



Internal Research/Creative Project Grant

NOTE: Please read these guidelines carefully and in their entirety BEFORE beginning to work on an application and let your Faculty Grant Officer know you are applying for this funding as early as possible.

Purpose

The primary purpose of the Internal Research/Creative Project Grant (IRCPG) program is to provide *seed funding* for research and creative projects that will lead to external research funding submissions. Applicants are expected to apply for Tri-Agency funding in the year following the IRCPG grant as a Principal Investigator. A secondary purpose is to exceptionally provide *stand-alone* funding for small SSHRC-related research projects or creative projects that do not have the potential to lead to an external grant submission.

1. **Seed funding.** This funding option provides faculty members, librarians, and eligible Artists in Residence with funds to engage in research and creative projects that will lead to external grant funding applications as Principal Investigator (e.g., Tri-Agencies of CIHR, NSERC, and SSHRC, New Frontiers in Research Fund, and Canada Council for the Arts). These activities include, but are not limited to, research planning, conducting preliminary studies, and initial data gathering.

The budget limit for seed funding applications is:

- **\$10,000 for CIHR- or NSERC-related applications**
 - **\$7,000 for SSHRC-related seed funding applications** (as per SSHRC regulations) **and creative projects**
2. **Stand-alone funding for a small SSHRC-related research project or a creative project.** This funding option provides faculty members, librarians, and eligible Artists in Residence **up to \$5,000** to engage in a new SSHRC-related research project or a creative project that does not have the potential to lead to an external grant submission. For SSHRC fields, stand-alone grants are exceptional since the applicant will have to argue why they cannot meet the SSHRC minimum amount. Applicants for short-term project funding will be asked in the application to explain why external funding is not possible for the specific project.

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:

<https://www.uvic.ca/learningandteaching/faculty/grants/learning/index.php>

The IRCPG 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 unless they are pre-tenure faculty .

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-Council funds may also apply.

The following individuals are **not eligible** to apply for IRCPG funding: postdoctoral fellows, laboratory instructors, senior academic assistants, emeritus faculty, adjunct faculty, limited-term faculty, teaching professors, sessional instructors, and administrative or academic professionals.

Applicants must not hold as Principal Investigator 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, 2022. This exclusion does not apply to those listed as Co-investigator/Co-applicant/Collaborator. Salary awards held by applicants (for example, MSFHR Scholar, Canada Research Chair) are exempt from this eligibility criterion. Please direct any questions about eligibility to resproq3@uvic.ca. If a pending external research grant application is awarded during the IRCPG evaluation process, the IRCPG will not be awarded.

Pre-tenure faculty may receive seed grant funding each year they are pre-tenure but may apply for the same project in only two consecutive years. A tenured faculty member or librarian may not receive seed grant funding in consecutive years.

No faculty member, librarian, or Artist in Residence may receive stand-alone funding in consecutive years.

Guidelines

Applicants must use the current Internal Research/Creative Project Grant application form available on the Office of Research Services web site at <https://www.uvic.ca/research/conduct/home/funding/internalgrants/index.php>. Please 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 12 point. Applications that do not adhere to the guidelines (i.e., maximum page length, scholarly publication dates, etc.) may not be considered.

Applications should not depend on information provided in previous applications but should be stand alone. Applicants are strongly advised to consult with their Faculty Grant Officer, Associate Dean Research or equivalent prior to submitting their application.

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 material section* in Section A of the application form to provide links to their past creative works.

Completed and signed applications **must be submitted in pdf format to resproq3@uvic.ca by 11:59 pm PST March 14, 2022. Late applications will not be accepted.**

Application Instructions

General Information: An eligible faculty member, librarian, or Artist in Residence may submit only one application per competition.

Project Information: Projects will be evaluated by four committees (A, B, C, D) in one of the following three categories:

- i) activity that falls within the CIHR or NSERC mandates (Committee A);
- ii) activity that falls within the SSHRC mandate (Committee C or D); and
- iii) creative projects, primarily referring (but not restricted) to Music, Theatre, Visual Arts and Writing that are not within the SSHRC mandate (Committee B).

Indicate on the application which committee is most appropriate for adjudicating your application (*see "Evaluation Committees" below for more details*). Also indicate whether the application is for seed funding in support of a planned external funding application or for stand-alone funding for a small research or creative project.

Indicate whether your project requires human research ethics (research or other activities involving human subjects), animal care (studies involving animals), biosafety, or other regulatory approvals.

Signatures: Please sign and date the first page of the application form as the applicant.

- Your Departmental Chair/School Director signature is required to submit the IRCPG application. If you are an applicant and are also the Chair/Director, then your Dean's signature is required.

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

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 way that is comprehensible to non-specialists.

Project descriptions should include the following information as appropriate:

- objectives of the research/creative project;
- consistency with the purpose of the IRCPG program (i.e., seed funding or stand-alone project funding);
- 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; and
- a realistic timeline indicating where and when each activity will take place.

References (optional): List any publications cited in your detailed description.

Budget and Budget Justification: Detailed budgets should be presented and will be carefully scrutinized.

Please note the following:

- Budgets for the proposed research must be specific.
- All expenses must be justified in the application 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). Include contingency plans if COVID-related safety restrictions impact your planned activities. 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, 2022 to March 31, 2023). 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 Manager Research Finances (orsfince@uvic.ca). Funds cannot be used for any expenses outside the approved project.

