

# TWU INTERNAL GRANTS COMPETITIONS

## FUNDING SOURCES

1. SSHRC Institutional Grants (SIG)
2. TWU Faculty Research Grants (FRG)
3. TWU Provost Research Grants (PRG)

## 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 per year 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. SIG funds are intended to help Canadian postsecondary institutions strengthen research excellence in the social sciences and humanities.

The grants awarded from this fund are the:

1. SSHRC Explore Grants, which:
  - support social sciences and humanities researchers with modest research funding requirements at any stage of career;
  - allow for small-scale innovation and experimentation by providing funding to develop a research project or conduct pilot work; and
  - enable researchers to hire students at any level to participate in their research projects thereby contributing to their professional development; and
2. SSHRC Exchange Grants, which:
  - support the organization of small-scale knowledge mobilization activities, such as workshops and seminars, in order to encourage collaboration and the dissemination of research results both within and beyond the academic community; and
  - allow researchers to attend or present their research at scholarly conferences and other dissemination venues that align with SSHRC's mandate in order to advance their careers and encourage the exchange of ideas and research results at the national and international level.

## 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, tenure track, definite term, 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).
4. Any previous internal grants (SIG, FRG and PRG) awarded to a Principle Investigator must be completed before a faculty member is eligible to submit an application as a principle investigator in a new competition.

#### SSHRC Only

1. Citizens or permanent residents of Canada.
2. Support must be for scholarly activity in the humanities and the social sciences. For information on subject matter eligibility see [www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting\\_agency-choisir\\_organisme\\_subventionnaire-eng.aspx](http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx). The following are the categories from the SSHRC Committee research fields and show the range of disciplines within the SSHRC mandate.  
Group 1: History; medieval studies; classics; literature; fine arts; philosophy; religious studies; and related fields.  
Group 2: Anthropology; archaeology; linguistics; translation; political science; public administration; law; criminology; geography; urban planning and environmental studies; and related fields.  
Group 3: Business and management; economics; and related fields.  
Group 4: Sociology; demography; communication studies; journalism; media studies; gender studies; cultural studies; library and information science; and related fields.  
Group 5: Education, [psychology](#); social work; and related fields.

#### 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 in late January annually. A competition call will be emailed in December with the specific deadline date for that year.

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](#).

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.

Application forms can be found at <https://www.twu.ca/research/research-services/funding-opportunities/internal-research-grants>. If you have any questions, please consult the helps in the Internal Grants Manual on the application web page.

The maximum amount that will be awarded to one application is \$7,000.

Faculty can be the Principle Investigator for only one grant application in a competition. That includes all forms (A, B or C). They can be a Co-Investigator on another faculty member's grant in the same competition.

Submit your application by emailing one signed copy of the application and attachments to Sue Funk at [sue.funk@twu.ca](mailto:sue.funk@twu.ca). In order to sign the application you will need to print it to PDF first. That will enable you to use your digital signature. Instructions for how to create a digital signature in Adobe are posted on the Internal Grants Application page in the Grant Applications section.

## 5. ADJUDICATION

The SSHRC and TWU internal grants programs are administered through the Academic Research Council (ARC) which is composed of a representative from each TWU faculty and school. The Internal Grant Competitions are chaired by the Director of Research Services. ARC members receive the applications, and assess and score them based on the [Internal Grant Evaluation Criteria](#). After the OR receives the assessments and averages the scores, the committee meets to discuss the applications with a view to providing helpful feedback to the applicants.

Official notifications will be sent out shortly after the TWU Internal Small Grants Competition meeting.

## 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 Karen Lo, Biosafety Officer at [karen.lo@twu.ca](mailto:karen.lo@twu.ca).

### **Human Ethics Review**

Applicants whose research involves human subjects must meet the requirements of the TWU Human Research Ethics Board. Responsibility for obtaining approval rests with the applicant and

must be obtained *before* you start your research (this includes recruitment). 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: <https://www.twu.ca/research/research-services/research-ethics>.

### **Academic Integrity**

If after TWU due process, a grant holder is found in breach of the [Tri-Agency Framework: Responsible Conduct of Research](#), 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**

Sue Funk in the Research Office will facilitate the financial administration of the grant.

### **Reporting**

The SIG, TWU FRG and TWU PRG Grants are awarded for a period of up to 2 years. Upon completing or terminating a project, the grantee must file a Completion Report (available at <https://www.twu.ca/research/research-services/funding-opportunities/internal-research-grants> in the “End of Grant Report Forms” section. 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 Director of Research Services, Office of Research and Graduate Studies.