



Guide to UPEI
Research Funding
2011-2012

Check out the UPEI Research
Website:
<http://upei.ca/research>

July 2011

For funding opportunities within the
FACULTY OF VETERINARY MEDICINE,
eligible faculty should contact the
Office of the Associate Dean, Graduate Studies & Research
(566-0542 or mciver@upei.ca) or consult the AVC website
(<http://www.upei.ca/avc>)

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SECTION I – BACKGROUND INFORMATION

1. INTRODUCTION

The UPEI mission statement:

The University of Prince Edward Island, founded on the tradition of liberal education, exists to encourage and assist people to acquire the skills, knowledge, and understanding necessary for critical and creative thinking, and thus prepare them to contribute to their own betterment and to that of society through the development of their full potential.

To accomplish these ends the University is a community of scholars whose primary tasks are to teach and to learn, to engage in scholarship and research, and to offer service for the benefit of our Island and beyond.

The purpose of this handbook is to clarify policies and procedures on research within the UPEI main campus community, and to encourage and facilitate the research activities that are carried out under the name of the University of Prince Edward Island.

2. OFFICE OF RESEARCH DEVELOPMENT

<http://upeii.ca/research>

The Office of Research Development (ORD) is charged with supporting research activities at UPEI, and reports to the Vice President, Research and Development. The ORD is located in Kelley Building. The office is responsible for:

- Administration of internal (non-AVC) grant programs, including those of the Research Grants Committee (RGC);
- Administration of Grants and Contracts for all UPEI and AVC units;
- Acting as a liaison with granting bodies, contractors of research services, and other sources of research funding;
- Acting as a Faculty Resource Centre on research issues, including arranging for visitors from granting agencies to explain funding programs, maintaining information on research support and applications from various funding sources, reporting deadlines for major grants, and actively working with faculty to identify funding sources;
- Maintaining a resource database on faculty research, including a database on faculty research interests and grants/contracts received, and periodically monitoring and reporting research activity;
- Assisting with grant crafting and research planning;

- Maintaining the Research website;
- Administrative support of Research Ethics Board, Biosafety Committee, Research Grants Committee, and Research Advisory Committee;
- Overseeing the development of research policy and procedures;
- Maintaining contact with other research administrators through the Canadian Association of University Research Administrators;
- Assisting in preparation of and negotiating research contracts and agreements; and
- Working with researchers on intellectual property protection and development.



NOTE:

ALL research grants, letters of intent, contracts and agreements must be vetted by the Vice President, Research & Development before being submitted to the funding agency.

2. OFFICE OF GRADUATE STUDIES

<http://www.upei.ca/vpacademic/graduatestudies>

The Office of Graduate Studies (OGS), led by the Assistant Vice President, Graduate Studies, serves as a central location and source of information for all graduate students and graduate faculty at UPEI. The Office works to refine and develop graduate studies policies, to support new program development, to promote graduate student research and scholarly work, and to provide guidance and support to graduate students in their programs. The Office of Graduate Studies, in coordination with ORD, provides information on research support opportunities for graduate students.

3. COS DATABASE

The ORD maintains a subscription to a database of funders called the COS Database. All students, staff, and faculty with an e-mail address ending in "@upei.ca" can access the database for free. The database is searchable and is updated regularly. It is an excellent source of world-wide information on traditional and non-traditional sources of funding. To access the database, go to <http://fundingopps.cos.com>. Members of the faculty are able to create a workbench which can be accessed from anywhere through <http://login.cos.com>. If you would like assistance in using this database, contact a Research Grants Coordinator (566-0709).

4. ORDLIST

The ORD has set up listservers to disseminate information on funding opportunities. All members of the faculty receive these emails, unless they specifically ask to be removed from the listserve. Other researchers (e.g. adjunct professors, professors emeriti) may be added to the list upon request, as long as they have an active UPEI e-mail address. Please contact a Research Grants Coordinator (566-0709) to have your name added to the list.

5. RESEARCH ADVISORY COMMITTEE

The Research Advisory Committee (RAC) was established in 2002 with a mandate to:

- provide advice and recommendations to Senate and the University Administration on matters related to research at the University as follows: policies concerning research development and administration, reviewing such policies regularly and recommending revisions as appropriate, and advising on mechanisms for promoting the research mission of the university and for recognizing research excellence, on strategies for enhancing overall research performance and competitiveness, and on any other research-related matters that may arise from time-to-time or that may be referred to the Senate Research Advisory Committee by Senate or the University Administration;
- consider proposals to establish research centres/institutes for recommendation to Senate and to conduct periodic reviews of these centres/institutes, reporting to Senate as appropriate;
- consider, on behalf of Senate and the University Administration, major reports of granting bodies affecting university research, responding where required;
- act as a forum for the discussion of development, promotion and administration of University research, recommending to Senate and the University Administration as appropriate;
- receive and consider reports on matters related to internal research funding from the Research Grants Committee and the AVC Graduate Studies and Research Committee;
- serve as a liaison with other research-related bodies and committees (e.g. Ethics, Animal Care, Library, Academic Computing, etc.);
- to report at least annually to Senate.

5.1 Research Grants Committee

See Section II of this booklet for detailed information.

6. TECHNOLOGY TRANSFER

All of UPEI's Technology Transfer and Commercialization activities are coordinated by Three Oaks Innovations Inc (TOI). TOI is a not-for-profit company established by UPEI which has the primary responsibility for the technology transfer and commercialization activities which take place at or through the University. TOI staff offer a variety of expertise to UPEI Faculty in areas such as intellectual property protection, technology transfer and commercialization, and business planning. They are also responsible for the preparation and negotiation of commercialization agreements, such as Confidentiality, Material Transfer and Licensing Agreements. In addition, TOI can provide assistance to researchers who are interested in forming a business based on technologies developed at the University.

When a faculty member, staff member or student of UPEI working on campus, feels that he or she has developed intellectual property that has potential for commercial application, the University as well as the developers (or "inventors") are deemed to hold an interest in any benefits derived from the commercial exploitation of the intellectual property. Inventors are encouraged to identify any such opportunity to the university through TOI. TOI staff will then provide support to help determine whether a commercial opportunity exists and, if so, whether the university wishes to participate in the commercialization process. If the decision is yes, the inventors are requested to assign their intellectual property rights to UPEI. In exchange for this, UPEI (through TOI) will, in consultation with the inventor(s), coordinate the commercialization process and bear the up-front costs associated with commercialization. Specific support provided to inventors who assign their technologies to UPEI include protecting the technology through patents, copyrights or other means; finding potential partners; marketing the technology; designing a commercialization strategy/business plan; and sourcing funding to support development activities targeted to creating a commercial product (POC etc.) In the event of successful commercialization, any revenue realized by the University is first used to recover the costs of developing, protecting and commercializing the intellectual property, and is then shared, as per UPEI policies, between the inventors and the University.

TOI staff, together with ORD's Contracts Officer and Strategic Research Initiatives Manager, also provide assistance in preparing agreements (e.g., confidentiality, material transfers, etc.) and research contracts between the university and its researchers and other organizations.

For more details please contact Sophie Theriault – Director of Technology Transfer and Commercialization Coordination ; Three Oaks Innovations at 566-6095 or stheriault@upei.ca, or visit <http://threeoaksinnovations.com>.

