

## GUIDELINES AND INSTRUCTIONS FOR RESEARCH AND CREATIVE ACTIVITY GRANT

**RESEARCH AND CREATIVE ACTIVITY GRANTS (RCAG)** are competitively awarded to applicants who will conduct a clearly defined research project or creative activities likely to result in peer-reviewed dissemination.

### 1. ELIGIBILITY

Requests for funding for research and creative activities are encouraged from the following members of the Bishop's academic community (here listed in priority):

- a) Continuing members of faculty and continuing librarians, including sabbaticants<sup>1</sup>;
- b) All other full-time faculty and librarians (i.e. temporary and sessional appointments);
- c) Contract faculty and retired faculty and librarians.

When a grant holder is no longer a member of the Bishop's University academic community (as in the list above), all unspent funds will immediately revert to the Senate Research Committee.

RCAG will not be allocated to top up an existing externally funded project. Researchers with external funding will only be considered if they present a totally new and different project.

When funds are limited, priority will be given to emerging scholars who present a solid project and a solid plan for seeking external funding.

### 2. CATEGORIES OF SCHOLARS

Funding is available for two distinct categories of scholars: emerging scholars and established scholars<sup>2</sup>. For Travel Grants and Research and Creative Activity Grants, the SRC will assess applications from emerging scholars separately.

Emerging scholars: Emerging scholars are researchers who have not yet had the opportunity to establish an extensive record of research achievement, but are in the process of building one.

They must meet at least one of the following criteria:

- a) have completed their highest degree no more than six years before the competition deadline; **or**
- b) have held a tenured or tenure-track university appointment or a permanent librarian position or one leading to permanence for less than six years; **or**
- c) have held a university appointment, but never a tenure-track position; **or**

---

<sup>1</sup> Funds requested should assist in supporting original research not connected directly with the acquisition of a higher degree. Specifically, applicants on funded study leaves or sabbaticals to obtain a higher degree are not eligible for support.

<sup>2</sup> We use the SSHRC definitions of an emerging scholar and an established scholar (<http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a12>).

- d) have had their career significantly interrupted or delayed for health or family reasons within the past six years; **or**
- e) have not been active in research during their appointment at Bishop's but be seeking to become so.

Established scholars: Established scholars are researchers who have established—or who, since the completion of their highest degree, have had the opportunity to establish—a record of research achievement.

### 3. Evaluation Criteria:

Applications will be evaluated based on the following criteria.

1. Quality of the project
  - a) Originality, clarity, and coherence of the proposal
  - b) Appropriateness of the methodology
  - c) Feasibility (budget, timelines)
  - d) Student training plan
  - e) EDI considerations (relevant to project design, team composition, and student training plan)
2. Project outcomes
  - a) Plan to mobilize knowledge (e.g., publications)
  - b) Plan to obtain external funding, if relevant
3. The Applicant
  - a) Applicant's track record (established scholars) or promise (emerging scholars)

### 4. VALUE AND DURATION

The value of RCAG is up to a maximum of **\$9,000** per project.

*RCAG are available for a maximum of two years.* They start on **May 1<sup>st</sup>**. **Unspent amounts will revert to the Senate Research Committee automatically.** Extensions will be granted under special circumstances only. RCAG funds must be utilized ***within the 2 years*** following the Notice of Award (NOA).

### 5. MULTIPLE APPLICATIONS AND GRANTS

As principal investigator, an applicant ***may submit only one RCAG application per year*** and ***may hold only one RCAG at the same time***. There is no limit to the number of applications/grants a researcher or creator may participate in as co-applicant.

### 6. ETHICS REVIEW

Projects funded by the Senate Research Committee involving human participants must be approved by the *Research Ethics Board* [REB or ERC SR] before the work begins. See the University website for more information.

Projects funded by the Senate Research Committee involving the use of animals and/or biohazards must be approved by the Animal Care Committee [ACC] or the Biosafety Officer before the work begins. See the University website for more information.

## 7. APPLICATION

The SRC will hold one RCAG competition per year. The deadline is **January 31<sup>st</sup>** of each year, or the following business day should this date fall on a weekend or holiday.

The application form is available on the [BU Research Portal](#). It must be submitted electronically by clicking the SUBMIT button at the top of the screen.

## 8. ELIGIBLE EXPENSES

All eligible expenses must be supported by original receipts, which are to be submitted to the *Business Office*. Cost overruns will be borne by the grant holder.

### *a) Research Assistance*

The hourly wages for research personnel are available on myBU. These hourly rates should be used together with the total number of hours required and the cost of fringe benefits (14% of the total), to calculate the research assistance budget.

### *b) Travel, Accommodation and Food Costs*

These costs should be in compliance with the Expense Reimbursement Policy of the University which is available at:

[https://mybu.ubishops.ca/businessoffice/Policies/Bishop's%20Expense%20Reimbursement%20Policy\\_approved\\_January%2030%202024\\_Final.pdf](https://mybu.ubishops.ca/businessoffice/Policies/Bishop's%20Expense%20Reimbursement%20Policy_approved_January%2030%202024_Final.pdf)

**Please note that dissemination costs (conferences, publications, open access fees, etc.) are not eligible under the RCAG program.**

### *c) Supplies*

All requests for supplies (materials to be used during the term of the grant such as lab supplies, photographic materials, stationery, postage, tapes, etc.) must be itemized with individual budget estimates. **RCAG do not fund the purchase of equipment.** However, the purchase of software directly related to the project will be considered, provided such software is not otherwise available on campus or through networks or ITS.

