

SAINT MARY'S UNIVERSITY
FGSR RESEARCH COMMITTEE
STATEMENT OF POLICY AND PROCEDURES

INTERNAL GRANTS FOR NEW FACULTY

The FGSR Research Committee invites new (in their first year of employment) full-time faculty members of Saint Mary's University to submit applications for Internal Grants in aid of their research. Applications must be received before October 15 or the next business day if the 15th falls on a weekend. Decisions of the Committee will be announced by the end of November.

The amount of these grants awarded is up to \$5,000. Support is intended to alleviate personal financial loss or sacrifice, including travel and living expenses, in the pursuance of research. No financial gain to a researcher shall result from disbursement of funds by this Committee. All applicants must supply as much detail as possible on their requirements for travel and living expenses.

Decisions by the Committee on applications for support will be final.

All grantees are responsible for ensuring that their research is consistent with university policies and accepted practices on research ethics and integrity, especially where human participants or animals are involved in the methodology.

The grantee is required, 12 months after the award, to submit a detailed Progress Report on the work accomplished with the aid of funds from the Committee including an itemized account of how the funds were spent. A grant normally is made for a period of one year but it may be extended for an additional year at the discretion of the FGSR Research Committee. Unless the Committee agrees to an extension of a grant, any outstanding balance in the account will be returned to the Committee's account.

Grant monies are deposited in individual accounts and are disbursed by Financial Services as and when accounts, invoices, or other documents are produced. The grantee may be advanced travel and living expenses. A complete financial statement, including receipts, will be submitted for these expenses. Equipment and supplies should be ordered directly by the researcher through the University's Purchasing Department. All materials and equipment purchased from grant monies shall become the property of Saint Mary's University.

**Saint Mary's University
FGSR Research Committee
Application for a University Grant in Aid of Research**

Name: _____

Department: _____

TITLE OF PROPOSED PROJECT:

Does your proposal involve human beings as research participants? **If “yes” you must have your proposal approved by the Saint Mary's University Research Ethics Board (REB) before money is released.**

Yes ___ No ___

Does your proposal involve animals as research subjects? **If “yes” you must have your proposal approved by the Saint Mary's University Animal Care Committee before money is released.**

Yes ___ No ___

TOTAL AMOUNT REQUESTED \$ _____

1. **State in non-technical terminology the objective(s) of the proposed research, and provide an outline of the method by which the objective(s) will be reached. Describe any work related to the project that has already been completed. (4000 characters)**

2. **Estimated completion date of the project:** _____

3. **List your research funding for all current research projects – agency, title and amount:**

4. **List sources of funding sought for this project. If no sources have been sought, please explain.**

5. **Please attach a list of publications and/or patents over the last three (3) years (including those submitted).**

BUDGET

Summary of Proposed Expenditures	Expenditure
1. Personnel Costs including salaries of student research assistants, technical and professional assistants	_____
2. Transportation Expenses	_____
3. Living Expenses	_____
4. Materials, Supplies and Services	_____
5. Purchase or Rental of Equipment	_____
6. Other (specify)	_____
Total Research Grant requested	\$ _____

Detailed explanation of proposed expenditures:

Duties of Research Assistant(s) if applicable:

Signatures:

Applicant _____

Date _____

Faculty Dean _____

Date _____