7. CERTIFICATIONS

7.1 Ethics

http://www.upei.ca/research/ethics_safety

The University of Prince Edward Island Research Ethics Board (REB) is responsible to the President of the University of Prince Edward Island for:

- developing policies regarding ethical issues relating to the use of human participants in research and experimental teaching protocols;
- reviewing all protocols requiring the participation of human participants for ethical approval;
- annually reviewing all policies regarding ethical issues relating to the use of human participants in research projects to ensure that policies remain current;
- dealing with matters concerned with human-based research referred to the REB by the President of UPEI;
- preparing an annual report for submission to the President;
- participating in continuing education organized by UPEI research administrators for the University community in matters relating to ethics and the use of human participants.

The policies and practices adopted by the UPEI REB are consistent with the Tri-Council Policy Statement: “Ethical Conduct for Research Involving Humans” (current version).

7.2 Animal Care

http://www.upei.ca/research/ethics_safety

The University Animal Care Committee (ACC) has general responsibility for ensuring that the use of animals in research and teaching at the University conforms to the most rigorous ethical standards and the goals of science. The basic ethical principles which it acts to maintain are that no physical or psychological discomfort may be caused to an animal, except where there is a clear scientific justification for doing so, and that where such justification exists, the level of discomfort caused will be no higher than what is absolutely necessitated by the scientific or educational purposes of the procedure in question. The ACC shall fulfill this responsibility in two ways:

- (a) by reviewing all individual research, teaching and testing project proposals involving the use of animals, so as to ensure that the above principles are respected in each case; and

(b) by formulating and recommending to the University administration such policies as would aim to preclude willful or inadvertent violations of the above principles by those working for or affiliated with the University.

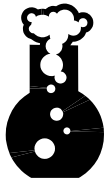
7.3 Biosafety

http://www.upei.ca/research/ethics_safety

The University of Prince Edward Island is committed to incorporating health and safety practices governing all personnel working with biohazardous materials in research and teaching activities at UPEI and thereby protecting the safety of University faculty, staff, and students, the public at large, animals and the environment. The University complies with the guidelines of Health Canada and the Canadian Food Inspection Agency, Fisheries and Oceans Canada's National Code on Introductions and Transfers of Aquatic Organisms, as well as all applicable federal and provincial regulations that govern biohazardous material management.

In order to meet these commitments, the University has appointed a Biosafety Committee (BSC) which reviews, amends and/or develops policies and procedures, and which reviews research and teaching related applications for the use of biohazardous materials. Further, in conjunction with the UPEI Health & Safety Advisor, the BSC ensures that laboratories are certified and containment procedures and equipment monitored. Use of biohazardous materials in the Veterinary Teaching Hospital and/or Diagnostic Services is governed by policies specific to these areas.

UPEI Biosafety Committee, administered by the Vice-President Research and Development, has the authority to implement and enforce policies and procedures relating to the handling and use of biological/biohazardous materials at UPEI, with the mandate to ensure biocontainment of those materials, protecting personnel, the public at large, animals and the environment from associated risks.



7.4 Radiation safety

The University of Prince Edward Island Radiation Safety Officer, Debra MacDonald (566-0635 or debmacdonald@upei.ca), has general responsibility for ensuring that the use of radioactive materials at the University conforms to applicable standards. A radioisotope permit obtainable through the University Radiation Safety Officer is required for any work involving radioactive materials. Faculty members are advised to obtain this permit in advance. If the permit is not obtained in advance, the project may be delayed while it is obtained.

8. WHAT IS THE DIFFERENCE BETWEEN A GRANT AND A CONTRACT?

a) A Research Grant is financial support for an individual or group of individuals (or a research centre or institute) to do research in a particular subject area or field. Although the research area may be defined, there are usually no conditions about specific directions of the research. Usually, in a grant:

- there is no direct or indirect remuneration to the principal investigator(s)
- the objectives are defined generally not specifically
- there are no limitations on publication
- results do not get transferred to the funder (a final report may be requested)
- payment is usually made in advance of expenditures, without “deliverables”

b) A **Research Contract** is a legal agreement between two parties to carry out a specific research project, with specific stipulations and conditions. UPEI’s Contract Research Policy can be found at:

[http://www.upei.ca/policy/files/policy/Contract%20Research%20Policy%20\(admordgnl0006\)_2.pdf](http://www.upei.ca/policy/files/policy/Contract%20Research%20Policy%20(admordgnl0006)_2.pdf)



Although a faculty member or members may serve as Principal Investigator(s) for the research contract, the contract is actually between the University and the Funder. Therefore, the conditions of the contract must satisfy the requirements of the University, as well as those of the Principal Investigator. The University must sign all research contracts.

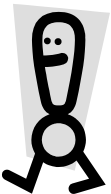
There are various types of research contract arrangements depending on the scope and nature of the project and deliverables. The following are a few examples of research contract partnerships:

- Collaborative Research Agreements facilitate collaborative research of mutual interest to UPEI, UPEI researcher(s), and the partnering institution(s), in which project results may be shared or have clauses specific to the ownership and management of intellectual property.
- Service Contracts are contracts in which UPEI will perform work of a routine nature such as analytical, testing or other services requiring little or no original intellectual input.

- Fee for Service Contracts are contracts in which UPEI contracts with others to perform work of a routine nature such as analytical, testing or other services requiring little or no original intellectual input.
- Material Transfer Agreements (MTAs) are used when transferring materials from one organization to another.
- Memorandum of Understandings (MOUs) are used to formalize general understandings and alignment of intentions between parties. MOUs should not be used to try and arrange legally binding commitments.
- Non-Disclosure Agreements (NDAs) or Confidentiality Agreements attempt to ensure confidential information is not disclosed to outside parties. Generally, a Non-Disclosure Agreement should always be in place before engaging in R&D discussions with outside parties.
- Space and Equipment Rental Agreements are used to rent or lease UPEI space or equipment to outside parties.

Terms and conditions covered in a research contract may include:

- a specific outline of the scope and nature of the work
- a budget, including overhead costs
- a set time period (or periods) for each activity
- payment for the time of the principle investigator(s)
- a definition of specific “deliverables” (i.e. what the PI must deliver in order to receive payment, and considerations for acceptance of the deliverables)
- budget and payment schedules
- agreements on who owns the intellectual property, including data, patent rights, etc.
- confidentiality agreements
- stipulations and/or conditions relating to graduate student involvement
- stipulations about following university policies
- liability agreements
- etc.



NOTE: Research Contracts are negotiable; do not give away publication or other rights! Help is available through your ORD. Contact the University’s Research Contracts Officer (894-2856).

SECTION II – THE RESEARCH GRANTS COMMITTEE

The Research Grants Committee (RGC) was established by Senate in May 2002 and has the following terms of reference.

1. MANDATE

- to distribute, through timely competitions, those funds made available by UPEI and by sources external to the University, for internally peer-adjudicated research and travel grants in the Faculties of Arts, Education, and Science, as well as the Schools of Business Administration and Nursing. In 2011-2012, approximately \$161,500 is available for annual distribution (\$146,000 from UPEI (which includes \$6000 designated for the Sessional Instructor Grant Fund) and \$15,500 from a SSHRC Institutional Grant).
- to consider, develop and amend the policies and procedures for administering internal grants competitions that are in line with UPEI's general principles for research development.
- to provide advice on research policy to the Senate Research Advisory Committee.
- to foster research development and grant crafting skills.
- to participate actively in promotion, recognition, and celebration of research at UPEI.
- to provide an annual report to the Senate Research Advisory Committee.

