



Office of Research
Suite 344 Gzowski College – Symons Campus
Peterborough, Ontario, Canada K9J 7B8
705.748.1011 x7245

**Policy on SSHRC
University Aid to Research
in the Arts (CARA)**

PURPOSE: The CARA grants are designed to support original research projects whose modest size, time constraints, or early stage of development make them ineligible for external funding.

COMPETITION DATE: Please see Research website (<http://www.trentu.ca/research>) for details.

ELIGIBILITY OF APPLICANTS: Humanities and Social Science faculty, i.e. those eligible for SSHRC funding, may apply to this committee. Applicants who currently hold grants from the SSHRC Committee on Research or the Natural Sciences Research Committee are not eligible to receive additional funding. Individuals are considered to be holding such grants until they have settled their accounts with the appropriate committee, including the submission of a report that is substantial enough to allow the committee to reach an informed judgement about the research value of the past award.

ELIGIBILITY OF PROPOSALS: The committee supports all stages in the conduct of research. It is prepared to help provide the tools of research. These may include - but are not limited to - the acquisition of equipment and supplies, computing costs, photostating services, interlibrary loan charges, travel and per diem expenses for trips essential to the acquisition of research materials (interviews of sources, visits to archives and specialized collections, and the like). Trips for personal consultations will not be funded. The purchase of books and periodicals will be supported only in exceptional cases, where library purchases or inter-library loan borrowings are precluded (i.e. because the materials are in a language not usable by students or available in Canadian collections, or because the research requires constant reference to more materials than could be copied without infringing the strict Canadian copyright limits). The committee cannot support expenses of publication, either in the form of printing subsidies or in the form of presentations to specialist audiences. Grant holders are expected to comply with University regulations concerning the ownership and disposal of research materials purchased with University research funds.

STANDARDIZED BUDGET MAXIMA:

Automobile travel is compensated at University rates, \$0.30 per kilometer. Other travel will not be supported for more than the most economical arrangements feasible.

Contributions toward per diem costs are limited to \$100 for up to two days; \$50 for three to fourteen days; \$25 for fifteen to thirty days. Per diem costs of \$100 to a maximum of 4 days are allowed for travel to international conferences.

RESEARCH ETHICS COMMITTEE APPROVAL: "Human research" is taken to cover all research conducted with human subjects or affecting the privacy of particular human beings. **ALL** research conducted under the auspices of Trent University (by faculty, staff or students), whether funded or unfunded, that involves human subjects, requires approval in advance from a duly constituted university committee to ensure that procedures to be used in the research comply with appropriate ethical guidelines. Of particular concern to the Committee are those

research projects where there is potential for physical or psychological injury, or for embarrassment, inconvenience, or harassment of subjects.

APPLICATIONS: All applications must be submitted on the appropriate form. The forms are available from:

Office of Research, Suite GC 344

Telephone Number: 748-1011 x.7245

Forms may also be downloaded from the web: <http://www.trentu.ca/research/>

Please submit completed applications (5 copies plus 1 original) to the Office of Research. Please note that copies of a recent curriculum vitae must accompany all copies of the application.

Applications received after a deadline will be held for the next competition unless expressly withdrawn. Grants are made for the research project proposed in the application. Substantial changes in the research purpose or design, as well as major reallocations of funds, must be reported and justified to the committee, which reserves the right to revise or cancel an award. Applications for expenses already incurred will not be considered. The Sub-committee will not entertain oral representations. The committee may defer a decision in order to elicit additional information.

NOTIFICATION: Applicants will be notified of the committee decision within 3-4 weeks of the competition deadline.

APPEALS: The committee will not entertain appeals of its decisions.