (Subsequent to approval of application)

Name:	Signature of Vice Provost:

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## Research Grant Fund Program Guidelines

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### Rationale

*The research fund will benefit students by providing them with opportunity to*

- participate in scholarship and the process of knowledge production
- develop research skills
- add research project participation/ activities to their résumés

*The research fund will benefit faculty by*

- supporting their related research projects
- increasing faculty engagement in University of Guelph-Humber programming

*The research fund will benefit the institution by*

- encouraging and supporting University of Guelph-Humber scholarship
- increase University of Guelph-Humber's visibility within the academic community

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## 1. CRITERIA

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### ***General Criteria***

- The proposal must demonstrate meaningful University of Guelph-Humber current student participation
- Student criteria – current University of Guelph-Humber students in good academic standing
- Research undertaken must comply with the principal researcher’s institutional policies on the conduct of research, in particular ethical clearance for the use of human subjects
- Funds are released after required human participant protocols are approved
- Applied research projects within courses do not normally qualify

### ***Eligibility***

- Faculty members with a teaching affiliation at the University of Guelph-Humber will be given preference.
- In case of joint applications between Humber or Guelph faculty, one of the faculty should act as principal researcher
- Research proposals which will be submitted towards an advanced degree are not eligible

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## 2. OUTLINE OF APPROVAL PROCESS

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### **Time frame**

- The Research Fund Review Committee meets once a year in the winter semester
- Multi-year proposals may be considered
- The University of Guelph-Humber fiscal year is from **April 1<sup>st</sup> – March 31<sup>st</sup>**

### **Required elements of each proposal**

- Institutional approval: the proposal should be signed by:
  - Project principal researcher
  - University of Guelph-Humber Program Head
- Research Proposal: provide research topic and background information
- A current CV highlighting research experience/production must be provided
- Demonstrate University of Guelph-Humber student participation
- Budget (planned according to University of Guelph-Humber budget guidelines)
- Timeline for project completion

- Expected project outcomes: Publications, Reports, etc.
- Research ethics approval, if required

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## 1. ADMINISTRATIVE ASPECTS

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### Research Fund Review Committee

- The University of Guelph-Humber Vice-Provost shall nominate Committee members consisting of at least 2 members of AMAP and 1 member external to AMAP

### Ranking system

- The committee will rank the proposals
- In case of closely matched projects, priority will be given to first time applicants
- The Vice-Provost will consider the recommendations of the committee and make the final approval on proposal submissions

### Processes and Protocols

#### General

- The grantee shall be responsible for the use of the funds awarded and for over-expenditure of research trust accounts. In the event of over-expenditure, please contact University of Guelph-Humber's Finance & Administration department to arrange for reimbursement of the outstanding amount indicated in the monthly statement. In situations where a project has gone over budget and the Principal Investigator is entitled to an honorarium, the amount of the honorarium will be adjusted to accommodate the project overrun as follows: closing balance - \$2,520 (\$2,000 honorarium + \$520 source deductions) to determine overrun.  $\$2,000 - \text{overrun} = \text{adjusted honorarium}$ .
- Expenses incurred must coincide with the approved budget or **will not be reimbursed**
- The bulk of any funds awarded are to be spent within the year of award following the University of Guelph-Humber fiscal year (April 1<sup>st</sup> to March 31<sup>st</sup>). Requests for extension of the period of the grant will be considered.
- Funds granted will be null and void for any project that has not commenced by September 30<sup>th</sup> of the year the project is awarded. In this case, the Principal Investigator will have to apply for grant extension consideration.
- For grant extension consideration, please contact:
  - Dr. George Braques
  - Associate Vice-Provost, Academic
  - Phone: 416-798-1331 ext. 6046
  - Email: [george.braques@guelphhumber.ca](mailto:george.braques@guelphhumber.ca)
  - Office: GH403C
- Grants are made on the understanding that any costs associated with installation, operation and maintenance of any equipment to be purchased shall be the responsibility

of the researcher. Arrangements should be made accordingly.

- Equipment, information resources and other assets purchased with the grant funds belong to the University.

### **Expenditures**

- Each project will have a specific budget account in Humber's Banner financial system.
- All expenses including participant incentives are to be incurred by the Principal Investigator and submitted for reimbursement. Funds are not provided up-front to cover expenses.
- The Principal Investigator will submit an Expense Reimbursement Form to University of Guelph-Humber's Finance & Administration department for reimbursement of all expenses (**Not University of Guelph or Humber College**).
- Principal Investigators on Humber payroll are required to submit their expenses in Chrome River. Please contact University of Guelph-Humber Finance & Administration for access.
- Original receipts must be attached for all expense claims.
- Expenses must be submitted as incurred. Expenses that are not submitted within 30 days of the receipt date will not be reimbursed.