2. COMPOSITION

- ***Nine*** faculty members with ***three*** elected from the Faculty of Arts, ***one*** from the School of Business Administration, ***one*** from the Faculty of Education, ***one*** from the School of Nursing, and ***three*** from the Faculty of Science. These members are to be actively engaged in research, to represent a range of research activities across the Faculties and Schools, and to be elected by, but not necessarily from, Senate. Terms to be three years, initially staggered.
- ***One*** graduate student from Arts, Education, Nursing or Science selected by the Graduate Student Association to serve a one year term, renewable once;
- ***One*** senior undergraduate student from Arts, Business, Education, Nursing or Science selected by the Student's Association to serve a one year term, renewable once.
- Vice-President, Research & Development, ex-officio.
- Administrative support to be provided by ORD, ex-officio, non-voting.
- The committee elects its Chair from among the Faculty members.

3. FUNDING PROGRAMS

The RGC considers applications to the following programs:

1. Bridge Funding Grant (BG)
2. Collaborative Research Grant (CRG)
3. Discretionary Grant (DG)
4. Major Research Grant (MRG)
5. New Scholars Grant (NSG)
6. Self Funded/Sabbatical (SELF)
7. Sessional Instructor Grant Fund (SIF)
8. SSHRC Institutional Grant (SIG)
9. Travel Grant (TG)

The RGC will consider funding requests in support of methodologically sound research which, because of the limited support required or the developmental nature of the work being proposed, is ineligible or inappropriate for support by external granting agencies. Faculty members are encouraged to seek support for their research pursuits, when possible, from a variety of sources.

SECTION III – SUPPORT OF RESEARCH - GENERAL INFORMATION

1. EVALUATION

The RGC recognizes that research direction varies among disciplines. Funding requests are evaluated on their general scholarly merit. When evaluating requests for support, the RGC will base its decisions on the information provided in the application, the evidence of the applicant's past achievement contained in its records, and the judgement of its members. Other factors being equal, priority will be given to applicants who have not received funding in recent competitions.



SUCCESSFUL PROPOSALS -

It is through the research proposal that applicants demonstrate their competence to conduct the proposed research. Accordingly, applicants are expected to provide a logical narrative which demonstrates familiarity with the subject matter, a carefully formulated plan of research and a thorough justification for planned expenditures. Applicants are reminded that the members of the RGC are from a variety of disciplines and thus must make their judgement on the basis of what is presented in the application. Evaluation of applications by the Research Grants Committee is based on a number of criteria including other sources of funding secured by the applicant. Other things being equal, applications are more likely to be funded when they are clear, concise, complete, legible and free from jargon.

2. FUNDING OBJECTIVES

In allocating research funds, the RGC will pursue the following goals:

- To support initial requests from junior faculty whose research activities are developing and becoming established, in order that they may build toward obtaining support from external granting agencies;
- To support research for which other funding sources are not available due to either the project's small scale or stage of development;
- To support established, externally funded projects during periods when external support has been withdrawn for reasons unrelated to the merit of the project or the researcher's conduct;

- To support development of preliminary, emerging, new directions in established projects with external support;
- To provide support that may be used to lever matching funds.
- To disseminate results at scholarly meetings.

3. ELIGIBILITY

The Research Grants Committee will consider research funding requests from applicants who are:

Tenured, Tenure Track, Term and Sessional UPEI Faculty in Arts, Science, Business, Education, or Nursing, and Librarians, who are employed by UPEI at the time of application and for the duration of the award.

Thus, contract UPEI faculty must complete all research activity before the end of their contract term. As well, some programs are restricted to specific groups of faculty. (See program descriptions for details). A professor emeritus may apply as co-applicant with tenured UPEI faculty member.

NB: If you have been previously funded by the RGC, all required Final Reports and/or Progress Reports must be on file with ORD in advance of consideration of a new application.

4. LIST OF FUNDING PROGRAMS

The University of Prince Edward Island Research Grants Committee supports research through nine funding programs:

1. Bridge Funding Grant (BG)
2. Collaborative Research Grant (CRG)
3. Discretionary Grant (DG)
4. Major Research Grant (MRG)
5. New Scholars Grant (NSG)
6. Self Funded/Sabbatical (SELF)
7. Sessional Instructor Grant Fund (SIF)
8. SSHRC Institutional Grant (SIG)
9. Travel Grant (TG)

The application forms for these programs can be found at http://research.upei.ca/rforms_applications

NB: The support of The University of Prince Edward Island must be acknowledged in all publications and presentations of work funded by these programs.

SECTION IV – FUNDING REGULATIONS

1. APPLICATION DETAILS

- Submit one (1) copy of the completed application. Ensure that appropriate signatures are on the original document. NOTE: if the applicant is the department chair, then an appropriate other person (e.g. Acting Chair, Dean, etc.) must sign as the Chair.
- Application must be received by the Office of Research Development no later than 4pm on the day of the deadline. If the deadline falls on a day the University is closed, then applications are due by 4pm the next working day.
- The text of all applications must be submitted in English; however, supporting documentation (i.e. abstracts) can be in another language, provided that researchers include translations as appropriate. Applicants are encouraged to seek advice on applications from fellow faculty members.
- Source(s) and amount(s) of external funding should be included in the budget. Details regarding any restrictions on the use of these funds should also be included.
- Each application must have a title unique from any other title previously used to apply for internal OR external funding.

2. ELIGIBLE EXPENSES

ELIGIBLE EXPENSE	DESCRIPTION
Research Assistants	<ul style="list-style-type: none">• at the approved salary & benefit rates. (see pages 20-21). Contact Human Resources
Tech. Services	<ul style="list-style-type: none">• at rates set by Computer Services or Integrated Communications
Media Services	<ul style="list-style-type: none">• when required for research purposes
Materials and Supplies	<ul style="list-style-type: none">• as necessary for completion of the project only if these are not available through the university or department
Equipment	<ul style="list-style-type: none">• as necessary for completion of the project only if these are not available through the university or department. Equipment designated as part of a research grant, including all computer equipment and software, is the property of the University

ELIGIBLE EXPENSE	DESCRIPTION
	<p>and is provided to the researcher on a temporary or long-term basis</p> <ul style="list-style-type: none"> • equipment may revert to general University use on completion of the project
Computer or Equipment time	<ul style="list-style-type: none"> • budgeted on an hourly basis
Animal Care	<ul style="list-style-type: none"> • at current rates
Computers	<ul style="list-style-type: none"> • computers and related equipment for research projects are supported only where there is a demonstrated need for specialized research related equipment • the computer and equipment must be integral to the research project
Travel Costs	<ul style="list-style-type: none"> • costs incurred in the collection of data are eligible • travel to conferences is supported by the Research Grants Committee only through the Travel Grants (TG), Institutional Grant (SIG), New Scholars (NSG) • when travel by automobile is more expensive than air travel, funds will be granted only to a maximum of return excursion by economy air fare • exceptions to the excursion / charter rate must be justified to the Research Grants Committee • overseas travel for research purposes is normally supported at excursion or charter rates • As of July 1 2008, the per kilometer rate for use of personal auto for University business is 35 cents per kilometer. <p>ALL TRAVEL IS GOVERNED BY THE UPEI TRAVEL POLICY*</p>
Per Diem	<ul style="list-style-type: none"> • use University of Prince Edward Island rates as per UPEI Travel Policy. The current rate is \$45/day (Canada & US). {Breakfast \$10.00,

ELIGIBLE EXPENSE	DESCRIPTION
	Lunch \$15.00 and Dinner \$20.00} Note: Travel to Northern Canada (Yukon, Nunavut and Northwest Territories) and outside Canada and US travel will be adjusted to \$55 per day.
Printing Services	<ul style="list-style-type: none"> • rates set by Printing Services for research materials
Typing, Word Processing, Camera ready copy	<ul style="list-style-type: none"> • family members are not normally eligible for payment (exceptions made only with prior approval of the Vice President, Research & Development) • applicant must demonstrate that it is not possible to obtain the service through internal channels • funds will not be awarded for repeat preparation of the same manuscript
Inter-Library loan	<ul style="list-style-type: none"> • fees
Payment of Participant	<ul style="list-style-type: none"> • Only if: <ul style="list-style-type: none"> • this practice is the norm for the discipline; • the project, including participant payment, has received Research Ethics Board approval

* To view UPEI's Travel Expenses Policy on-line go to <http://www.upei.ca/policy>.

