



**Office of Research**  
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**Trent Research  
Fellowship  
(SSHRC)  
General Policies**

## **Purpose**

The Trent Research Fellowship is intended to facilitate completion of a substantially developed research project by relieving a faculty member of part of his or her teaching responsibilities.

## **Eligibility**

The fellowship is available to full-time tenure stream SSHRC eligible faculty members of Trent University. No faculty member who will be on sabbatical leave may apply for a fellowship.

## **Value of the Award**

The award is made on the basis of teaching replacement costs. The financial value of the fellowship program is equivalent to one course stipend (to cover an enrolment maximum of 50 students). The committee may supplement this award with a research grant of up to \$2,000 to be used for normal research eligible expenses and/or, with Committee approval, to add to funds available for teaching replacement. During the period in which an award is held, a Trent Research Fellow will normally be exempted from major university committees. Award holders will normally continue to serve as academic advisors and provide college and departmental service. However, if the award results in the recipient being fully released from teaching and absent from the university for a full term, special arrangements may be negotiated with respect to advisory, college and departmental responsibilities.

## **Criteria**

In keeping with the purpose for which the Trent Research Fellowship was established, the following criteria will apply:

1. the quality of the project and the demonstrated ability of the researcher,
2. the extent to which the teaching load of the applicant can be seen to impede the completion of the project and the likelihood that the fellowship will expedite the timely completion of the project.

## **Procedure**

Announcement of the competition will be made six weeks in advance of the deadline date and ***no consideration will be given to applications received after that deadline date.*** Applicants should provide detailed information concerning the research project and the stage it has reached, and explaining both why the release time is necessary for completion of the project and how the time will be used. The application

must indicate the nature of the relief that can be achieved with the award. Applicants should include current information on courses taught, contact hours per week, student numbers, and major university committee work.

Three letters of reference regarding the application are required to assist the SSHRC Committee on Research in evaluating the merits of the project. Two of the assessments must be external to the University. It is the responsibility of the applicant to ensure that the letters of reference are submitted by the deadline date.

Applicants require the approval of the Departmental Program/Chair and the Dean of Arts and Science prior to the submission of an application. The committee will take such approval as confirmation that the requested relief will be granted, if the application is successful.

Application forms are available online on the Research website at <http://www.trentu.ca/research/forms.html>. Each application must be accompanied by Part II (Personal Data Form) for the applicant. Photocopies of up-to-date personal data forms used in connection with grant applications to SSHRC may be substituted for Part II.

The **original plus two (2) copies** are to be submitted to the Office of Research by the appropriate deadline.

Applications are distributed among members of the Committee, and decisions are made at closed meetings of the Committee. Applicants will receive written notice of decisions. While information submitted in support of applications is held in confidence, the award is announced to the University community. Because of the competitive nature of the process, appeals will not be entertained by the Committee.

### **Report requirement**

Within six months of the termination of the fellowship a successful applicant is required to submit a report on the research carried out. In addition, recipients of this award will be expected to give a public presentation based on the work achieved during the tenure of the award. Support of the fellowship must be acknowledged in publications resulting from it.