



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

**SSHRC Committee on
Research General Policies**

Revised August 2006

Purpose

The purpose of the University's Grants-in-Aid of Research is to support scholarly work for which external assistance has proved to be unavailable or insufficient. "Seed money" requests, rather than continuing support of the same project, are encouraged.

Eligibility

Applications can be made by full-time faculty members and professional librarians of Trent University whose research interests fall within the purview of SSHRC. **Faculty must hold a minimum 3 year academic appointment in order to apply for internal funding.** Part-time, visiting, and conjunct faculty are not eligible but may be eligible to apply as co-investigators with full-time faculty. In some cases, conjunct faculty may apply as principal investigators but such eligibility must be confirmed, in writing, by the Dean's office, prior to the submission of an application.

Amounts of Grants

The Committee considers applications for Operating Grants at each of its two competitions (Nov 1 and March 1). Although there is no stated upper limit for requests, it is not normally possible to honour requests in excess of several thousand dollars, in view of the Committee's limited resources. In the case of larger projects, where initial funding from outside agencies proves unavailable, the Committee should be seen as a source for "seed money", to bring the work to the point where external funds can be secured. A standard application form is used in all instances. All application forms are available online from the Research Website (<http://www.trentu.ca/research/>). The Committee will also consider applications for the Grants in Lieu of Salary Program at four points during the year (May 1, July 1, Nov 1, March 1).

Use of Grant Funds

Research grants may be used for direct and indirect costs of research, including the purchase of library acquisitions, equipment and supplies; the employment of assistants, including graduate students; computing, including equipment purchase; travel; some clerical costs etc. The Committee accepts and operates under the current guidelines of SSHRC regarding eligible budget items. Grants are not made retroactively for expenses already incurred or for equipment purchased prior to the approval of a research project by the committee. It has not been the practice of the Committee to fund travel between Peterborough and the location of a sabbatical leave, or to fund the completion of an applicant's graduate degree.

Applicants who intend to conduct research involving Trent Nature Areas require approval from the Nature Areas Committee. Applicants for travel grants for international conferences must be persons who will play an active role in the conference by presenting a paper, presiding over a session or acting as a discussant. Priority will normally be given to applicants who have been invited to present a paper.

To facilitate post-auditing, grantees having more than one research account are required to use the account set up by an award from the Committee exclusively for

expenditures arising from the project approved by it. Books, equipment and other materials purchased under awards become the property of the University, and are to be made available for general use after their utilization in the research.

Procedures

The Committee normally holds competitions for funds in November and March. Announcements are made 6 weeks in advance of the next competition deadline and no consideration will be given to applications received after the deadline date. Application forms require detailed information about the proposed work, the categories of expenditure, other attempts at securing financial support, names of consultants familiar with the research area, personal data and reports on any outstanding grants.

Research proposals which fall under the jurisdiction of more than one committee may be designated as such by the applicant. The applicant may choose to have the proposal evaluated for funding by both the SSHRC and NSRC Committees on Research. In such cases, applicants must nonetheless designate one committee as the "primary" committee. The deadline for such applications is one week prior to the regular deadline. Before the application is considered by the "primary" committee it will be circulated to the members of the "secondary" committee for preliminary comment. These comments will be taken into account by the "primary" committee in its deliberations. After the "primary" committee has decided on the level of funding it will provide, the "secondary" committee will decide on its level of support.

Applications are distributed among members of the Committee, along with any supporting materials requested, and decisions are made at closed meetings of the Committee. Applicants receive written notice of the Committee's decision. While information submitted in support of applications is held in confidence, awards are announced to the University community.

When submitting a research proposal, the original form including an attached CV, plus 5 copies must be included.

Research Accounts

The University Finance Office manages the research accounts, but any request to depart substantially from the types of expenditure anticipated in the successful application must be placed before the SSHRC Committee on Research. The sorts of deviations which occur routinely in the normal course of research (say, within a tolerance of 10%) need not be noted, but notice of larger shifts among categories of expenditure should be supplied. It is University policy that by signing a research application the recipient of the research grant has accepted responsibility for any over expenditures incurred.

The Committee will routinely receive, for incorporation in the research file established for each eligible person who has dealings with the Committee, a copy of the annual financial statement on the research accounts they authorize. Accounts which appear to be inactive for a twelve month period will be questioned as to whether the research is still in progress. If the project is completed, or if the researcher has left the University, the funds will be returned to the SSHRC Committee on Research. In the case of faculty in their final year of an appointment, all claims against a research account must be submitted within four months following their last day of employment.

Report Requirement

Within eighteen months of an award or at the time of a new application, whichever comes first, award holders are required to submit a brief report on the research carried out with the help of the University's funds. The content of this report will be taken into consideration in any future funding application before the Committee. Publication based on research may be a sufficient report. The reports will be included in the research files and are subject to audit. Research accounts will only remain active for 18-months from the date of the award notice. Any unexpended funds will be returned to the SSHRC Committee on Research for distribution in future competitions. Any overdrafts are the full responsibility of the researcher.

Approval for Human Research

"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. All projects involving human research or potentially liable to affect privacy and/or the physical and emotional condition of human beings must also be sent simultaneously to the Committee on Human Research for approval. The SSHRC Committee on Research will not fund applications until approval is granted.

Additional Information about Criteria for Awards

The University has made available funds which, together with general grants from SSHRC, are enough to finance at most a modest research program. Consequently, the Committee must frequently refuse or trim requests they would like to honour. An applicant who is awarded less than the full amount may make a written request for the balance as a personally funded research grant if the award letter indicates that approval is in place to receive the balance by such means.

Integrity in Research. All applicants should be familiar with the Tri-Council Policy statement on "Integrity in Research and Scholarship".

Appeals Procedure

An applicant has the right to appeal the decision of the SSHRC Committee on Research. An appeal should be submitted, in writing, to the Chair with a request that the application be reconsidered and on what grounds. If an appeal is received after the budget has been exhausted, the Chair may recommend that the application be considered by the next year's Committee.
