Memorial University Faculty of Humanities and Social Sciences: Procedures for requesting cash and in-kind commitments

Introduction
Applicants often request institutional support for larger grant applications, including major collaborative research grant applications. Letters of institutional support document the cash or in-kind commitments made by any Memorial unit (e.g., the Dean of Humanities and Social Sciences, the VP (Research), the Dean of Graduate Studies), should the application be successful.

While letters of institutional support for grants are normally provided by the VP (Research), the applicant must work through the Dean of Humanities and Social Sciences’ office so that the Dean of Humanities and Social Sciences office is able to verify and confirm with the VP (Research) all commitments that are to be articulated in the institutional letter of support. The protocol is described below, and a template letter of support is included at the end of this document for illustrative purposes.

Negotiation procedures
Following the communication protocol outlined in Dr. Simpson’s June 6, 2011 memo, quoted below, the Dean of Humanities and Social Sciences’ office will coordinate the negotiations necessary for obtaining a letter of institutional support from the office of the VP (Research).

- When members of the University have occasion to correspond with an officer above their normal reporting line, they should copy their regular report. Thus, for example, when a head writes to a vice president, the dean should be copied; when a director writes to the president, the appropriate vice president should be copied; and so on.

- The Dean of Humanities and Social Sciences will negotiate with the VP (Research), and the Dean of the School of Graduate Studies on the applicant’s behalf. To facilitate this process, the applicant needs to prepare an information package for such requests (see procedure below).

- The office of the VP (Academic) does not entertain requests for funding in support of grant applications.

- While an applicant is free to negotiate cash or in-kind support with other Memorial units, or with organizations outside of Memorial, the Dean of Humanities and Social Sciences office must be included on all relevant correspondence so that the Dean of Humanities and Social Sciences’ office is able to confirm all commitments that are to be included in the institutional letter of support.

- The Dean of Humanities and Social Sciences’ office requires written confirmation of any secured cash or in-kind commitments. This documentation must accompany the Humanities and Social Sciences Grant Application Approval form, and it is required by the Office of Research Services for institutional sign-off.

How to make your request
To request funding of any kind, please make up a 1-2-page document that describes:

- The project
- The participants
- The type of grant you’re going to apply for, and how the VP(R) funding will make the application happen
- What the VP(Research)funding would accomplish; here, mention:
o grad student training – refer to the Teaching and Learning Framework (http://www.delts.mun.ca/faculty/teachinglearning/)
o benefits to society – you can refer to the Engagement framework (http://www.mun.ca/publicengagement/memorial/framework/)

In general, you want to make a convincing case that the requested funding will help to leverage more funding, and will be a benefit to research, etc. at Memorial.