Eligible Expenses

Salaries

- Must be in accordance with the current University Policy and Procedures and based on UVic CUPE 4163 Component 1 rates (<https://www.uvic.ca/hr/pay-benefits/salary-schedule/index.php>). Please 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 Tri-Agency expense guide here: <https://www.uvic.ca/vpfo/accounting/assets/docs/Tri%20Agency%20expense%20guide%20Oct%20620.pdf>
- Rental of studio space: special guidelines for this expense can be found at <https://www.uvic.ca/research/assets/docs/Grants/internalfunding/ircpg-space-rental.pdf>

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, IRCPG 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-Council guidelines (http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp). This must be specified at the time of application.
- Expenses Related to a Disability: The Central Accommodation Fund is available to assist with expenses needed to accommodate a disability. See the Terms of Reference at <https://www.uvic.ca/hr/assets/docs/health%20promotion/accomfund-terms-ref.pdf> for eligibility and procedures.

Ineligible Expenses

- Society membership dues or journal subscriptions
- Travel for the purpose of knowledge dissemination/mobilization

- Entertainment
- Child care expenses except as allowed under Tri-Council 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 IRCPG 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.

Consistency with the Purpose of the IRCPG program: For seed funding, 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 project will strengthen the application. For stand-alone funding, explain why external funds are not needed for this project.

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: 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.

Final Report on Last Internal Research/Creative Project Grant (IRCPG)

If you have not already submitted the final report from your previous IRCPG, you must include it in the space provided. If you have not previously held IRCPG funding, please indicate this. Note that your final report must describe both the financial expenditures and the activities undertaken.

<h2>Evaluation Committees</h2>

Applications will be reviewed by one of four committees (A,B,C,D) based on the Faculty/Division of the applicant and the project category as shown below.

Category	Business	Education	Engineering	Fine Arts	Human and Social Development	Humanities	Law	Medical Sciences	Social Sciences	Science
CIHR / NSERC	A	A	A	A	A	A	A	A	A	A
Creative Projects	B	B	B	B	B	B	B	B	B	B
SSHRC	C	C	C	D	C	D	C	C	D	D

The composition of the four evaluation committees will be as follows:

A: one member from each of Engineering, Human and Social Development, Medical Sciences, Science and Social Science (total 5 + chair)

B: one member from Music, Theatre, Visual Arts and Writing (total 4 + chair)

C: one member from Business, Education, Human and Social Development, and Law (total 4 + chair)

D: one member from Fine Arts, two members from Humanities, two members from Social Sciences (total 5 + chair)

Committee members will be appointed by the AVP Research in consultation with the relevant Dean. Associate Deans Research will be encouraged to serve on Committees when possible.

All four committees will be chaired by the AVP Research as a non-voting/non-evaluating member to promote consistency of the process. If a committee does not have sufficient expertise to evaluate an application, a review by a qualified UVic faculty member or librarian will be sought and the Chair may choose to expand the composition of the committee.

Additional members will be added in the case of high-volume submissions to a single evaluation committee.

Evaluation Criteria

IRCPG seed funding and stand-alone 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 Internal Research/Creative Grant Program (to provide seed funding in support of external funding applications or to provide stand-alone funding in support of a short-term research or creative project).
 - 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 (for seed funding only)
 - Previous efforts by the applicant to secure and/or plans to apply for external research funding

The evaluation criteria are weighted as follows:

Criterion	Seed funding		Stand-alone project funding
	Pre-tenure faculty	Tenured faculty/ librarians/Artists in Residence	All applicants
Quality and potential of the proposed research/creative project	60	45	50
Scholarly or creative productivity of the applicant	30	45	50
Record of application for external funds (for seed funding)	10	10	n/a

Evaluation Process

Committee Procedure

1. The Committee's evaluation will be made solely on what is presented in the application.
2. Each Committee will assign each application a score out of 100 for one or both of the sections (as applicable) using the criteria and the applicable weightings described above.
3. Each Committee will prepare a ranked list (highest to lowest) of the applications where the ordering of applications will initially be based on the scores. Each Committee may alter the position of an application in its list if the applicant has had interruptions/delays in scholarly productivity, as explained by the applicant.
4. Due to the large number of applications and the nature of committee composition, candidates will not be provided with individual feedback to their applications. However, after the competition results are released, the Office of Research Services will post general feedback on the key factors and indicators for successful and unsuccessful applications.

Overall Ranking and Funding

There are two envelopes of funding for the IRCPG program. The first is from SSHRC Institutional Grant (SIG) funds, which can be used to support only SSHRC-eligible activities.* The second is from UVic funds which can be used to fund any IRCPG.

1. The AVP Research, in consultation with the Manager, Research Finances, shall determine the funds available for allocation from the envelopes.
2. The AVP Research will, in consultation with one representative chosen by each Committee (total of four), construct a single ranked list (highest to lowest) by merging the Committee lists.
3. SSHRC-related applications in Committees C and D will be funded from the top of the combined list downward until the available SSHRC Institutional Grant funds for those applications have been allocated.
4. Other applications, including the remaining Committee C and D SSHRC-related applications will be funded from the top of the list downward until the available UVic funds are allocated.
5. The AVP Research may at their discretion determine not to allocate all the funds available based on the scoring of the applications.

* Grants awarded through SIG funds will be branded SSHRC Explore Grants. Please note that these SSHRC-related funds may not be used as matching contributions for a future Tri-Council (SSHRC, NSERC, CIHR) or NFRF applications, as they originate from the same source of funding.

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 Manager Research Finances, Office of Research Services (orsfince@uvic.ca). Extensions may be considered only in exceptional circumstances.
4. 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.
5. 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.
6. 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.
7. A grant may be used only to support the project for which it was awarded.
8. 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.