



## Seed Grant Guidelines

The Seed Grant provides support for faculty in the development of new research projects that are intended to be submitted for funding by external granting agencies (e.g., Tri-Agency funding); it can also provide assistance to faculty in research projects likely to result in publication, but which do not lend themselves to requests for major funding grants, including conference presentations. Grant holders will be asked to complete a [brief grant outcomes form](#) summarizing their work. Seed Grants are awarded up to \$2,000.

### 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 30<sup>th</sup> 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 date 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](mailto:lmitchell@stmcollege.ca)**.
- **Deadlines:** May 1<sup>st</sup> and October 1<sup>st</sup>.

### 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.
2. Full-time faculty may apply for more than one Seed Grant per year. However, faculty are limited to one application in May. Subsequent applications may be submitted in November and will receive lower priority if the previous application was successful.



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Sessional or other contract faculty may receive one Seed Grant per 12 credit units taught for the College.

3. Full-time tenured and tenure-track faculty who will have exhausted their PDA in the application year may apply for travel aid to conferences. Presenting at the conference should be necessary to further the research project.
4. Sessional faculty may apply for travel aid to any conference at which they are presenting. Sessional faculty who are not employed by STM during the period from 1 May to 30 August are not eligible for grants that cover work or travel in that period.
5. Incomplete applications will not be considered.

### Evaluation Criteria

1. Applications will be evaluated on the bases of
  - a. quality of the application
  - b. clarity of the proposed objectives of the grant
  - c. originality and scholarly significance of the project
  - d. knowledge mobilization plan
  - e. strategic fit of the project within the context of a larger research program
  - f. further financial prospects/plans to apply for future funding
  - g. feasibility
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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### Seed Grant Application

#### Contact Information

<b>Name:</b>		<b>Telephone:</b>	
<b>Email:</b>		<b>Academic Appointment:</b>	Choose an item.
<b>Department:</b>			
<b>Total Amount Requested:</b>			

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

<b>Applicant:</b>		<b>Date:</b>	
<b>Dept Head:</b>		<b>Date:</b>	

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

#### Project Information

<b>Project name:</b>	
<b>Project duration:</b>	

#### Project Summary

Please provide detailed information in the following areas below.

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



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2. Outline your research plans and methods. (Limit of 4,000 characters, including spaces).  
Outline your research plans and methods with attention to feasibility within the specified timeframe.”



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3. Describe the originality and scholarly significance of your project. (Limit of 2,000 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. Discuss how the proposal fits into your overall research program, including whether it is a new initiative or a continuing project and whether it will lead to further external funding. (Limit of 2,000 characters, including spaces).



### Further Information

1. Have you successfully applied for an STM Seed Grant in the last three years? If so, please list the grants received and when. In the case of sessionals and other part-time faculty, indicate how many credit units you have taught since your last successful grant application. (Limit of 500 characters, including spaces).

2. Has this project or a variation of this project been supported in the past by this award or another STM research grant? If so, please specify. (Limit of 500 characters, including spaces).

3. If you are a full-time faculty member, and if your request is for conference travel to give a paper, please explain why your PDA funds are not sufficient for this purpose and why giving the paper is needed in relation to a research project. (Limit of 500 characters, including spaces).

4. 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 standard 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](#) (NSID 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)		\$
<b>Total Funding Requested (shall not exceed \$2,000)</b>		\$



Authorization of the Research Committee

Amount Recommended:			
Chair Research Committee		Date:	

Authorization of the Dean

Dean		Date:	
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