**Additional information**

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<tr>
<th>Topic</th>
<th>Details</th>
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<tr>
<td><strong>Required documentation</strong></td>
<td>Your signoff form must be accompanied by documentation of cash or in-kind commitments made on behalf of MUN. Please use the latest version of the signoff form, which you can download from <a href="http://bit.ly/1jF0Mhw">http://bit.ly/1jF0Mhw</a></td>
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<td>The documentation:</td>
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<td></td>
<td>• can be in the form of a printed email or letter from the person representing the unit that is making the commitment.</td>
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<td>• should clearly mention the monetary value of the commitment, any relevant dates, etc.</td>
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<td>• should clearly match up with what your grant application declares.</td>
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<td><strong>Release Time (in-kind)</strong></td>
<td>Unlike previous years, HSS can no longer offer an automatic RTS in support of your grant application. If you are successful, you can apply for an RTS later. That said, you can list the RTS as a potential (ie, unconfirmed) commitment, and explain that you'll apply for it if you're successful.</td>
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<td>As we often use RTSs to increase the feasibility score when discussing timelines, we urge you to put in your banked time as a confirmed in-kind contribution, if you have any. Then you can have some strategic language on how you will use it during your most research intense semester. For documentation, we'll need something from your department head confirming the amount of time and when you'll take it.</td>
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<td>You can also include sabbatical or negotiated teaching remissions as an in-kind contribution in your grant application. The value is $5000/course multiplied by the number of courses you would normally teach during the sabbatical.</td>
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<td></td>
<td>You can contact Bradley Cooper (<a href="mailto:bradley.cooper@mun.ca">bradley.cooper@mun.ca</a>) if you have any questions.</td>
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<td><strong>SGS Baseline Funding (cash)</strong></td>
<td>SGS encourages the use of Fellowship (SGS baseline) funds in order to indicate institutional commitment in grant applications. This baseline comes out of your department’s allocated baseline, and is not additional baseline funding on top of this.</td>
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<td>Although this funding is administered by your department, it must be listed as a commitment from SGS, which ultimately provides the funding. To do this:</td>
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<td>• FIRST, discuss your plans with your department Grad Coordinator and Head.</td>
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<td>• Contact Carol Sullivan (864-3425), Manager, Fellowships and Awards, at <a href="mailto:carol@mun.ca">carol@mun.ca</a>. In your request, include the following information:</td>
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<td>o Name of the granting agency (eg. SSHRC) and program (eg. Insight Grant) \</td>
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<td>o Title of your proposal \</td>
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<td></td>
<td>o Brief description of the project \</td>
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<td>o Description of how you will provide meaningful training for graduate students with the grant</td>
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Obtain documentation from your Head/Grad Coordinator and from Carol Sullivan. This can be in the form of a memo or email that states, “In the event that ___’s Insight Development Grant grant application is successful, the Department of _____ will allocate $____ of SGS baseline funding per year for ___ # of MA/PhD student(s). The funding will be allocated for the academic years ___ - ____.”

The standard level of baseline funding used when SGS allocates departmental baselines within the Humanities and Social Sciences is $6850/yr for Masters and $11,742/yr for PhDs. The amount of baseline offered by SGS may differ than the amount of baseline offered by your Department; enter the lower amount in your grant. Please note: The decision about allocating baseline funding is a departmental one, not just the Grad Coordinator’s; ideally, this should be vetted by the department's graduate studies committee.

### SGS Matching Funding (cash)

You can also request matching funding (a cash commitment) from the School of Graduate Studies (SGS) in support of your grant application. On a case-by-case basis, SGS may match the dollar amount you request for MA and PhD students in your application, up to a maximum of $5500/year for MA students and $7500/year for PhD students.

For example, if you decide that your 2-year project requires $4000/year for an MA student ($8000 total), you can ask SGS to provide $2000/year for 2 years ($4000 total). In your grant application, you would ask the granting agency for the remaining $2000/year for 2 years ($4000 total).

To make such a request, contact Carol Sullivan (864-3425), Manager, Fellowships and Awards, at carol@mun.ca. In your request, include the following information:

- Name of the granting agency and program to which you are applying
- Title of your proposal
- Brief description of the project
- Description of how you will provide meaningful training for graduate students with the grant

Please note: Should your application be successful, when you submit the payroll form for your student you must indicate the name of your project in the comments section of the form. You will also be responsible for providing 50% of the payroll amount.

### President’s Doctoral Student Investment Fund (PDSIF)

The School of Graduate Studies will provide new faculty members (any tenure-track members who are in the first 3 years of their appointment) with financial support for supervising a doctoral student. The value of the award per qualifying student is $7,500 per annum, with continuation of funding contingent on the student being in good standing with SGS and meeting performance expectations of the graduate program in which s/he is registered.

To be eligible to apply a faculty member must hold a tenure track appointment, and are required to hold a Tri-Council grant or equivalent funding, or confirm annual submission of a Tri-Council or equivalent grant application while holding a PDSIF.

To apply, please contact your department administrative staff, they will contact Faculty Relations to confirm your eligibility for the School of Graduate Studies.

