



Research/Creative Project Grant (RCPG)

Please read these guidelines carefully and in their entirety **before** beginning to work on an application.

Background

Funding for RCPG program comes from a SSHRC Institutional Grant (SIG) awarded to the University of Victoria. Each RCPG award will be known as a SSHRC Explore Grant.

Purpose

The primary purpose of the Research/Creative Project Grant (RCPG, previously the Internal Research/Creative Works Project Grant, IRCPG) program is to provide seed funding to faculty members, librarians, and eligible Artists in Residence for [SSHRC-related research and creative projects](#) that will lead to external research funding submissions. These activities include, but are not limited to, research planning, conducting preliminary studies, and initial data gathering. The budget limit is \$7,000 for SSHRC-related and creative project funding applications. Recipients are expected to apply for external funding in the year following the RCPG grant as a Principal Investigator (e.g., SSHRC, New Frontiers in Research Fund, Canada Council for the Arts).

Knowledge mobilization activities similar to the SSHRC Connection Grant program are not eligible.

Applications for projects relating to research on pedagogy or the creation of teaching tools will be considered on condition that the research content, research aims, and research impact of the project are clearly stated. Alternate funding for such projects may be available via the [Division of Learning and Teaching Support and Innovation](#).

The RCPG program is not intended to provide continuing support for the same ongoing research or creative project across multiple years or to serve as a substitute for external funding. Applicants may not apply for funding in consecutive years.

Eligibility

Faculty members who hold a tenured appointment or an appointment with eligibility for tenure as an assistant professor, associate professor or professor, or a grant-tenured appointment or an appointment with eligibility for grant-tenure at any of the above ranks may apply. Faculty on leave, **except** leave without pay, may apply. Artists in Residence are eligible to apply for research/creative projects provided this option is specified in their terms of employment. Librarians with eligibility to hold Tri-agency funds may also apply.

The following individuals are **not eligible** to apply for RCPG funding: postdoctoral fellows, laboratory instructors, senior academic assistants, emeritus faculty, adjunct faculty, limited-term faculty, teaching professors, sessional instructors, faculty who have indicated that they are pre-retirement, and administrative or academic professionals.

Applicants must not hold as Principal Investigator, Co-Investigator, Co-Applicant, or Project Director ANY active Tri-Agency, NFRF, or other external research grant of \$50,000 or more total, unless the official end date of the grant is on or before March 31, 2024. This exclusion does not apply to those listed as collaborators. Salary awards held by applicants (for example, Canada Research Chairs) are exempt from this eligibility criterion. Please direct any questions about eligibility to strategicpo2@uvic.ca. If a pending external research grant application is awarded during the RCPG evaluation process, the RCPG will not be awarded.

Guidelines

Applicants must use the online Research/Creative Project Grant application template available on the [Office of Research Services Internal Grants webpage](#). Do not submit an RASF for this internal grant.

All applications must be type-written. Handwritten applications will not be accepted. The minimum acceptable font size is 11 Arial font. Applications that do not adhere to the guidelines (i.e., maximum page length and scholarly publication dates) may not be considered.

Applications should not depend on information provided in previous applications but should be stand alone.

Applicants should not include supplementary attachments (e.g., price quotes, reviews of past work, letters of support, CVs, examples of scholarly publications). All supplementary material will be removed prior to committee review. When relevant to the project under consideration, creative project applicants may complete the *Creative Projects Support Materials* section in the application template to provide links to their past creative works.

Completed applications **must be submitted via the online form by 11:59 pm PST March 15, 2024. Late applications will not be accepted.**

Application instructions

1. Complete the Application template available on the [Office of Research Services Internal Grants webpage](#)
2. Fill out the requested information on the online submission form (see details below).
3. Upload the application template as a PDF in Section 5 of the online submission form.
4. Complete the RCPG report in Section 6 of this form if you have held RCPG funding previously.
5. Complete the EDI questionnaire for this application, available on the [Office of Research Services Internal Grants webpage](#)
6. Submit the online submission form. You will receive an email confirming that your application has been submitted.