### **Research Assistants**

- Research assistants are required to enter and submit their hours in the Human Resource Management System (HRMS) on a weekly basis and email a screenshot of their hours to the Principal Investigator (PI) for approval. Once the PI has forwarded the approval to University of Guelph-Humber Finance & Administration the hours will be approved in HRMS to facilitate payment.
- If timesheets are not entered and approved by the dates communicated, or if there is a discrepancy in the time entered versus the time approved, pay may be delayed.
- If timesheets are not processed within four weeks of their due date, research assistants may not be paid for the time that they worked.
- To stay on budget, be sure to track your research assistant's hours as there may be a delay between the time the hours are worked, submitted, approved, and reflected on your report.

### **Participant Incentives**

- A research proposal involving human participants requires Research Ethics Board (REB) approval.
- When establishing an incentive, the Principal Investigator (PI) must be mindful that the payment to participants does not constitute "undue inducement" which may increase voluntariness, or decrease the understanding of the possible risks to the participant associated with participating in the study.
- The amount and schedule of all payments to research participants should be presented to the REB with the initial submission.



- Participant incentives may be provided in the form of gift cards. Issuing gift cards of nominal value (\$10 to \$50) is deemed acceptable. These gift cards can include a restaurant, gas station, and other limited-choice establishment such as Walmart or Amazon (just to name a few). **(Cash or pre-paid credit cards are not eligible participant incentives. This is not negotiable)**
- The PI is required to purchase and track the gift cards through tracking sheets and have the participant sign upon receipt of the gift card.
- The PI is required to maintain two tracking sheets, which cross-reference each other. The first sheet (Sheet 1) containing personal information (Name and Address) is to be kept confidential and retained by the PI for 7 years for audit purposes. The second sheet (Sheet 2) is to be submitted with the expense claim.

**Examples:**

<b>Sheet #1:</b>			
Participant's ID#	Participant's Name	Participant's Address	Amount Paid
A1234	John Doe	207 Humber College Blvd. Etobicoke, ON, M9W 5L7	\$40.00
A1235	Jane Doe	110 Carrier Dr. Etobicoke, ON, M9W 5R1	\$40.00

<b>Sheet #2:</b>			
Participant's ID#	Amount	Date	Signature verifying receipt of remuneration
A1234	\$40.00	01-Aug-2016	
A1235	\$40.00	01-Aug-2016	

By signing this sheet, a research participant agrees that he/she is responsible for self-declaring income for income-tax purpose.

- When requesting reimbursement, the PI must attach all payment receipts to the expense claim as well as the incentive tracking sheet (Sheet 2) in support of how the incentives were distributed.

**Budget Preparation**

(Please be sure to have read the 'Processes and Protocols' section above)

- Normally, up to \$10,000 per project can be awarded.

- Faculty who are not full-time may be eligible for a \$2,000 honorarium. For budget purposes, please allow 26% for government/source deductions (\$2,000 honorarium + 26% = \$2,520)
- It is essential that each budget item be carefully detailed and justified. This will play an important role in determining the award amount.
- Planned activities shall not include capital expenditures (items exceeding \$5,000 each)
- Hiring of student(s) as research assistants at a **student rate of \$16.55/hour**.
  - For budget purposes, please include 4% vacation pay and allow 10% for government deductions. Calculate budget as follows: ( $\$16.55 + 4\% + 10\% = \$18.93/\text{hour}$ ) **rate may change**).
- Mandatory statutory holiday pay should be factored into expenses if applicable
- Requests may include:
  - Information resources, except those that require ongoing subscriptions, in consultation with University of Guelph-Humber Library Services.
  - Funds for travel and subsistence. For travel, this may include parking, public transit, train, and mileage. Please note mileage is reimbursed at 0.58/KM and claims must include a map print out detailing the kilometers travelled. Gas receipts are not accepted.
  - Equipment related to specific activities within the project.
  - Supplies and other operating expenses.
- Participant incentives in the form of gift cards. **(Cash or pre-paid credit cards are not eligible participant incentives. This is not negotiable)**
  - Technical and other support staff assistance.
- Requests may **not** include:
  - Laptops, iPads, tablets or related devices.
  - Conferences and conference attendance.