If you have questions about the PDSIF please contact Carol Sullivan (carol@mun.ca) at 864-3425
### GA-ships (in-kind)

You can include GA-ships in your grant application. These should be listed as an in-kind contribution from the Faculty of Humanities and Social Sciences (SGS does not provide GA-ships). You must also include documentation from your Department Head that specifies the amount of the GA-ship, the length of the commitment, and the monetary value. GA-ships are valued at 56 hrs × the hourly rate for GAs.

- Until end of Aug 2016: $21.57/hr ($23.08/hr after benefits) × 56 hrs = $1292
- Starting Sept 2016: $22.22/hr ($23.78/hr after benefits) × 56 hrs = $1332
- For Sept 2017 onwards assume an increase of 2% per year, similar to inflation
  - Sept 2017: $22.66/hr ($24.25/hr after benefits) × 56 hrs = $1358
  - Sept 2018: $23.11/hr ($24.73/hr after benefits) × 56 hrs = $1385
  - Sept 2019: $23.57/hr ($25.22/hr after benefits) × 56 hrs = $1412
  - Sept 2020: $24.04/hr ($25.72/hr after benefits) × 56 hrs = $1440
  - Sept 2021: $24.52/hr ($26.24/hr after benefits) × 56 hrs = $1469

Discuss your plans with your department Grad Coordinator and Head and get approval. Obtain documentation from your Head. This can be in the form of a memo or email that states, “In the event that ___’s Insight Development Grant grant application is successful, the Department of ____ will allocate $____ of Faculty of Humanities and Social Sciences GA funding per year. The funding will be allocated for the academic years ____ - ____.”

### Mitacs (in-kind)

It may be possible to leverage funds offered by Mitacs in support of your application. Their programs offer funding to provide students with employment opportunities.

To determine if these funds can be leveraged in support of your grant application please contact Niraj Shukla, Director, Business Development with Mitacs at 709-685-4550 or email nshukla@mitacs.ca

The following programs are offered through a non-competitive process and can be applied for at any time.

**Mitacs Accelerate**

This program allows graduate students and postdoctoral fellows to bring their specialized experience to business related research challenges by working with an industry partner (for-profit or non-profit). This program is open to all disciplines and industry sectors. The application process is simple, easy and quick, with an average six to eight week approval time. It is also open to international students.

All internships must have an industry partner and are 4 months in length (can be extended to 6 months). Each 4 month internship receives $15,000 in direct funding with the industry partner and Mitacs providing $7,500 each. In some scenarios the partner contribution may drop to $3,750 and Mitcas contribution can increase to $11,250.


**Globalink**

This program offers two way mobility opportunities between Canada and Mitacs partner countries for both senior undergraduate and graduate students to conduct research abroad. It provides $5000 in support of students doing research abroad, and there is no limitation on the type of research that can be completed.
Professional Development and Travel Expense Reimbursement Fund (PDTER) (Cash)

As outlined in clause 31.55 to 31.67 of the Collective Agreement between Memorial University of Newfoundland and the Memorial University of Newfoundland Faculty Association (MUNFA), PDTER funds are available to faculty members. These funds may be leveraged in support of grant applications.

Regular Term Appointment, Tenure Track or Tenured ASM (Clause 31.55)

Each fiscal year (April through March) faculty members have a total of $1600 available per year (clause 31.58), and can carry forward up to two years PDTER entitlement to a maximum entitlement of three years at any one time (clause 31.60). For faculty members who are hired after April 1 in a fiscal year shall receive an amount prorated for the period employed in that fiscal year (clause 31.61).

Qualifying expenditures are limited to the following, please see clause 31.56 for more information:

- books, subscriptions, equipment, computer software, instruments, materials or supplies which shall remain the property of the University
- travel, accommodation, or cost of supplies directly related to meetings or research activities including field trips not covered by other University funds;
- registration fees for scholarly conferences;
- page and reprint charges or costs incurred in the preparation and completion of scholarly manuscripts;
- academic association memberships;
- travel and accommodation of students supervised by the ASM to attend scholarly conferences and conduct research.