Section 1: General Information

Provide your contact information and details of your role at UVic.

Section 2: Eligibility

To be eligible, you may not hold a grant of \$50,000 unless the official end date of the grant is on or before March 31, 2024. Salary awards are exempt from this eligibility criterion. If a pending external research grant application is awarded during the RCPG evaluation process, the RCPG will not be awarded.

Section 3: Project Information

Provide the title of your project, the SSHRC field of study, the discipline, the total budget request and information on any regulatory approval requirements.

Section 4: Project Summary

Using non-technical, plain language, briefly describe the purpose/artistic intent and plan of the proposed project. Maximum 250 words.

Provide a breakdown of the number of students, postdoctoral researchers, technicians or research associates included in the project, as well as the planned outputs for this project. Outputs refers to types of knowledge dissemination that will arise from this project. See [SSHRC's definition of knowledge mobilization](#) for additional information. Breakdown of the number of personnel included in your application, as well as your planned outputs, are required by SSHRC for reporting on the SIG funding. Applicants must also provide a plan for applying to an external research agency following from this grant.

Consistency with the Purpose of the RCPG program

Provide a plan for submitting to an external research grant agency. Please provide the name of the funding agency, the anticipated funding opportunity and timing of the submission, and details about how this RCPG project will strengthen your application.

Section 5: Upload Application Template

The application template is available on [the Office of Research Services Grants webpage](#) as a Word document. The instructions below refer to the sections of the application template. Once complete, this template must be uploaded as a PDF to Section 5 of the online form.

Detailed Description

Wherever possible, applicants should avoid highly specialized technical language and disciplinary jargon. Applicants should remember that the composition of each committee is diverse. The onus is on the applicant to explain and place the project in context within their discipline in a comprehensible way to non-specialists.

Project descriptions should include the following information as appropriate:

- objectives of the research/creative project
- theoretical, practical and/or artistic significance
- relationship to existing research or creative endeavours and literature
- research/activity plan and methods to be used, qualifications and duties of assistants, and the sources of research/activity materials
- work already completed or in progress
- a realistic timeline indicating where and when each activity will take place

References (optional)

List any publications cited in your detailed description.

Budget Details and Justification

Budgets will be carefully scrutinized.

Please note:

- Budgets for the proposed research must be specific.
- All expenses must be justified and relate to the direct costs of the project that are not covered by another funding source.
- Applicants are advised to provide detailed information to justify funds requested to network or consult with colleagues (e.g., details regarding who, when, where, and for what purpose meetings will take place and explanations for why face-to-face meetings are required). Knowledge mobilization activities similar to those funded by the SSHRC Connection grant program are not eligible.
- Awards become tenable on or after April 1 for use before March 31 of the same fiscal year (e.g., April 1, 2024 to March 31, 2025). This fiscal year deadline should be taken into consideration when calculating anticipated research requirements. In exceptional circumstances, extensions may be considered.
- Any significant (exceeding 20% of the total budget) variations in the budget allocation must be pre-approved by the Associate Director Research Finances (adrfinance@uvic.ca). Funds cannot be used for any expenses outside the approved project.

Eligible Expenses

Salaries

- Must be in accordance with the current university policies and procedures. Please see [Research application budgets](#) for guidance. Indicate the hourly salary, benefits, the number of hours requested and the nature of the task to be carried out.

Supplies and Operating Expenses

- Supplies and operating expenses directly related to the conduct of the proposed research/creative activity. It is assumed that standard office supplies (including photocopying) are provided by the department; they are therefore ineligible.
- Minor equipment (under \$250) and equipment upgrades.
- Software, programming costs, internet connections, etc. Note: Internet is only eligible if 100% of the plan is related to the research project. Please see [UVic's research expense guide](#).
- Rental of studio space: See [appendix A](#).

