NOTE: Please read these guidelines carefully and in their entirety BEFORE beginning to work on an application. Please note that changes have been made since the 2017-18 competition.

Purpose

The purpose of the Internal Research/Creative Project Grant (IRCPG) program is to support the development of research and creative activity at the University of Victoria and to enhance the university's competitiveness in terms of external research funding. The program is intended to:

- enable faculty members and librarians to initiate research or creative projects that build on current research programs or that are innovative in their approach, and
- encourage faculty members and librarians to apply for funds from external sources by providing seed funding for developing larger-scale initiatives, including but not limited to conducting preliminary studies and initial data gathering.

Applications for projects relating to research on pedagogy or the creation of teaching tools will be considered, on condition that the research content and the purposes of the project are clear.

The program is not intended to provide continuing support for ongoing research/creative projects or to serve as a substitute for external funding.

Eligibility

Only 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 providing this is specified in their terms of employment. NEW: Librarians with eligibility to hold Tri-Council funds may also apply.

Pre-tenure faculty may apply and receive funding each year. All other faculty and librarians may apply for a second consecutive year of funding provided they provide evidence that the prior year of funding led to an application for external funding. Except for pre-tenure faculty, a faculty member or librarian cannot receive a grant for three years in a row.

NEW: Faculty members who hold Tri-council operating funds (e.g. SSHRC Insight, NSERC Discovery, CIHR Project and Foundation Grants), are not eligible.

Post-doctoral fellows, laboratory instructors, senior academic assistants, emeritus faculty, adjunct faculty, limited-term faculty, sessionals, assistant or associate teaching professors, teaching professors, and administrative or academic professionals are not eligible to apply.

NOTE: Assistant and associate teaching professors, and teaching professors can apply to the Teaching Professor Scholarship Fund administered by the Learning and Teaching Centre: http://ltc.uvic.ca/scholarships/ftgrants.php

Guidelines

Applicants must use the current Internal Research/Creative Project Grant application form which is available on the Office of Research Services’ web site at http://www.uvic.ca/research/assets/docs/Grants/internalfunding/IRCPG_Application_2018-19.doc.
All applications must be type-written. Handwritten applications will not be accepted. The minimum acceptable font size is 12 point. Applications which do not adhere to the guidelines (i.e., maximum page length, scholarly publication dates, attachments, etc.) may not be considered.

Applications should not refer to information provided in previous applications but should be stand alone. Applicants are strongly advised to consult with their faculty representative(s) (appointed by the AVP Research in consultation with the relevant Dean) prior to submitting their application.

Applicants should not include supplementary materials (e.g., price quotes, reviews of past work, letters of support, CVs, scholarly publications). All supplementary material will be removed prior to Committee review.

NEW: Completed and signed applications must be submitted in pdf format to resprog3@uvic.ca by March 1, 2018. Late applications will not be accepted.

### Application Form Requirements

#### General Information

A faculty member or librarian may submit only one application per competition for which they are eligible to apply.

#### Project Information

Projects will be considered to be in one of four categories:

i) activity that falls within the CIHR or NSERC mandates;

ii) activity that falls within the SSHRC mandate;

iii) creative projects, primarily referring but not restricted to, projects in Music, Theatre, Visual Arts and Writing that are not within the SSHRC mandate; and

iv) other activities not covered by (i) – (iii).

Indicate on the application which of these four categories applies to your project.

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

#### Detailed Description

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

Project descriptions should, however, include the following information as appropriate:

- objectives of the research/creative project
- consistency with the purpose of the IRCPG program
- theoretical, practical 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 timetable
- anticipated field trips

#### Budget and Budget Justification

Detailed budgets should be presented and will be carefully scrutinized. Please note the following:

- A budget limit of $7,000 applies to all IRCPG applications
- 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
- Applicants are advised to provide detailed information to justify funds requested to network or consult with colleagues, for example, details regarding who, when, where and for what purpose meetings will take place and explanations for why face-to-face meetings are required.
- Awards become tenable on or after April 1 for use before March 31 of that fiscal year. 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 Debra Anderson, 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 (http://www.uvic.ca/hr/services/home/compensation/salary-schedule/index.php). For undergraduate students: $15.25/hr + 12% benefits; for graduate students: $25.15/hr + 12% benefits. Please indicate the hourly salary, the number of hours requested and the nature of the task to be carried out.

Applicants are expected to apply for alternative sources of funding such as work study or Canada Summer Jobs to supplement salary needs.

**Supplies and Operating Expenses**
- Supplies and operating expenses directly related to the conduct of the research/creation. It is assumed that standard office supplies (including photocopying) are provided by the department. Minor equipment (under $250), equipment upgrades, software, programming costs, internet connections, etc.
- Page charges, technical preparation charges and reprint costs and other expenses required for publication in refereed journals.