3. INELIGIBLE EXPENSES

The following items are ineligible:

- Consultation fees paid to other faculty members
- Subcontracting of research
- Purchase of books
- Research costs (excluding travel) applied for retroactively
- Travel for sabbaticants (to/from the sabbatical location)
- Conference travel except as supported through Travel Grants (TG), Institutional Grant (SIG), and New Scholars Grants (NSG)
- Grant overexpenditures

4. BUDGET INFORMATION

- **Tax:** If you are asking for taxable materials, note that UPEI gets a 67% rebate on the GST, so calculations should reflect this. Calculate total tax at 12.15%.
- **Per Diem:** The current rate is \$45/day (Canada & US). {Breakfast \$10.00, Lunch \$15.00 and Dinner \$20.00} Note: Travel to Northern Canada (Yukon, Nunavut and Northwest Territories) and outside Canada and US travel will be adjusted to \$55 per day.
- **Accommodations:** The Canadian Association of University Business Offices (CAUBO) has a listing of hotels at which University travelers receive corporate rates or discounts. The rates can be obtained from www.caubo.ca. When not staying at conference designated hotels, employees would normally be expected to stay at hotels where lower negotiated room rates are available or other equivalent accommodations can be provided.
- **Mileage:** Current UPEI rates are \$0.35/km for mileage.
- **Student Salary:** The rate of pay includes vacation pay. Consult *Human Resources for hiring procedures, and ORD for a template of the "Student Confidentiality and Assignment Agreement"*.
 - All automatic pay and time sheets are to be submitted through the Human Resources Department.
 - The levels of education refer to the level required to perform the duties, not necessarily to the education level of any individual student performing the work.

UPEI STUDENT RATES OF PAY - Effective June 1, 2011

\$9.67 per hour + 10% benefits: Level 1 – Student Base Rate

For all regular student employment

\$10.74 per hour + 10% benefits: Level 2 – Student Specialization Rate

At the discretion of the faculty or department, a rate based upon job experience, specialization in a field of study or increased job responsibility or skill requirement

\$13.11 per hour + 10% benefits: Tutors, sports clinics instructors

At the discretion of the faculty or department, a rate for tutors and sport clinic instructors.

\$16.97 per hour + 10% benefits: Graduate Student Rate

At the discretion of the faculty or department, a rate for graduate students where specialized skills are required.

RESEARCH FUNDED STUDENT RATES OF PAY

Undergraduate Base Rate - \$11.51 + 10 % benefits

Undergraduate Specialization Rate - \$ 12.78 + 10 % benefits

Graduate Rate - \$ 20.19 + 10 % benefits

Undergraduate and graduate student research assistants may be paid at a higher rate when they are hired full-time (33.75 hr/wk) for a period of at least 12 weeks when not taking courses, or for not more than 15 hr/wk during course term.

The rate of pay is determined by: a) the training required and experience of the student relative to the planned research work to be undertaken during the research assistantship, and (b) the availability of research funding.

Note: There must be an external source of funding if students are to be hired at these higher rates.

Detailed information on Human Resources Hiring Policy & Process can be viewed on-line at <http://www.upei.ca/humanres/recruitment-policy-and-process>.

5. RESEARCH TOOLS

The production of research tools, such as concordances, bibliographies, dictionaries, archives, or collections of documentary material may only be supported if the research element in their production is clearly established, if they form part of a larger research endeavour, and if they are judged to be of scholarly merit and utility.

6. RESEARCH INTEGRITY & CERTIFICATIONS

6.1 Integrity in Research

All members of the University must comply with UPEI's Policy and Procedures on Research Integrity. This policy can be found at <http://www.upei.ca/policy>.

6.2 Conflict of Interest in Research

This policy sets out a mechanism for identifying and addressing conflicts of interest. This policy can be found at <http://www.upei.ca/policy>.

6.3 Research Ethics Board

Faculty members whose research involves human participants must comply with the requirements of the Research Ethics Board (REB). This policy can be found at <http://www.upei.ca/policy>.

6.4 Animal Care Committee

Faculty members whose research subjects are non-human vertebrate animals or cephalopods must comply with vetting requirements of the Animal Care Committee (ACC). This policy can be found at <http://www.upei.ca/policy>.

6.5 Biosafety in Research and Teaching

Applicants are reminded that importation of biohazardous materials requires laboratory inspections and compliance with regulations. Researchers must contact the Biosafety Committee prior to importing such materials. If this prior permission is not obtained, researchers may encounter delays. This policy can be found at <http://www.upei.ca/policy>.

6.6 Radiation Safety

Applicants are reminded that a radioisotope permit obtainable through the University Radiation Safety Officer is required for any work involving radioactive materials.

***NOTE:** Faculty members are advised to obtain ethics, animal care, biosafety and/or radiation safety approval(s), as required, in advance of receiving research funding. Advance approval allows researchers to access funds more quickly once they are awarded.*

7. ACCOUNTING PROCEDURES

a. Access to Granted Funds

Following approval of a research application by the Research Grants Committee and receipt of a completed Administrative Approvals form, ORD informs the Comptroller's Office of the award. All required approvals under Section IV, Part 6 'Research Integrity and Certifications' must be in place before funds will be released. An individual research account is established in the researcher's name and monthly on-line statements are provided. Research expenses from that account may be paid through vouchers, invoices, and in some cases, accountable advances. Contact the Accounting Office (566-0456) for details.

b. Over-Expenditure of Individual Research Accounts

The University does not accept responsibility for over-expenditures on individual research accounts. It is the

responsibility of the researcher to ensure that research expenses do not exceed the amount awarded. If an over-expenditure occurs, the researcher must reimburse the University for the full amount. The Research Grants Committee will not grant additional funds to cover over-expenditures.

c. **Carryover of Funds**

If funds granted in the previous calendar year are to be carried over to another fiscal year, then an **Account Modification/Progress Form** must be submitted to ORD. A request for carryover of funds should be submitted by **March 31**. Except under documented, extraordinary circumstances, funds will not carry over into a third year.

d. **Unexpended Funds**

In the absence of a carryover request, at the end of the fiscal year or, in the case of Travel Grants, 90 days after the dates for authorized travel, unexpended grant funds will be reclaimed by the Research Grants Committee for redistribution.

8. FINAL REPORTS AND PROGRESS REPORTS

As a matter of intellectual interest and to provide a basis for critical evaluation, the Committee requires regular reports from all Grant recipients (excluding Travel Grants), as outlined below.

