



STM Research Grant Guidelines

The purpose of the Research Grant is two-fold: 1) to encourage faculty to apply for external research funding by offering funds for applications that have been underfunded or denied funding; 2) to support larger projects that are beyond the extent of the Seed/DARA Grants but don't lend themselves to external funding. Grant holders will be asked to complete a [brief grant outcomes form](#) summarizing their work. Grants are awarded up to \$5,000.

Instructions

- Applicants are encouraged to consult the STM Research and Academic Program Administrator, Laura Mitchell, before submitting their applications.
- Please consult with the RAPA if you are planning to do research that falls under Indigenous Research because this may require REB approval.
- Please complete the following electronic form using clear language for a non-specialist audience.
- Grants will be administered through the Finance Office. Please make arrangements before April 30th of the year following the awarding of the grant for the payment of funds; otherwise the money will revert to the College's general funds. Receipts must be provided except for per diem expenses.
- Successful applicants must hold an appointment with STM. Termination of employment with STM will result in the termination of the grant. Funds unused at the termination of employment with STM will revert back to the General Research Fund.
- Grants must be spent on the projects for which they are awarded.
- Submit a completed and signed copy to: **Laura Mitchell, Research and Academic Program Administrator**, lmitchell@stmcollege.ca.
- **Deadlines:** May 1st and October 1st.

Eligibility Criteria

1. Tenured, tenure-track, term appointees with a minimum of six months remaining in their contract, and sessional lecturers currently teaching at STM are all eligible to apply. Sessional applicants must have secured a teaching appointment for the time covered by the grant. Sessional or other contract faculty may receive one Research Grant per 12 credit units taught for the College.
2. The Research Grant has two streams: Stream 1 is for faculty who have applied for external funding but have been underfunded or denied funding; Stream 2 is for faculty who have projects that are beyond the extent of Seed/DARA but don't lend themselves to external funding. Applicants for Stream 1 of the Research Grant must provide a copy of



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their original grant application and evidence from the granting agency which indicates that their project has been peer-reviewed within one calendar year of the original application to the granting agency.

3. Grants received are for project operations only. The purchase of capital equipment is not eligible for Research Grant funding.

Evaluation Criteria

1. Projects will be evaluated on the bases of
 - a. quality and originality
 - b. scholarly significance
 - c. knowledge mobilization plan
 - d. proposed objectives of the grant
 - e. the degree to which this funding will enable researchers to position their research for success at the national level
 - f. previous efforts of the applicants to secure and/or plans of the applicants to apply for external funding
 - g. research achievements of the applicants
2. Priority will be given to
 - a. junior faculty members within the first seven years of their appointment or
 - b. faculty engaged in a new area of research.

Notification Process

The committee will respond to all applicants, both successful and unsuccessful, with the reasons for their decision. There is no appeal for unsuccessful applications.



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STM Research Grant Application

Contact Information

Name:		Telephone:	
Email:		Academic Appointment:	Choose an item.
Department:			
Total Amount Requested:			

Required Signatures *(Must be obtained prior to submission):*

Applicant:		Date:	
Dept Head:		Date:	

Applications from Department Heads must be signed by the Associate Dean.

Project Information

Project name:	
Project duration:	

Application Stream

Please indicate the stream you are applying for:

- ☐ **Stream 1:** Unfunded or underfunded external applications
- ☐ **Stream 2:** Projects without external applications

Attachment Checklist – Stream 1 Only

External grant application	Attached
Granting agency's assessment	Attached



Brief Project Description

Please describe what portion of your project will be supported by the Research Grant. For Stream 1 please indicate how it will help you secure external funds. For Stream 2 please describe why you have not or do not intend to apply for external funding. (Limit of 4,000 characters, including spaces).



Project Summary

1. List the objectives related to the work to be undertaken during the period for which the grant is requested. (Limit of 750 characters, including spaces).

2. Describe the originality and scholarly significance of your project. (Limit of 2,000 characters, including spaces).



3. Outline your research plans and methods. (Limit of 4,000 characters, including spaces).



4. Identify the audiences interested in your research and how you plan to engage them or share results with them. (Limit of 2,000 characters, including spaces).



5. Describe how the proposal fits into your overall research program. (Limit of 2,000 characters, including spaces).

6. Research involving the following requires ethics review and approval by a Research Ethics Board (REB) before the research commences: living human participants; secondary use of data, health information, or biological materials. For more information, please visit the [USask Ethics](#) page. Does this project require approval an REB?

Yes

No ethics approval required



Budget Guidelines

STM follows the guidelines of the University of Saskatchewan when budgeting and reimbursing for travel and other grant expenses.

- For STM standard rates of pay for undergraduate students, see the HR + Payroll tab on the Policies, Forms, and Resources SharePoint.
- For USask rates of pay for graduate students (not including benefits), see <https://working.usask.ca/agreements/compensation/salary-ranges.php>. Please contact Laura Mitchell or Kerry Stefaniuk for information on benefit rates for students.
- Accommodation expenses are reimbursable up to a level equivalent to a standard, non-luxury hotel rates for a commercial establishment of a reasonable class. CAUBO rates can be accessed at <http://www.caubo.ca>
- Actual cost of air travel will be reimbursed up to an amount not exceeding the economy rate.
- Vehicle mileage and per diem rates can be accessed through the [USask Knowledge Base](#) (login required).



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Expense Category		Projected Expenses (Current Fiscal Year)
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Salaries for Research Assistants (include benefits)

Undergraduate Student	Hourly Wage:	Total: (hrs. x wks x hourly wage)
# of Hrs. # of Wks.	\$	\$
Graduate Student	Hourly Wage:	Total: (hrs. x wks x hourly wage)
# of Hrs. # of Wks.	\$	\$
Other (specify)	\$	\$

Travel

Accommodation:	Rate:	Total:
# of Days:	\$	\$
Per Diems:	Rate:	Total:
# of Days:	\$	\$
Mileage:	Rate:	Total:
# of Kms:	\$	\$
Ground Transportation:		\$
Airfare:		\$

Operating Expenses

Photocopying/printing (\$.05/page B&W; \$.15/page Colour)		\$
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Other Expenses

Other (specify)		\$
Total Funding Requested (shall not exceed \$5,000)		\$



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Authorization of the Research Committee

Amount Recommended:			
Chair Research Committee		Date:	

Authorization of the Dean

Dean		Date:	
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