**Equipment**
- Equipment purchase or rental (over $250). The applicant must demonstrate that the purchase 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 that rental is impractical or less economical than purchase.

**Travel**
- Grants for research travel (i.e., field trips) are limited to the lowest feasible airfare and subsistence requests should be based on local rates of accommodation, meals, and personal expenses. Travel expenses to meet with other researchers or collaborators at a conference on a project are eligible, however, any conference expenses are not eligible (i.e., registration fees). The applicant is required to indicate the source (travel agent or on-line service) for their travel estimates.

**Expenses Related to a Disability**
- Limited funding is available to address special accommodations and/or expenses due to a disability. This funding is not included in the $7,000 limit.

Faculty members or librarians applying for an IRC/PG who may require a disability related expense should contact the Office of Research Services (resprog3@uvic.ca or 472-4986). Any personal information provided will be maintained in confidence.

**Ineligible Expenses**
- Society membership dues or journal subscriptions
- Conference travel for the purposes of dissemination of results
- Entertainment
- Spouse travel expenses
- Cellular phone charges
- Book publishing costs. Such expenses may be eligible under the UVic Book/Creative Projects Subvention Fund.
Research Support
Faculty members and librarians are expected to apply for external research funds. Requests for University research grants 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. This condition also applies to those proposals which would qualify for support from the Canada Council.

Scholarly Publications/Artistic Achievements
- List all books and/or major works completed in the last 10 years.
- List all scholarly articles/creative projects completed in the last 5 years. 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.

Final Report on Last Internal Research/Creative Project Grant
If you have not already submitted the final report from your previous Internal Research/Creative Project Grant, you must provide it in the space provided. If you have not previously held Internal Research/Creative Project Grant funding, please indicate this. Note that your final report must describe both the financial expenditures and the activities undertaken.

Evaluation Committees
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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Business</th>
<th>Education</th>
<th>Engineering</th>
<th>Fine Arts</th>
<th>Human and Social Development</th>
<th>Humanities</th>
<th>Law</th>
<th>Medical Sciences</th>
<th>Social Sciences</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIHR / NSERC</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Creative Projects</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
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<tr>
<td>SSHRC</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>D</td>
<td>C</td>
<td>D</td>
<td>C</td>
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<td>D</td>
<td>C</td>
<td>C</td>
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</table>

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.

Evaluation Criteria
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 money to new scholars and support new activities or innovative ideas of established researchers or artist-researchers).
• Strength of the budget justification of the eligible expenses for meeting the plan as outlined in the application.

2. Scholarly or creative productivity commensurate with the stage of career.
   • The applicant's academic or artistic productivity as related to the stage of career, and demonstrated by scholarly publications, artistic endeavours, and other disciplinary contributions (items published, accepted, exhibited or performed).

3. Record of application for external funds.
   • Previous efforts of the applicant to secure and/or plans to apply for external research funding.

The criteria are weighted as follows:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Individual applicant within the first 6 years of their first regular faculty appointment</th>
<th>Individual applicant after the first 6 years of their first regular faculty appointment</th>
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</thead>
<tbody>
<tr>
<td>Quality and potential of the proposed research/creative project</td>
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<td>45</td>
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<tr>
<td>Scholarly or creative productivity of the applicant</td>
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<td>45</td>
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<tr>
<td>Record of application for external funds</td>
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<td>10</td>
</tr>
</tbody>
</table>

**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 using the criteria and the applicable weightings described above.

3. Once all applications are scored, each application will be assigned an *adjusted score* using the formula

   \[
   \text{adjusted score} = \text{score} - \text{average score} + 50
   \]

   where the *average score* is the average of the scores assigned by the Committee for the current competition.

4. The Committee will prepare a ranked list (highest to lowest) of the applications where the ordering of applications will initially be based on the scores. The Committee may alter the position of an application in the list if the applicant(s) have had interruptions/delays in scholarly productivity, as explained by the applicant(s).

5. The Committee will recommend the amount of funding to be awarded to each application which must not be in excess of the allowable maximum or more than requested by the applicant(s). The Committee may recommend that an application not be funded.

6. Due to the large number of applications, ORS is unable to provide feedback on individual submissions. For more information, please contact your Faculty representative.

**Overall Ranking and Funding:**

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

1. The AVP Research shall determine the funds available for allocation from the two 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. Committee C and D SSHRC related applications 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 Committee C and D applications as well as those submitted by librarians, will be funded from the top of the list downward until the available funds are allocated.

5. The AVP may at his or her discretion determine not to allocate all the funds available based on the scoring of the applications.

* In the 2018/19 competition, the grants awarded through SIG funds will be branded SSHRC Explore Grants for research activities and SSHRC Exchange Grants for dissemination activities.

**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 Debra Anderson, Manager Research Finances, Office of Research Services (orsfinance@uvic.ca). Extensions may only be considered 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 only be used 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.