Equipment

- Equipment purchase or rental (over \$250). The applicant must demonstrate that the purchase or rental of such equipment is essential for the successful completion of the project, that the project cannot be accomplished with existing equipment in the University, and, in the case of purchase, that rental is impractical or less economical than purchase.

Travel

- Expenses for research travel are limited to the lowest available price (e.g., airfare, ferry/car). Preference should be given for non-air travel for shorter distances. Subsistence requests should be based on local rates of accommodation, per diem, and incidentals. Accommodation and subsistence costs are limited to \$3,000. Travel expenses to meet at a conference or

symposium with other researchers or collaborators on the proposed project are eligible; however, any other conference-related expenses (i.e. registration fees or memberships) are not eligible. The applicant is required to indicate the source (travel agent or on-line service) for their travel estimates but should not include the quote itself. In the case of community-based or collaborative research projects, RCPG funding may be used for convening teams and participants, but this expense must be justified in the budget. These meetings may be held in conjunction with a conference, but the funds may not be used for the conference itself. When possible, alternate ways of connecting (e.g., Zoom, MS Teams) should be considered.

Other

- Child care expenses as described under [Tri-agency guidelines](#). This must be specified at the time of application.
- Expenses Related to a Disability: The Central Accommodation Fund is available to employees to assist with expenses needed to accommodate a disability. See the [Central Accommodation Fund webpage](#) for eligibility and procedures.

Ineligible Expenses

- Society membership dues or journal subscriptions
- Travel for the purpose of knowledge dissemination/mobilization
- Entertainment
- Childcare expenses except as allowed under Tri-agency guidelines
- Cell phone charges
- Publication costs, including open access fees.

External Research Support

Faculty members, librarians, and Artists in Residence are expected to apply for external research funds. Requests for funding under the RCPG program must include either a listing of external applications (both requested and awarded) during the past 5 years, or an explanation as to why such applications have not been made.

Scholarly Publications/Artistic Achievements

- List all books and/or major works completed in the last 10 years (adjusting for career interruptions and special circumstances, see below).
- List all scholarly articles/creative projects completed in the last 5 years (adjusting for career interruptions and special circumstances, see below). Only items published, accepted, exhibited, or performed should be listed.
- Start from the most recent and identify with an asterisk (*) those that have undergone a peer-review process.

Applicants whose research involves community engagement (e.g. relationship-building activities, consultations, co-development of research proposals) can also list their major achievements in community-engagement over the last 5 years.

Creative Project Support Materials (optional)

If you are submitting a proposal for a creative project, you may provide links to your past creative works. When including a website link, please follow these instructions:

- Provide the complete and exact URL and indicate the path to access the intended support material on the website.
- Include a list of up to three works or excerpts of works to which you would like to direct the reviewers (e.g., images, audio, video, written material). Please provide titles, dates of creation/production and a brief context for the works presented. Explain why you are including these items and how they relate to your proposed project.

Career interruptions and special circumstances (optional)

If applicable, applicants can use part of this section to provide a brief explanation of any significant slowdowns or interruptions in research productivity due to health, administrative, family, cultural or

community responsibilities or other reasons including COVID-19.

Signatures

Your signature as applicant, as well as those of your Departmental Chair/School Director and Dean are required to submit the RCPG application. If you are an applicant and are also the Chair/Director, then your Dean's signature is required and sufficient.

Section 6: Report on Last Research/Creative Project Grant (RCPG)

If you have held another (Internal) Research/Creative Project Grant recently and have not yet submitted a final report, the final report must be submitted here. The information requested in this section is required for UVic to be compliant with SIG reporting requirements.

Evaluation

Applications will be reviewed by cross-faculty committees with the participation of associate deans research.