- **Progress Reports** and/or **Final Reports** are required by **May 15th** of the calendar year following the academic year of the award. Report forms are available at <http://www.upei.ca/research/rformsadministrative>. These progress/final reports will be made available to the committee for future adjudications.
- If the project has not yet been completed, submit a Progress Report which describes the project as completed thus far, outlines activities still to be undertaken, and provides a timeline for these activities.
- If the project is complete, submit a Final Report describing the results of the project and dissemination activities.

SECTION V – DEADLINES

UNIVERSITY OF PRINCE EDWARD ISLAND FUNDING PROGRAMS

TYPE OF GRANT	APPLICATION DEADLINE
Bridge Funding Grant	May 20
Collaborative Research Grant Fall Competition Winter Competition Spring Competition	September 20 January 20 April 20
Discretionary Grant	OPEN
Major Research Grant Fall Competition Winter Competition	November 7 March 7
New Scholars Grant	OPEN
Self-Funded/Sabbatical Grant	Open between Jan 1st and Oct 31st*
Sessional Instructor Grant Fund	September 30 January 31
SSHRC Institutional Grant Fall Competition Winter Competition	October 3 January 20
Travel Grant Fall Competition Winter Competition	October 20 February 20

Note: Complete application must be received by the Office of Research Development (ORD) no later than 4pm on the day of the deadline. If the deadline falls on a day the University is closed, by 4pm on the next working day.

* Self-funded grants should be submitted to the Office of Research Development at least 6 weeks in advance of the project start date.

Calendar of Deadlines

September	20	Collaborative Research Grant – Fall competition
	30	Sessional Instructor Grant Fund – Fall competition
October	03	Institutional Grant – Fall competition
	20	Travel Grant – Fall competition
November	07	Major Research Grant – Fall competition
January	20	Collaborative Research Grant – Winter competition
		Institutional Grant – Winter competition
	31	Sessional Instructor Grant Fund – Winter competition
February	20	Travel Grant – Winter competition
March	07	Major Research Grant – Winter competition
	31	Request for carryover deadline
April	20	Collaborative Research Grant – Spring competition
May	20	Bridge Funding Grant
	15	Final/Progress reports deadline
Open deadline	Discretionary Grant	
	New Scholars Grant	
	Self-funded/Sabbatical Grant (Open between Jan 1 st & Oct 31 st)	

Note: Complete application must be received by the Office of Research Development (ORD) no later than 4pm on the day of the deadline. If the deadline falls on a day the University is closed, by 4pm on the next working day.

SECTION VI -- APPLICATION AND VETTING PROCEDURES

I. APPLICATION PROCEDURES

1. Contact ORD for assistance and for advice on recent program developments.
2. Pursue ethics, animal care, radiation safety, biosafety vetting for your research proposal - as applicable.
3. Complete one copy of the Administrative Approvals form. This form can be accessed at <http://www.upei.ca/research/rformsadministrative>. Please note: An Administrative Approvals form is not required when submitting a Travel Grant.
4. Submit one (1) copy of the completed application and the completed copy of the Administrative Approvals Form to ORD. All copies of the application and the Administrative Approvals Form must be received by the Office of Research Development no later than 4pm on the day of the deadline. If the deadline falls on a day the University is closed, by 4pm on the next working day.

Incomplete or ineligible applications will not be considered by the Research Grants Committee.

II. VETTING PROCEDURES

1. The application is forwarded to Research Grants Committee members.
2. Applications are reviewed by the Research Grants Committee and adjudicated at the next committee meeting.
3. Notification of decision is issued by the Chair of the RGC to the applicant. This letter indicates the procedures to follow to activate the award.

When all required approvals are in place (see Section IV, Part 6: Research Integrity & Certifications) the comptroller's office is notified of the award and a research grant account for the successful applicant is opened by the Accounting Office. Eligible expenses are those set out in the approved application. Monthly on-line account statements are provided to the researcher.

In the case of travel awards, researchers must complete a **Travel Authority and Personal Expense Report** and submit the signed form and all original receipts to ORD for verification and forwarding to the

Accounting Office. Forms are available at http://www.upei.ca/accounting/files/accounting/TravelForm_0.pdf
Travel advances are available. Contact ORD for details.

III. FOLLOW-UP

1. Any substantive change in budget allocation or research activities from those outlined in the approved application must have the prior approval of the Research Grants Committee. Researchers must submit one (1) copy of the completed Account Modification form describing the desired changes. This form is available at <http://www.upei.ca/research/rformsadministrative>. Call the Office of Research Development (ORD) for more details on this process.
2. Unless otherwise specified, grants are for a one year term.
3. At the end of the period for which the grant has been awarded, the applicant is to file a **Final Report** on the project with ORD. **Eligibility for further internal research funding is based on receipt of these reports.**

Funds may be carried over for one additional year. Requests to do so must be vetted by the Research Grants Committee and should be forwarded to ORD at least one month prior to the end of the fiscal year (i.e. by no later than 31 March).



SECTION VII – SUPPORT OF RESEARCH - UPEI FUNDING PROGRAMS

1. BRIDGE FUNDING GRANT (BG)

PURPOSE: to provide modest funding to applicants who have submitted proposals for SSHRC or NSERC operating awards deemed ‘fundable’ or highly ranked, but which were unable to be supported by the agency due to a lack of funds. This one time bridge funding is provided to enhance a scholar’s chances of subsequently obtaining external funding.

VALUE: up to \$2,000

APPLICATION DEADLINE	COMPETITION RESULTS
May 20 by 4pm*	by June 4

* If results for SSHRC Standard Research Grants and/or NSERC Discovery Grants are significantly delayed, the application deadline will be extended accordingly.

ELIGIBLE APPLICANTS: Tenured, Tenure Track, Term and Sessional UPEI Faculty in Arts, Science, Business, Education, or Nursing, and Librarians, who are employed by UPEI at the time of application and for the duration of the award. A professor emeritus may apply as co-applicant with tenured UPEI faculty member.

GENERAL INFORMATION:

- This grant is intended to support researchers who have applied for external funding as the Principal Investigator and whose proposals were highly ranked, but were unsuccessful in receiving the funding. Applicants must submit documentation from the funding agency that clearly illustrates that their proposal was deemed worthy of funding but was unable to be supported due to a lack of agency funds. **Applicants must also submit a statement describing their intended use of the bridge funding and that they will re-submit their external funding proposal in a 24-month period.**

- CIHR Operating Grant applicants are not eligible for this award, as the Regional Partnership Program is in place for this agency.
- If the applicant has received funding for a Major Research Grant or an Institutional Grant in the same fiscal year for the same project, the applicant is not eligible for the bridge funding grant.
- Only 1 (one) grant may be awarded in support of the same project
- Bridge Funding Grants support the direct costs of research, e.g., research assistance, research travel, materials and supplies, etc. Travel for dissemination is not an eligible expense.



2. COLLABORATIVE RESEARCH GRANT (CRG)

PURPOSE: to support the costs involved in the initiation and/or development of research collaborations. These grants provide a mechanism through which researchers can coordinate collaborative research projects in order to develop projects for submission of a full, external collaborative research proposal or pursue a clearly-defined collaborative research outcome.

VALUE: up to **\$1,000**
maximum of one grant per collaboration

COMPETITION DEADLINE	COMPETITION RESULTS
Fall – September 20 by 4pm	October 20
Winter – January 20 by 4pm	February 20
Spring – April 20 by 4pm	May 14

ELIGIBLE APPLICANTS: Tenured, Tenure Track, Term and Sessional UPEI Faculty in Arts, Science, Business, Education, or Nursing, and Librarians, who are employed by UPEI at the time of application and for the duration of the award. A professor emeritus may apply as co-applicant with tenured UPEI faculty member.

