



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, planning research and building relationships, conducting preliminary studies, and collecting pilot data. The budget limit is \$7,000. 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 eligible for the SSHRC Connection Grant program **are not eligible for RCPG funding**.

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 projects across multiple years or to serve as a substitute for external funding. Successful applicants may not receive 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 stream professors, sessional instructors, faculty who have indicated that they are pre-retirement, and administrative or academic professionals.

Multiple RCPG applications to fund one larger project are not permitted.

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, 2025. This exclusion does not apply to:

- Applicants listed as collaborators on an external research grant,
- Applicants who are pre-tenure research stream assistant professors and are listed as co-applicant or co-investigator on an external research grant,
- Applicants who meet SSHRC's definition of an [emerging scholar](#), and
- Applicants who hold salary awards (for example, Canada Research Chairs).

If a pending external research grant application is awarded during the RCPG evaluation process, the RCPG will not be awarded.

Please direct any questions about eligibility to adrgrants@uvic.ca.

Guidelines

Applicants must complete the online RCPG application form and downloadable application template available on the [Office of Research Services \(ORS\) Internal Grants webpage](#). Do not submit an RASF for this internal grant.

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

Applications should not depend on information provided in previous applications but should 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 11:45 pm PST March 3, 2025.

Late applications will not be accepted.

Application instructions

All forms and documents are available on the [ORS Internal Grants webpage](#).

1. Fill out the online submission form.
2. Complete the application template (Word document). When final, convert it to a PDF and then upload to Section 3 of the online submission form.
 - a. *Complete the RCPG report in Section 4 of this form if you have held RCPG funding previously.*
3. Submit the online submission form. You will receive an email confirming that your application has been submitted.

Online submission form

Section 1: General information and eligibility

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

Section 2: RCPG project information

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

Provide a breakdown of the number of students, postdoctoral researchers, technicians or research associates included in the RCPG project, as well as the planned outputs for this RCPG project. Outputs refers to types of knowledge dissemination that will arise from this project. See [SSHRC's definition of knowledge mobilization](#) for additional information. This information is required for UVic to be compliant with funder reporting requirements.

Section 3: Upload application template

The application template is available on [the ORS Internal Grants webpage](#) as a Word document. The instructions below refer to the sections of the application template. Once complete, this template must be converted to a PDF and then uploaded to Section 3 of the online form.

Section 4: 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 funder reporting requirements.

Application template

RCPG Project Summary

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

RCPG Detailed Description

Maximum 2 pages. Wherever possible, applicants should avoid highly specialized technical language and disciplinary jargon. Applicants should remember that the composition of the adjudication committee is diverse. The onus is on the applicant to explain and place the RCPG project in context within their discipline in a comprehensible way to non-specialists.

RCPG 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

Applicants are strongly encouraged to differentiate between the scope of the RCPG project and the larger externally-funded project.

References

Maximum 1 page. List all publications cited in your detailed description.

Consistency with the Purpose of the RCPG program

Provide a plan for submitting to an external research grant agency such as SSHRC, New Frontiers in Research Fund (NFRF), Canada Council of the Arts, etc. Please provide the name of the funding agency, the anticipated funding opportunity, timing of the submission, and **details about how this RCPG project will be developed into a larger project to be submitted to your planned external funding opportunity.**

Budget Details and Justification

Applicants may request up to \$7,000. Budgets will be carefully scrutinized. Please note:

- Budgets for the proposed RCPG research must be specific.
- All expenses must be justified and relate to the direct costs of the RCPG 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, 2025 to March 31, 2026). This fiscal year deadline should be taken into consideration when calculating anticipated research requirements.
- 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: Only the direct costs that can be attributed to the research project are eligible. For full details, 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 and per diem. 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, conference accommodation) 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.

Childcare

- Child care expenses as described under [Tri-agency guidelines](#). This must be specified at the time of application. See also [UVic's research expense guide](#).

Ineligible Expenses

- Standard office supplies, including photocopying
- Flat-rate incidentals
- Society membership dues or journal subscriptions
- Travel for the purpose of knowledge dissemination/mobilization
- Entertainment
- Cell phone charges
- Publication costs, including open access fees
- Living expenses
- 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.

Please direct any questions about expense eligibility to adrgrants@uvic.ca.

External Research Support

No page limit. 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 (including funded and unfunded) during the past 5 years, or an explanation as to why such applications have not been made. Include applications on which you were a Principal Investigator/Co-Principal Investigator/Co-Director or a Co-Applicant/Co-Investigator.

Scholarly Publications/Artistic Achievements

Maximum 3 pages.

- 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)

Maximum 1 page. 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)

Maximum 1 page. If applicable, applicants may 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. Provide a reasonable estimate of and justification for the duration of your career interruption, for example, a leave would be calculated at full-time for the duration of the leave whereas a period of slowdown might be calculated based on what proportion of time you spent away from your regular work activities.

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 alone is sufficient.

Evaluation

Applications will be reviewed by a multidisciplinary committee 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	65	45
Scholarly or creative productivity of the applicant	30	45
Record of application for external funds	5	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 approvals are not in place within three months of the notice of award, the award is forfeited.
3. Funds remaining in research accounts at the end of the fiscal year will not be carried forward.
4. Requests for any budgetary changes (exceeding 20% of the total budget) must be submitted to the orsfinance@uvic.ca prior to the change being made. Email must include applicant name, RAIS ID and project title.
5. 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.
6. Before funds are awarded for a new RCPG project, all outstanding final reports for previous (I)RCPGs must be submitted to the Office of Research Services.
7. 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 to support other projects.
8. 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. Please see [Policy FM5405](#).
9. All equipment, microfilm, metadata, library materials and so on 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 RCPG funds for rental of studio space

RCPG 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 RCPG.
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 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 RCPG 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. RCPG funds may **not** be used to reimburse a faculty member for the rental of office or storage space.
9. RCPG 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.