RCPG applications will be assessed using the following criteria:

1. Quality and potential of the proposed research/creative project.
 - The quality and originality of the proposal.
 - The extent to which it is consistent with the purpose of the Research/Creative Grant Program (to provide seed funding in support of external funding applications).
 - Strength of the budget justification of the eligible expenses for meeting the plan as outlined in the application.
2. Scholarly or creative productivity of the applicant, commensurate with the stage of career, and taking into consideration any career interruptions or special circumstances.
 - The applicant's academic or artistic productivity relative to the stage of career, and demonstrated by scholarly publications, artistic endeavours, and other disciplinary contributions (e.g. items published, accepted, exhibited or performed) and evidence of community engagement as appropriate (e.g. relationship-building activities, consultations, co-development of research proposals).
3. Record of application for external funds
 - Previous efforts by the applicant to secure and/or plans to apply for external research funding

The evaluation criteria are weighted as follows:

Criterion	Pre-tenure faculty	Tenured faculty/ librarians/Artists in Residence
Quality and potential of the proposed research/creative project	60	45
Scholarly or creative productivity of the applicant	30	45
Record of application for external funds	10	10

Conditions of award

1. University research funds may be used only for the purposes specified in the notice of award.
2. Research must comply with the University's policies on the conduct of research and funds will not be released until all regulatory approvals are in place. Regulatory approvals must be in place within three months of the award notice being received. If applications are not received within the three months, the award is forfeited.
3. Funds remaining in research accounts at the end of the fiscal year will not be carried forward. Requests for any budgetary changes (exceeding 20% of the total budget) must be submitted to the orsfinance@uvic.ca. Email must include applicant name, RAIS ID and project title.

4. RCPG recipients may request a one-year extension under exceptional circumstances by emailing orsfinance@uvic.ca, including an explanation of why the project was delayed and a plan for completing the project over the next year.
5. Before additional funds are awarded for new projects, all outstanding final reports for previous University grants must be submitted to the Office of Research Services.
6. Grant holders who determine that their awards will exceed actual expenditures are requested to inform the Office of Research Services as soon as possible so that the additional funds may be re-allocated in support of other projects.
7. Faculty research accounts must be carefully monitored by the researcher. If a research account shows an over expenditure at the end of the fiscal year in which it was awarded, the faculty member responsible for the account will be invoiced for the amount owing.
8. A grant may be used only to support the project for which it was awarded.
9. All equipment, microfilm, and library materials purchased with a University grant are the property of the University. On termination of the project, such purchases should be placed in the University Library or appropriate Department, and the ORS should be informed of their disposition.

Appendix A

Use of IRCP Grant Funds for Rental of Studio Space

IRCP Grant funds may be used to reimburse a faculty member for the rental of studio space necessary to carry out a proposed creative project under the conditions below:

1. The space is specifically required to carry out the creative project work supported by the IRCP Grant.
2. The Department Chair and Dean confirm there is no equivalent space available within the faculty member's unit that can be assigned to support the work funded by the grant.
3. The faculty member must rent the space as an individual and provide receipts to be reimbursed up to the amount awarded for by the creative projects grant selection committee for the purpose of space rental.
4. The faculty member is the lease holder and has sole responsibility for the rental of the space under the terms of the lease including making rent payments as scheduled.
5. The University's obligation to reimburse the faculty member for rental of the space is limited to the amount specified in the IRCP grant award. The faculty member is responsible for any rent beyond that amount such as might be incurred in a long-term lease.
6. The University accepts no responsibility for the lease, for the proper use of the space, for any damage that may occur or for any liability associated with the use of the rented space.
7. University insurance does not cover the use of the rented space or any materials or equipment stored or in use in the rented space.
8. Internal research / creative project grant funds may **not** be used to reimburse a faculty member for the rental of office or storage space.
9. Internal research / creative project grant funds may **not** be used for renovations and cannot be used to rent space from a partner or relative or to rent space owned in whole or in part by the faculty member.

The estimated rental cost should be entered as an **operating expense** in the budget with appropriate justification. You do not have to provide lease details at this time, but detail will be requested if a grant is awarded and before any reimbursement is made.

You must attach a statement to your application from the Department Chair and Dean as per (2) above.