



## **Faculty Research Grant**

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*Academic Operations Manual*

*Approving Authority: SJU Senate Council*

*Established: October 16, 2015*

*Date of Last Review/Revision: February 9, 2024, replaces November 23, 2018*

*Office of Accountability: Vice President Academic and Dean*

*Administrative Responsibility: Vice President Academic and Dean*

### **1 Introduction**

Per the Collective Agreement (full-time unit), the Committee on Research and Scholarship manages an annual budget. From that budget, the Committee may award a portion in Additional Professional Development funding and another portion in Aid to Scholarly Publications funding. The Committee shall reserve the balance for the Faculty Research Grant (FRG) competition. The maximum FRG awarded from this fund to any one member shall be \$8,000 in any given fiscal year although, in exceptional circumstances, projects may be eligible for more than the normal funding. A limited number of grants shall be available each year.

### **2 Policy Statement**

This policy provides parameters to govern the FRG application process and applies to all decisions made by the Committee on Research and Scholarship regarding the FRG.

### **3 Scope**

All full-time academic staff are eligible to apply for research support based upon criteria established by the Senate Council of St. Jerome's University in accordance with the terms of the Collective Agreement (full-time unit). Eligible projects can be those defined in the Collective Agreement. Projects might include, but are not limited to, "start-up" grants, completing a research project, bringing research to publication, etc. These funds may be used by researchers preparing applications especially to SSHRC programs and to other funding agencies. Applications may be peer reviewed, normally by a member of the appropriate University of Waterloo community. All applications must comply with the guidelines established by the University of Waterloo's Office of Research Ethics (ORE).

### **4 Procedures**

The Committee on Research and Scholarship shall follow the procedures below in adjudicating FRG applications. The Committee retains the discretion to adjust

budgets, to allocate partial or full funding, and to deny funding with reasons (reasons include lack of funds, incomplete or unclear applications, lack of supporting evidence).

- 4.1 Members applying for the FRG must submit applications to the Vice President Academic and Dean by 31 January of the fiscal year beginning the following 1 May. In the event the Committee issues a second call for proposals, the Committee may elect to receive applications after that date.
- 4.2 The Committee shall complete its adjudication by 31 March, at which time it shall determine whether a second call for further disbursements is necessary. In the event that a second call is viable, the Committee Chair shall make this known to the Members via email on or before 7 April. The Chair shall, at that time, indicate a reasonable deadline for submission of applications to the second call.
- 4.3 The Committee Chair shall inform all applicants in writing of the Committee's decision on or before 15 May, briefly outlining the reasons for the decision.
- 4.4 All grant recipients shall submit a brief report each year by 15 February to the Committee Chair outlining the progress of their project.
- 4.5 All grant recipients shall submit a report to the Vice President Academic and Dean upon completion of their project.

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## APPENDICES

[Appendix A – FRG Guidelines](#)

[Appendix B – FRG Application Form](#)

[Appendix C – FRG Progress Report](#)

[Appendix D – FRG Final Report](#)