



Faculty Research Grant

Academic Operations Manual

Approving Authority: SJU Senate Council

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Office of Accountability: Vice President Academic and Dean

1 Introduction

Per the Collective Agreement (Full-time Unit), the Committee on Research and Scholarship manages an annual budget. From that budget, the Committee may award a portion in Additional Professional Development funding and another portion in Aid to Scholarly Publications funding. The Committee shall reserve the balance for the Faculty Research Grant (FRG) competition. The maximum FRG awarded from this fund to any one member shall be set in the Collective Agreement. A limited number of grants shall be available each year.

2 Policy Statement

This policy provides parameters to govern the FRG application process and applies to all decisions made by the Committee on Research and Scholarship regarding the FRG.

3 Scope

All full-time academic staff are eligible to apply for research support based on criteria established by the Senate Council of St. Jerome's University in accordance with the terms of the Collective Agreement (Full-time Unit). Eligible FRG projects can be those defined in the Collective Agreement. Projects might include, but are not limited to, "start-up" grants, completing a research project, bringing research to publication, etc. These funds may be used by researchers preparing applications especially to SSHRC programs and to other funding agencies. All applications must comply with the guidelines established by the University of Waterloo's Office of Research Ethics (ORE) and other St. Jerome's University policies (i.e., Indigenous-centred Research).

4 Procedures

The Committee on Research and Scholarship shall follow the procedures below in adjudicating FRG applications.

- 4.1 Academic staff members must complete the FRG Application Form (Appendix B) and submit it to the Vice President Academic and Dean normally by 1 October of the competition year. In the event the Committee receives too few applications totalling less than the year's available FRG budget, the Committee Chair may extend the submission deadline to allow for additional submissions.
- 4.2 Applicants should remain mindful of the normal maximum budgetary limits that the Committee may allot per application, though they should also be aware that, in exceptional circumstances, the Committee can opt to exceed that limit. This means that projects that require a budget larger than the normal limit should feel free to request actual financial need. That noted, such applicants should still remain mindful of limited resources and that the Committee may still opt to work within normal budgetary limits per application.
- 4.3 The Committee retains the discretion to adjust FRG budgets, to allocate partial or full funding, to accept conditionally applications with pending ethics approval or other pending preconditions or formalities, and to deny funding with reasons (reasons include lack of funds, incomplete or unclear applications, lack of supporting evidence, request is ineligible for funding). The Committee may authorize a reduced grant budget if:
 - (a) budget items are non-compliant with University financial policies;
 - (b) the Committee has insufficient funds in the FRG budget in any given round of adjudication.
- 4.4 In cases where the Committee feels there are unanswered questions, the Chair may contact an applicant to request additional information or clarification prior to the Committee making a final decision.
- 4.5 The Committee Chair shall inform all applicants in writing of the Committee's decision on or before 20 November, briefly outlining the reasons for the decision.
- 4.6 All grant recipients shall submit a report to the Vice President Academic and Dean upon completion of their project or expiry of the FRG, whichever comes first.

Appendix A – [FRG Guidelines](#)

Appendix B – [FRG Application Form](#) (downloadable Word file)

Appendix C – [FRG Final Report](#) (downloadable Word file)