

# TWU INTERNAL GRANTS COMPETITIONS

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1. SSHRC Grants (including SSHRC Institutional Grants)
2. TWU Research Grants (including Faculty Research Fund)

### 1. SSHRC GRANTS

#### DESCRIPTION

The Social Sciences and Humanities Research Council (SSHRC) Institutional Grants Program supports research in the social sciences and humanities. Funding from SSHRC is through an annual block grant to the University (the SSHRC Institutional Grant or SIG). The amount of the SIG is based on the University's recent performance in SSHRC's research grants programs, as well as the number of University faculty members who are eligible for funding by SSHRC. Each internal grant competition also includes unused SSHRC funds from previous competitions.

#### OBJECTIVES

The purpose of SSHRC funding is to assist Canadian universities to:

- 1) develop, increase or strengthen research excellence in the social sciences and humanities;
- 2) assist, in particular, researchers embarking on their research career to become competitive in grant competitions at the national level;
- 3) assist established researchers with modest funding requirements or those wishing to reorient and strengthen their research programs;
- 4) support national and international dissemination and collaboration.

### 2. TWU RESEARCH GRANTS

#### DESCRIPTION

The TWU Research Grants Fund supports disciplinary and interdisciplinary research across the university. Preference is given to non-SSHRC eligible applications. SSHRC-eligible awards may be made if sufficient funding is available.

#### OBJECTIVES

The purpose of TWU Research Grant funding is to assist TWU researchers to:

- 1) apply faith-based perspectives to the pursuit of knowledge and critical understanding;
- 2) conduct seed research projects for long-term research plans and external funding;
- 3) maintain research plans with modest funding requirements or for which few external funding opportunities exist;
- 4) fund institute activities that generate specific research outcomes.

### **3. ELIGIBILITY REQUIREMENTS**

#### **GENERAL**

- 1) Full-time faculty appointment at TWU (tenure track, leading to tenure track, or sessional).
- 2) Visiting fellows and scholars are not eligible, nor are the costs incurred for their travel and residency; however, postdoctoral fellows affiliated with the institution are eligible to receive support provided they meet the other eligibility criteria.
- 3) Students are not eligible to hold their own award (but employment of students in internal grant research is encouraged).

#### **SSHRC ONLY**

- 1) Citizens or permanent residents of Canada.
- 2) Support must be for scholarly activity in the humanities and the social sciences. For the range of disciplines within the SSHRC mandate, see the list of SSHRC committees at [http://www.sshrc.ca/web/apply/program\\_descriptions/standard\\_e.asp#4](http://www.sshrc.ca/web/apply/program_descriptions/standard_e.asp#4)).

#### **TWU RESEARCH GRANTS ONLY**

- 1) If not a citizen or permanent resident of Canada, employed full-time by TWU for duration of the award.

### **4. APPLICATION PROCESS**

The deadline for submission of applications is October 6 and April 15.

Application forms can be found at [www.twu.ca/academics/research/internal-research-grants.html](http://www.twu.ca/academics/research/internal-research-grants.html). If you have any questions, please consult the internal grants helps on the application web page. Once the application has been completed submit nine copies to Sue Funk, Assistant to the Dean, Office of Research and Faculty Development (ORFD), Upper SNC.

The maximum amount that may be granted to one application is \$5,000.

Applicants are encouraged but not required to:

- 1) form research partnerships, which may be interdisciplinary;
- 2) involve students in their proposed research activity;
- 3) relate their research to the TWU strategic research plan (<http://www.twu.ca/academics/research/faculty-research/default.html>).

Applicants also are encouraged to seek peer mentors in the grant writing process. Those whose research involves creative processes and products are especially advised to seek a range of peer reviewers.

### **5. ADJUDICATION**

The SSHRC and TWU internal grants programs are administered through the Internal Small Grants Committee which is composed of a representative from each TWU faculty and school and chaired by the Dean of Academic Research. Committee members receive the applications and the ranking form

([www.twu.ca/academics/research/internal-research-grants.html](http://www.twu.ca/academics/research/internal-research-grants.html)). After the ORFD receives the ranking forms and averages the scores, the committee meets to discuss the applications with a view to providing helpful feedback to the applicants. The Dean's ranking form is taken into consideration only if a decision cannot be reached on the basis of the committee member forms.

Official notifications will be sent out shortly after the meeting of the TWU Internal Small Grants Committee. However, applicants are welcome to phone or email the Dean of Academic Research to learn whether or not their application has been successful.

## **6. ADMINISTRATION OF THE GRANT**

### **ANIMAL CARE CERTIFICATION**

Applicants whose research involves animal subjects must apply to the Animal Welfare Committee for certification. Responsibility for obtaining certification rests with the applicant and must be obtained *before* you start your research. Funding for such projects will be withheld until such approval is granted. For the certification processes, please contact Darcy Kehler, Animal Welfare Committee Chair at [kebler@twu.ca](mailto:kebler@twu.ca).

### **BIOSAFETY CERTIFICATION**

Applicants whose research involves biohazards must apply to the Biosafety Committee for certification. Responsibility for obtaining certification rests with the applicant and must be obtained *before* you start your research. Funding for such projects will be withheld until such approval is granted. For the certification processes, please contact Kim Siemens, Radiation and Biosafety Officer at [kim.siemens@twu.ca](mailto:kim.siemens@twu.ca).

### **ETHICS REVIEW**

Applicants whose research involves human subjects must meet the requirements of the TWU Research Ethics Board. Responsibility for obtaining approval rests with the applicant and must be obtained *before* you start your research. Funding for such projects will be withheld until such approval is granted. For a Request for Ethical Review of Research form, go to the following website: [www.twu.ca/academics/research/ethics/approval-forms.html](http://www.twu.ca/academics/research/ethics/approval-forms.html).

### **ACADEMIC INTEGRITY**

If after TWU due process, a grant holder is found in breach of the Tri-Council Integrity in Research and Scholarship Principles and Responsibilities, or requirements for animal care, biosafety or human subjects research, the grant must be returned to the Research Office for redistribution in the next internal grant competition.

### **FINANCIAL**

The Assistant to the Dean will facilitate the financial administration of the grant.

### **REPORTING**

Small Research Grants are awarded for a period of up to eighteen months. Upon completing or terminating a project, the grantee must file a Completion Report

(available from the Assistant to the Dean, ORFD). Grantees who are unable to file a grant completion report at the end of eighteen months may request an extension of the period of their grant to a maximum of twenty-four months in total, providing specific reasons for such an extension to the Dean. Any applicant who has not submitted a completion report for a previous grant must do so prior to consideration of a new application.

## **7. INQUIRIES ABOUT POLICY**

Inquiries concerning policy issues may be directed to the Dean of Academic Research.