When using PDTER funds in support of a grant application please provide the following documentation:

1) a letter or email from your department administrative staff stating that the funds are available
2) a letter or email from yourself stating that you will not use the funds until the results of the grant application are known.

Other in-kind

You can make in-kind commitments in your grant application, but these must also be supported by documentation that accompanies your sign-off form. For example, if your department agrees to the use of a room (must be above and beyond what is normally given to a faculty member in your department) towards your project, please supply a letter from your department Head that specifies the nature and length of the commitment, and the monetary value. For space, the value is $19 per square foot per year; this is what MUN charges the Genesis Centre, and this sum includes light, heat, maintenance, access to common facilities, etc. Please read the SSHRC guidelines for cash and in-kind commitments (http://bit.ly/SSHRC-cash-inkind)

Another highly recommended read is: http://bit.ly/1O8DNeX

Room rental (in-kind)

You can also value the cost of renting a room at MUN for an event related to your research, student training, or public engagement (note that the room rental fee is not waived for recurring conferences). The values vary; see the Budget folder of the latest template package for details. Note:
- You should pro-rate the cost if you rent the room for less than a day.
- You will need documentation supporting this commitment. To obtain it, send an email to the contact below with the following info:
  - An explanation that you are applying for a grant and are trying to confirm whether the usual room rental fee would be waived;
  - A description of your event, how it relates to your own research, or to student training, or public engagement, and a statement that you will not charge admission;
  - An idea of the type of space you are looking for based on the number of people who will attend;
  - A request for an estimate of how much renting this space would normally cost, and whether they would waive this fee.
- The contact is:
  Mary Garnier, Manager, Conference Services
  Housing, Food & Conference Services
  Memorial University of Newfoundland
  Rm. 316E Hatcher House
  St. John’s, NL A1B 3P7
  Ph: (709) 864-7922 Fax: (709) 864-6705
  E-mail: mgarnier@mun.ca

**AV equipment (in-kind)**

You can value the rental costs of AV equipment. Capital Hotels charges about $100 for the rental of projection equipment; Eastern Audio charges between $300 and $500. I’d recommend using the lower amount.

**Internal Funds Sources (Cash)**

The following funds can be applied for internally, and potentially leveraged in support of your grant application:


**Template Letter of Institutional Support**

**NOTE ANY PAGE LIMITS IN THE GRANT APPLICATION; make sure to include room for formatting on letterhead and for signature.**

This letter is to confirm Memorial University’s support for a [name of grant competition] application by Dr. XX, entitled [Grant title]. Memorial’s commitment in support of this application is $XX in financial and in-kind support. A summary of the institutional support being provided follows below.

1. Matching funding for student support ($XX): the Dean of the School of Graduate Studies will contribute matching funds for top-up of graduate fellowships for XX Masters students for XX years each, etc.
2. The Vice President Research (VPR) will contribute $XX towards the project.
3. In-kind funding (teaching release; $XX): Memorial University will contribute in-kind funding for course remissions. The Dean of Humanities and Social Sciences will contribute $XX for teaching release over the course of the grant; the Dean of XX will contribute $XX for teaching release, etc.
4. Other in-kind funding ($XX): for the duration of the grant, Memorial University will provide administrative support, valued at $XX; laboratory space, valued at $XX; etc.

5. Etc.

This project corresponds strongly with Memorial University’s Strategic Research Strategy (http://www.mun.ca/research/explore/framework/research-strategy-senate-endorsed.pdf), as follows:

[Applicant must describe the fit between the proposed grant application and Memoriais Strategic Research Strategy.]

Signature [typically provided by the Associate VP (Research); the AVP (Research) requires written documentation of the commitments documented above.]