



University Research Grants Program (URGP)

Purpose

The purpose of the University Research Grants Program (URGP) is to support the development of research at Trent University and, in so doing, to enhance the University's national competitiveness in terms of external research funding. Applications are invited in the **Natural Sciences, Social Sciences and Humanities, and Health Sciences.**

Eligibility

- All full-time academic faculty members *with professorial or academic librarian rank* are eligible to apply to the URGp for support
- Faculty must hold a minimum 3-year academic appointment in order to apply for internal funding.
- Part-time, visiting and adjunct faculty are not eligible but may be eligible to apply as co-investigators with full-time faculty
- Faculty are eligible to receive funding once in every 12-month period
- Faculty may only hold one URGp at a time.
- Faculty must file a report on any previously held URGp awards prior to being considered for subsequent awards.
- Faculty must have applied for or held external funding in the last three years as documented through the office of research.

Program Priorities

The top priority considered is *need*. Need must be articulated by the applicant in a way which makes clear that it represents not simply a lack of funding but a *specific plan* to get (or keep) external funding for which this is an *important* and *well thought out step*. Priority is given to proposals which demonstrate the potential for publication, knowledge mobilization activities and HQP training. The *quality* of the proposal and the research will also be evaluated.

Funding

All items must be *essential* to the conduct of the proposed research and must be carefully justified. Retroactive expenses and/or previously committed expenses are not to be included in budget proposals.

As the demand for funds normally far exceeds the funds available, not all meritorious proposals can be adequately supported.

The maximum level of support is as follow:

Natural Sciences Committee on Research	\$5,000 per award (but in exceptional cases grants of \$10,000 may be made)
Social Sciences & Humanities Committee on Research	\$ 5,000 per award
Health Sciences Committee on Research	\$ 5,000 per award

In short, only modest research needs can typically be met by this program. Applicants must develop their proposed budgets with these figures in mind.

Competition Dates and Program Administration

Two competitions are held annually. The application deadline dates are **December 1st and May 1st** . If these dates

fall on a weekend or statutory holiday, the deadline moves to the next business day.

Evaluation Process and Criteria

Applications for research support are reviewed and adjudicated by members of the appropriate committee on research. Applications submitted to multiple committees will not be considered. Applications are assessed on the basis of the priorities above.

Application Procedures

Applications will consist of the appropriate Common CV, a statement of need and a research proposal. All applications are to be completed online and submitted electronically. No paper copies are required. For detailed instruction on how to access the online system and complete an application visit:

<http://www.trentu.ca/vprisem/documents/InstructionsforCompletinganUniversityResearchGrantsProgramApplicationinROMEO.pdf>

Type, Nature, and Extent of Support

Support is provided for the **direct** costs of research, including research assistance, support for technical, professional and secretarial services, equipment (purchase or rental), research-related travel (i.e. field work, meeting with co-investigators, travel to libraries) and supplies. The URGP is a flexible program designed to provide support for a wide range of activities¹, provided these activities support the stated purpose of the URGP, that is, to enhance the University's national competitiveness in terms of external research support. Such support includes *but is not limited to* the following:

- seed grants for high quality, original and innovative projects of a short-term nature that are pre-requisite to long-term external support;
- development grants to defray the costs associated with the preparation of large-scale research initiatives for which external research support is being sought;
- funding for the partial support of post-doctoral fellows, where complementary and ongoing external research support is evident;
- bridge funding for ongoing programs of research previously supported by Tri Council funding and eligible for future Tri Council support;
- funding for minor pieces of research equipment; and
- funding for other high quality, innovative projects that fall outside those areas supported by the national granting agencies

¹The URGP does not support research leading to a degree for the principal or co-investigators. Similarly, this program does not provide support for research conducted by graduate students in partial fulfillment of degree requirements unless such research is part of the faculty member's ongoing research program.

The program, however, does **not** provide funding for:

- conference travel (apply to the appropriate travel grants program);
- equipment servicing;

- publication or page charges;
- visiting professorships/lectureships;
- start-up or
- travel costs for leaves, including research and study leaves

Conditions of the Award

Research supported by the URGP must comply with the University policies on the conduct of research, specifically the University policy on research ethics and, where applicable, the University policies on research involving the use of animals, human subjects, or biohazards. It is the responsibility of the applicant(s) to secure the appropriate approval for the proposed research; funds will not be released until all such approvals have been obtained. **If appropriate approvals have not been obtained and forwarded to the Office of Research Services within six (6) months following the award notice, funds will automatically be returned to the URGP.** Grant-holders may request to extend the period within which approvals must be obtained by writing to the Office of Research Services, to the attention of the appropriate contact person noted for that competition, prior to the return of funds as noted above. Such requests must include a justification.

Research grants must be used for the project and purposes described in the application. Grant-holders wanting to transfer funds from one budget category to another in response to changing research needs or to use funds for a new budget item must secure the prior written approval of the Office of Research services.

The award recipient is responsible for the use of the funds and for any over-expenditure of research accounts. Expenditures must comply with University regulations concerning the use of research funds and must be made in accordance with standard University financial procedures. Grants involving the purchase of equipment are made on the understanding that any costs associated with the installation, operation, and maintenance of any equipment purchased will be the responsibility of the researcher and his/her department. All equipment purchased using URGF funds becomes property of Trent University and must be registered as part of Trent's equipment inventory. Books, equipment and other materials purchased under UGRF awards must be available for general research use following the completion of the grant.

URGF awards are normally active for a period of 18-months. URGF awards terminate on the date specified in the award notification letter and any unspent funds are automatically returned to the URGF. Grant-holders may request to have the period of the award extended by writing to the appropriate contact person in the Office of Research Services noted for that competition no later than one month prior to the end date of the award. Such requests must include a justification for the extension.

Within three months of the completion or termination of the grant, a final report must be submitted to the Office of Research Services. This report should not exceed one page and should describe: what was accomplished, including a summary of the major research findings; the plans for research dissemination, including an indication of any publications/paper presentations resulting from the grant or in press/in preparation; research personnel trained; external funding that has been obtained or applied for as a result of the project; and future funding prospects. Final reports will be posted on the research website as they are received. **Subsequent applications for research support will not be considered unless all final reports pertaining to previous awards have been submitted to the Office of Research Services.**

Grant-holders are requested to acknowledge the assistance of the University Research Grants Program in all publications and media coverage resulting from this support.

Guidelines for Preparing a URGF Application

Other things being equal, applications are more likely to be funded if they are concise, lucid and complete. Please see www.trentu.ca/research for further advice on preparing grant applications.