GENERAL INFORMATION:

- Only 1 (one) grant may be awarded in support of the same collaborative project.
- Collaborative Research Grants may cover such costs as communication, travel to research collaboration/team meetings, research assistance, and hosting meetings. Travel for dissemination is not an eligible expense.
- The outcome of the collaboration must be clearly identified (e.g., research proposal for external funding, published work or other scholarly product).
- Collaboration may involve researchers from among the university community and/or involve researchers external to the university including individuals from both within and outside academia (e.g. government agencies or not-for-profit organizations). However, priority will be given to collaborations that bring together researchers from different sectors, universities, Faculties and Schools.

- It is the responsibility of the applicant to demonstrate how the collaboration differs from previous collaborations and projects funded through the Research Grants Committee.
- If the grant is to be used for travel to a collaborative research meeting out of province, it is the responsibility of the applicant to demonstrate the importance of the meeting and to justify the destination. Communication by electronic/tele-conferencing methods is strongly encouraged and thus requests for travel for collaborative purposes must be very well justified.



3. DISCRETIONARY GRANT (DG)

PURPOSE: to support preliminary, fleeting and/or small task-based research costs.

VALUE: up to **\$500**
Maximum one grant per fiscal year

COMPETITION DEADLINE	COMPETITION RESULTS
OPEN	21 working days after receipt of completed application

ELIGIBLE APPLICANTS: Tenured, Tenure Track, Term and Sessional UPEI Faculty in Arts, Science, Business, Education, or Nursing, and Librarians, who are employed by UPEI at the time of application and for the duration of the award. A professor emeritus may apply as co-applicant with tenured UPEI faculty member.

GENERAL INFORMATION:

- Supports research pursuits through the funding of small, task-based costs.
- DG's may be used in support of manuscript preparation; equipment and supplies; research assistance, inter-library loan, research travel and accommodations i.e. travel to off-Island libraries or laboratories for research purposes, etc.

Ineligible Expenses:

- Conference travel and other expenses as listed on page 19.

4. MAJOR RESEARCH GRANT (MRG)

PURPOSE: to support research pursuits through the funding of fully developed research proposals.

VALUE: Up to \$7,000

APPLICATION DEADLINE	COMPETITION RESULTS
Fall – November 7 by 4pm	by December 5
Winter – March 7 by 4pm	by April 4

ELIGIBLE APPLICANTS: Tenured, Tenure Track, Term and Sessional UPEI Faculty in Arts, Science, Business, Education, or Nursing, and Librarians, who are employed by UPEI at the time of application and for the duration of the award. A professor emeritus may apply as co-applicant with tenured UPEI faculty member.

GENERAL INFORMATION:

- The MRG is funded through the General Research Grant provided by the Board of Governors of the University.
- Grants support the direct costs of research e.g., research assistance, operating expenses, research travel/subsistence, manuscript preparation, materials and supplies, etc. Ineligible expenses are listed on p. 19.
- Grants may not be used to travel for the purpose of attending a conference for dissemination of results.
- Applicants may hold only one MRG at a time. Grants are awarded for a ‘stand-alone’ project; thus, subsequent applications for an MRG should include a statement describing how the new proposal is novel/different from the previously funded MRG project.
- **If the proposed project is linked to other research projects, applicants are required to briefly describe how the proposed research project differs from those projects and how it is linked to an overall research program (200 words).**
- MRG and a SIG cannot be awarded for the same research project.

5. NEW SCHOLARS GRANT (NSG)

PURPOSE: Funds for this initiative are targeted to provide research support to New Scholars who do not yet hold external national peer-review research funding and who will be applying for external funding within the first three years of their appointment as tenure stream Assistant / Associate Professors.

VALUE: Up to \$2,000

COMPETITION DEADLINE	COMPETITION RESULTS
OPEN	21 working days after receipt of completed application

ELIGIBLE APPLICANTS: Tenured or Tenure Track UPEI Assistant or Associate Professors in Arts, Science, Business, Education, or Nursing, who are in the first 24 months of their appointment at UPEI at the time of application, are at UPEI for the duration of the award, and who meet the criteria below.

GENERAL INFORMATION:

- New Scholars are:
 - new to UPEI,
 - less than 5 years post PhD / terminal degree completion,
 - not yet supported by external research funding as PI or CoPI, and
 - tenure stream Assistant or Associate professors.
- The applicant will be considered “new” only for the first 24 months of her/his appointment at UPEI.
- If an applicant is more than 5 years post PhD, then he/she must present arguments as to why they could be considered “new” scholars.
- These seed funds are to be used to help strengthen research proposals and to enhance a researcher’s publication record through such activities as completing research projects with the help of research assistants, purchasing supplies or equipment, meeting with distant colleagues for the purpose of research collaboration, etc.

- It is expected that external funding will be sought within the first 36 months of the UPEI appointment.
- A researcher may be awarded only one (1) New Scholars Grant during his/her career at UPEI.
- New scholars are strongly encouraged to attend a grant crafting session offered by the Office of Research Development. Contact 566-0709 for more information.



6. SELF FUNDED/SABBATICAL (SELF)

PURPOSE: Canada Revenue Agency (CRA) and Canadian Universities allow researchers to use their personal income (university salary) to carry out **bona-fide research**. At UPEI, two programs support this self-funding of research: Sabbatical Leave Research Grants and Self-funded Research Grants. Through these Grants, the CRA provides tax relief when a researcher incurs research costs from personal income.

The Research Grants Committee assists faculty who wish to use part of their salary to fund their research program during the course of their regular employment at UPEI. If such salary is used for legitimate research expenses it is not subject to income tax. Subjecting proposals to an approval process similar to that used for other research applications may establish the research program as **bona-fide** and therefore eligible for tax relief. However, Research Grants Committee approval of an application **does not** imply that expenses will be allowed by CRA. This must be resolved between the grantee and CRA.

VALUE:

- No established maximum for Sabbatical Leave Research Grants.
- The maximum amount for Self-Funded Research Grants will normally be limited to \$7,500 (for any 12-month period which includes normal assigned duties).
- The grant cannot exceed 50% of the remaining calendar year's salary if **NOT** on study leave.
- The grant may not be larger than 50% of the amount of unpaid salary less benefits remaining in the calendar year at the time of approval.

COMPETITION DEADLINE	COMPETITION RESULTS
Open between January 1 st and October 31 st	21 working days after receipt of completed application

*** Applicants for self-funded grants should submit their application at least 6 weeks in advance of the project start date.**

ELIGIBLE APPLICANTS: Tenured, Tenure Track, Term and Sessional UPEI Faculty in Arts, Science, Business, Education, Nursing, or Veterinary Medicine, and Librarians, who are employed by UPEI at the time of application and for the duration of the award.

GENERAL INFORMATION:

- Non-leave grants are effective within one calendar year only.
- Only one Self-Funded Grant or Sabbatical Grant may be held at any one time.
- Awards made under this program will be treated as T4A income.
- Applications must be submitted in advance of the proposed start date of the project.
- Applications must be approved before costs are incurred.
- The award holder is responsible for reporting the income to CRA and declaring eligible expenditures against the grant.