### *d) Translation*

Charges for translation of documents related to the project such as questionnaires and consent forms are eligible for support. Expenses related to the publication of manuscripts, page charges, and reprint costs are not. Funding for these charges may be secured as a **Publication Grant** (See Internal Funding on Research Office webpage).

## 9. REPORT AND ACKNOWLEDGEMENT

All grant holders must submit a **Final Report** to the Senate Research Committee **by April 30** of the (2<sup>nd</sup>) second year following the Notice of Award [NOA]. The Report Form is available on the [BU Research Portal](#). **Failure to submit** a Final Report by the due date will jeopardize the researcher's eligibility for future grant support. The report must be accompanied by the summary printout of the grant account transactions from the Business Office.

Grant holders **must** acknowledge support from the University in **all** publications or public dissemination of results achieved under the sponsorship of the grant. The University reserves the right to use the results of research or creative endeavors that have been funded wholly or in part by this Committee for promotional purposes.

## 10. INSTRUCTIONS FOR THE COMPLETION OF THE APPLICATION FORM IN THE RESEARCH PORTAL

*REMEMBER TO SAVE OFTEN!!!*

### Project Info Tab

**Title:** Enter the title of the research project.

**Start Date:** Enter the start date of the project.

**End Date:** Enter the end date of the project.

**Keywords:** Not applicable.

**Related Certifications:** Click Search to link your research funding application to an existing REB or ACBC certification should the project have already received ethics approval. Click Add New to indicate a pending certification.

### Project Team Info Tab

**Principal Investigator:** Because you are filling out the application through your own Research Portal, this section will be automatically populated. If you are not the Principal Investigator for the project, click "Change PI" to search for and select the PI. Note: Only the PI can submit the application. Project team members may access it and contribute to it, but not submit it.

**Other Project Member Info:** Click "Add New" to select individuals who are CO-INVESTIGATORS. DO NOT INCLUDE STUDENTS, COLLABORATORS OR RESEARCH PERSONNEL. You may search for your internal and external co-investigators' profiles in the BU Research Portal with their last name. If you cannot find them in the Research Portal, you must contact the Research office to have their profiles created.

### Project Sponsor Info Tab

Click "Add New" to generate the Sponsor Info screen.

**Agency:** Click on Agency and search for Bishop's University in the Agency Name Box or BU in the Abbreviation Box. Then select Bishop's University.

**Program:** Select Research and Creative Activity Grants from the drop-down list.

**Investigator:** Because you are filling out the application through your own Research Portal account, this section will be automatically populated.

**Competition Date:** Enter the deadline date of the competition you are applying to (January 31).

**Start Date:** Enter May 1 of the current Bishop’s fiscal year<sup>3</sup>.

**End Date:** Enter April 30 of the current Bishop’s fiscal year.

**Currency Type:** use CAD for Canadian dollars.

**Comments:** Not applicable.

Click “Generate” to access the Funding Disbursement Info screen.

**Requested Cash:** Enter the amount requested.

**Requested In-Kind:** Not applicable.

**Requested Overhead:** Not applicable.

The sections that are greyed out cannot be completed by the applicant.

SAVE!!!

#### RCAG Application Form Tab

This is basically the same form as the one you are used to filling out already for RCAG grant applications. You must click on each of the four sub-tabs (Applicant’s category, Project Description, Budget, Plan for applying to external funding, Applicant's expertise, Training plan, Equity, Diversity and Inclusion) to be able to complete all fields.

Fields indicated with a red \* must be filled out. If you do not want to enter any information in these fields, type N/A. If you do not, the system will not allow you to submit and the Errors Tab in red will not disappear.

There is a limit of characters (with spaces) for text area fields. An error message will pop up when the maximum character limit is reached.

#### Attachments Tab

CVs of co-investigators must be attached.

SAVE!!!

#### Approvals Tab

Not applicable.

#### Logs Tab

You can track all data entry and workflow activities for this project by clicking on this tab.

#### Errors Tab

---

<sup>3</sup> Bishop’s fiscal year runs from May 1 to April 30.

If this tab is displayed in red, this is an indication that a section of the form has not been properly filled out, and submission will not be possible. Click on this tab to see exactly which sections must be corrected. Once they are corrected, this tab will no longer be visible. Submission will then be possible.

### **Exporting the Application Form**

You may export your application to Word or PDF by clicking on the buttons at the top of the page.

### **Submission**

SAVE and click “Submit” to transfer your application to the Research Office, where it will be forwarded to the SRC members. No physical signature is required. By submitting through the Research Portal, you provide your electronic signature.

### **Contact information**

For more information, please contact the Office of Research and Graduate Studies.  
[researchoffice@UBishops.ca](mailto:researchoffice@UBishops.ca)