GUIDELINES AND CONDITIONS:

- Read CRA Bulletin IT-75R4; contact the CRA or your tax advisor for more information.
- This program MAY NOT be used to cover costs associated with degree completion or projects directed towards teaching, or for the development of teaching-related skills.
- There is no guarantee the University's interpretation of the applicant's eligibility and deductions will be acceptable to the CRA. The individual should maintain detailed records and consult her/his tax advisor and/or the CRA as appropriate.
- Applicants are reminded that the grant funds are NOT considered salary; they constitute a research grant subject to the conditions of the SELF and University research policies.
- The University's role is limited to awarding the SELF. Questions regarding the interpretation of the eligibility of deductions submitted by the individual to the CRA will be resolved directly between the individual and the CCRA.

ELIGIBLE EXPENSES:

In general, all costs of research, which have been adequately justified, will be accepted in the internal review mechanism. This may include:

- *Travel and subsistence:*
 - Economy airfare should be quoted - more costly modes of transport must be justified.
 - Only the costs of traveling between the applicant's home and the research location are eligible. Brief field trip costs may be eligible.

- University policy regarding per diem and accommodation apply.
- After 10 days in any one location, the researcher is deemed to be sojourning. Note section 33 of the CRA Bulletin IT-75R4.
- *Salaries for research assistants:*
 - Grantees should consult section 30 of the CRA Bulletin IT-75R4 for information on the responsibilities associated with the hiring of research personnel. Research personnel hired using Self-funded/ Sabbatical Grants are not employees of the University. Grantees are responsible for hiring of research personnel and responsible for all appropriate deductions (CPP, EI, etc.)
- *Materials and supplies as they related to the research project.*
- *Purchase of equipment as it relates to the research.*

INELIGIBLE EXPENSES:

- Salary to the researcher.
- Travel costs of spouse and/or children.

NOTIFICATION OF AWARD:

- The applicant and the Human Resources department will be notified if the grant is awarded. The grant will be reported as a “research grant” on the appropriate income tax forms.
- The University will not make any alternations with regard to salary payments already made to the applicant at the time of the approval of the award. Grants awarded under this program are considered as taxable income. The grant will be considered as T4A income for tax purposes.

ON LEAVING THE UNIVERSITY OF PRINCE EDWARD ISLAND:

- If the salary of the researcher ceases at any point during the term of this award, the grant arrangement will terminate. The salary and grant will then be reconciled between the University and the researcher.

7. SESSIONAL INSTRUCTOR GRANT FUND (SIF)

PURPOSE: to support the scholarly activity of Sessional Instructors

VALUE: up to \$500

COMPETITION DEADLINE	COMPETITION RESULTS
Fall – September 30th by 4pm Winter – January 31st by 4pm	15 working days after receipt of completed application

ELIGIBLE APPLICANTS: Sessional Instructors who have taught a minimum of ten (10) UPEI courses and who are employed by UPEI as a Sessional Instructor at the time of application

GENERAL INFORMATION:

- This fund has been established to support the development of Sessional Instructors’ scholarly portfolios.
- Grants support the direct costs of research pursuits such as research assistance, operating expenses, manuscript preparation, materials and supplies, etc. See pages 17-19.
- Grants may not be used to travel for the purposes of attending a conference for dissemination of results. Other ineligible expenses are listed on page 19.
- Applicants may hold only one Sessional Instructor Grant at a time. Although it is permissible to submit future applications upon completion of the grant and submission of a final report, priority will be given to those who have not previously held funding from this source.
- Awards will be granted for a maximum one-year duration, with the possibility of a one-year extension upon request. Applicants must continue to be employed as a Sessional Instructor at UPEI for the duration of the grant. In circumstances where there will be gaps in employment during the award term (e.g., employment as a Sessional Instructor during the Fall and Summer terms but not the Winter), the account can be placed ‘on hold’ during the period of time that the recipient is not employed as a Sessional Instructor at UPEI. The maximum hold duration will be 9 months.

8. SSHRC INSTITUTIONAL GRANT (SIG)

PURPOSE: This competition is funded by SSHRC under the Grants to Institutions program. At UPEI these funds are disbursed by the Research Grants Committee in research funding competitions held in the fall and winter. These funds are awarded to UPEI to foster and develop research at UPEI, and SSHRC guidelines apply. For information on the eligibility of applications or expenses, refer to the SSHRC Grant Holder's Guide which can be found at www.sshrc.ca. SSHRC supports research on the economic, political, social and cultural dimensions of human activity. To be eligible for SIG funding, the objectives of the proposed research activity must fall within SSHRC's mandate

Quoting from the SSHRC Granting Programs Guide:

The purpose of this program is to help universities develop and maintain a solid base of research and research-related activities in the social sciences and humanities by:

- supporting the advancement of knowledge through funding of small-scale research projects,
- helping the development of scholars embarking upon their research careers through seed money for pilot projects, preliminary research, and small-scale research projects,
- maintaining the research momentum of researchers through bridge funding preliminary research-related activities to assist scholars seeking external research funds,
- providing developmental support for new and innovative research-related initiatives,
- supporting international dissemination and collaboration by active researchers through funding of travel to international scholarly conferences.

VALUE: *Up to \$ 6,000 for research related expenses; of this, no more than \$1,500 may be for travel for dissemination.*

COMPETITION DEADLINE	COMPETITION RESULTS
Fall – October 3 by 4pm	by October 31
Winter – January 20 by 4pm	by Feb 20

ELIGIBILITY: Only SSHRC eligible faculty may hold these awards.

GENERAL INFORMATION:

- Higher priority will be given to SIG applications for research than for travel for dissemination purposes.
- SIG may not be used to top-up Travel Grants (TG).
- SIG and a MRG cannot be awarded for the same research project.

Eligible Costs include:

- travel for research;
- travel to scholarly conferences (up to \$1,500);
- hiring of student research assistants;
- costs associated with the editing of archival materials;
- scholarly re-editions of primary works (pre-publication costs);
- preparation of annotated bibliographies (pre-publication costs);
- preparation of manuscripts (pre-publication costs);
- inter-library loan costs, costs of data purchase or access; and
- research equipment purchase or rental (except standard office equipment).

Ineligible Costs:

- education-related costs;
- payment(s) to principal investigator(s);
- honoraria;
- literature reviews; and
- costs of membership in professional associations.

8. TRAVEL GRANT (TG)

PURPOSE: to support the professional advancement of researchers and raise the profile of the University by supporting costs associated with travel to scholarly conferences, meetings, **and present research findings.**

VALUE: up to **\$1,500**

COMPETITION DEADLINE	COMPETITION RESULTS
Fall – October 20 by 4pm	by November 18
Winter – February 20 by 4pm	by March 20

ELIGIBLE APPLICANTS: Tenured, Tenure Track, Term and Sessional UPEI Faculty in Arts, Science, Business, Education, or Nursing, and Librarians, who are employed by UPEI at the time of application and for the duration of the award. A professor emeritus may apply as co-applicant with tenured UPEI faculty member.

GENERAL INFORMATION:

- May be used in support of the cost of return transport, registration, subsistence, etc.
- Funding applications should be submitted to the competition nearest to the date of travel.
- Travel funds are awarded for travel to the destination stated in the application, thus reallocation of travel grants is not permitted. If a researcher is unable to attend the conference, then the travel grant must be returned to the RGC for re-distribution. Researchers who return funding would be eligible to apply to a second TG competition within the same year.
- Priority will be given to applicants who are presenting a paper/poster, or participating in the conference in another specific significant manner.
- If an applicant is proposing to attend multiple conferences/meetings successively, justification must be provided indicating why this is an efficient use of time and funding.
- Travel Grants will be awarded on the following criteria:
 - relevance of the conference to the applicant's research program
 - applicant's roles/level of involvement in the conference

- previous Travel Grant funding (Priority will be given to researchers not funded in the past 12 months)
- nature of the conference:
 - International, National, Regional, Local meeting (in rank order)
 - conference, symposium, workshop, etc. (in rank order)

ACCOMMODATIONS: The Canadian Association of University Business Offices (CAUBO) has a listing of hotels at which University travelers receive corporate rates or discounts. The rates can be obtained from www.caubo.ca. When not staying at conference designated hotels, employees would normally be expected to stay at hotels where lower negotiated room rates are available or other equivalent accommodations can be provided.

NOTE: Travel grant claims must be filed within 90 calendar days of the:

- Travel having taken place (for awards made prior to the travel taking place), or
- Notice of award having been sent to the Grantee for funding awarded after the travel has taken place.

If the claim is not made within the 90 day period, the award will be forfeited and allocated funding returned to the pool for reallocation.



SECTION VIII – SUPPORT OF RESEARCH - EXTERNAL FUNDING PROGRAMS

STUDENT AWARDS:

There are numerous student awards available to allow students to do research. NSERC, SSHRC, CIHR and the Province of PEI all support graduate awards, and NSERC and CIHR support undergraduate research awards. Information on these awards may be found on the funder's website (see below). Please note that UPEI has internal deadlines for many of these as they have to be adjudicated internally before going to the national competition. Please contact the Office of Graduate Studies or the Research Grants Coordinator at the Office of Research & Development for more detailed information on specific funding programs.

UPEI has internal adjudications/competitions for undergraduate and graduate student awards, including:

NSERC USRA

NSERC PGS/CGS Master's & Doctoral

SSHRC CGS Master's & Doctoral

CIHR CGS Master's

Vanier Scholarships

NOTE: Most UPEI Departments require all applications for Tri-council awards be submitted by the department to ORD. Student applicants are responsible for determination of the procedure for submission of application through their department.

TRI-COUNCIL AND RELATED WEBSITES FOR INFORMATION AND GRANT CRAFTING TIPS:

SSHRC	http://www.sshrc.ca
NSERC	http://www.nserc.ca
CIHR	http://www.cihr-irsc.gc.ca
CFI	http://www.innovation.ca
CRC	http://www.chairs.gc.ca
NCE	http://www.nce.gc.ca
VANIER	http://www.vanier.gc.ca
Innovation PEI	http://innovationpei.com

UPEI DEADLINES FOR EXTERNAL APPLICATIONS:

FOR FEEDBACK & DETAILED REVIEW: If you are seeking review and detailed feedback, the penultimate draft of your external funding application should be received by ORD **no later than 10 days prior to the funder's deadline.**

FOR SIGNATURE: If you are seeking only minimal review and signature, your completed external funding application must be received by ORD **no later than 2 working days prior to the funder's deadline.**

WHAT DO SIGNATURES ON FORMS MEAN?

Researcher(s): The signature of each participating researcher indicates that the proposal satisfies all participants; that the participating researchers accept the named researchers as principal investigator; and that the research will be performed in the manner specified in the proposal. Signatures also mean that the research will be completed in accordance with the research policies of the University and the regulations of the Sponsor, including meeting all ethical, intellectual property, animal care, human subject, integrity, safety and financial requirements, regulations and procedures of the University.

Department Chair or Program Coordinator: This signature indicates that the Department Chair has knowledge of the proposal; has determined that the obligations can be fulfilled; and agrees that provision has been made for all necessary department space, equipment and other facilities. When additional direct costs (e.g. installation of any major equipment, etc.) are involved, the signature indicates that the Department will cover these costs. The Department Chair must ensure that, where required, approval of the appropriate ethics or safety committee has been / is being obtained by the researcher(s).

Dean: The signature of the Dean acknowledges overall responsibility for everything assumed by the researchers and the Department Chair, including responsibility for the provision of all resources other than those covered by the grant. The signature of the Dean also signifies that the project is academically acceptable to the University, within the context of the particular Area.

Vice President Research & Development: The signature of the Vice President Research & Development assures that the University will administer the funds of the award and that the research will be performed in accordance with the policies of the University and the conditions of the award.

NOTE: *Applicants may sign **ONLY** as applicants. Other individuals (e.g. Acting Chair, Dean, etc.) must sign the application if the applicant fulfills an administrative role in addition to that of Investigator.*

PLEASE NOTE: The VP R&D signs only after all other signatures are in place and only after reading the submission. Be certain to allow sufficient time for all signatures to be obtained.

EXTERNAL FUNDING PROGRAMS

LIST OF PROGRAMS AND DEADLINES

AGENCY	TYPE OF GRANT		UPEI DEADLINE		AGENCY DEAD-LINE
			REVIEW & FEEDBACK	SIGNATURE	
CIHR	RPP* (FALL)		JULY 15	SEPT. 13	SEPT. 15
	OPERATING (FALL)	REGISTER	AUG. 1	N/A	AUG. 15
		PROPOSAL	SEPT. 01	SEPT. 13	SEPT. 15
	RPP* (WINTER)		JAN. 02	FEB. 28	MAR. 01
	OPERATING (WINTER)	REGISTER	JAN. 18	N/A	FEB. 01
PROPOSAL		FEB. 16	FEB. 28	MAR. 01	
CFI	LEADERS OPPORTUNITY FUND**		3 SUBMISSION DATES PER YEAR: FEB. 15, JUNE 15, OCT. 15		
NSERC	DISCOVERY GRANTS	REGISTER	JULY 18	N/A	AUG. 01
		PROPOSAL	OCT. 18	OCT. 28	NOV. 01
	RESEARCH TOOLS AND INSTRUMENTS (CAT. 1)		OCT. 11	OCT. 21	OCT. 25
SSHRC	INSIGHT GRANTS	REGISTER	N/A	N/A	N/A
		PROPOSAL	OCT. 01	OCT. 13	OCT. 15
OTHER	ALL		10 WORKING DAYS PRIOR TO STATED DEADLINE	2 FULL WORKING DAYS PRIOR TO STATED DEADLINE	

* Regional Partnership Program; see <http://research.upei.ca/pei-cihr-rpp>

** Please note that this program requires an institutional submission. Therefore, the application must be drafted in conjunction with the ORD.

Note: For tri-council agencies, if the deadline falls on a weekend or federal holiday, the application is due the next working day. For other agencies, check the program guidelines.

Calendar of Deadlines

September	20	Collaborative Research Grant – Fall competition
	30	Sessional Instructor Grant Fund – Fall competition
October	03	Institutional Grant – Fall competition
	20	Travel Grant – Fall competition
November	07	Major Research Grant – Fall competition
January	20	Collaborative Research Grant – Winter competition
		Institutional Grant – Winter competition
	31	Sessional Instructor Grant Fund – Winter competition
February	20	Travel Grant – Winter competition
March	07	Major Research Grant – Winter competition
	31	Request for carryover deadline
April	20	Collaborative Research Grant – Spring competition
May	20	Bridge Funding Grant
	15	Final/Progress reports deadline
Open deadline	Discretionary Grant	
	New Scholars Grant	
	Self-funded/Sabbatical Grant (Open between Jan 1 st & Oct 31 st)	

Complete application must be received by ORD no later than 4pm on the day of the deadline. If the deadline falls on a day the university is closed, then by 4pm on the next working day.

Questions?

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