



## Research Grant Application Instructions

### Memorial University Applicants

### Faculty, Postdoctoral Fellows, and Staff

## Institute of Social and Economic Research

### Research Grant Deadline Date

**March 1**

Research Grants (up to \$8,000 each) are available to faculty members, postdoctoral fellows or staff from Memorial University to help defray the costs of such items as travel, subsistence, research assistance and materials for carrying out a research project that fits under the mandate of the Institute of Social and Economic Research (ISER). **Note:** capital expenditures and travel to conferences and its related expenses are not eligible for ISER research grant funding.

***ISER Mandate: The purpose of the Institute of Social and Economic Research is to undertake, sponsor and publish social and economic research within such disciplines and in such parts of the world as are deemed of relevance to Newfoundland and Labrador and the broader Atlantic world.***

Priority is given to members of the Faculty of Humanities and Social Sciences. ISER defines a Memorial HSS applicant as “full-time and retired tenured and tenure-stream faculty members from Memorial’s Faculty of Humanities and Social Sciences (HSS); instructors who currently hold a contractual or a per course appointment with HSS; students currently enrolled in HSS programs seeking funding for projects to be completed for these programs; staff working within HSS units; and faculty who are adjuncts or are cross- or joint-appointed to HSS units.”

***\*Note: some members of HSS who don’t hold long-term appointments may have to apply as independent researchers in relation to Memorial’s rules about grant management.***

**Note:** As per the requirements of the Office of Dean of Humanities and Social Sciences, students may not hire and supervise research assistants or other employees. Therefore, the hiring of student and other research assistants (and associated costs such as their travel), and the contracting of other individuals as employees (e.g. translators, drone operators, boat operators) are not eligible for research grant funding for student applicants. If a student thesis project requires these budget items, their faculty supervisor must now apply for the research grant. Students may apply for funds to pay for technical services provided by incorporated companies or university labs that provide invoices (e.g. radiocarbon dating). For student thesis projects, the Smallwood Foundation and ISER normally limit any expenditures for employees or other services to individuals and companies providing essential fieldwork assistance or highly specialized skills.

Applications are evaluated by an Awards Panel according to their relevance to the mandate and the relative merits of the proposals and the applicants. The Awards Panel makes recommendations about funding to the ISER Executive Committee which makes the final decisions.

All funds must normally be spent within the year of the award. Extensions are only permitted in exceptional circumstances. After funds are awarded, extension requests (for the director's consideration) should be sent to [iser@mun.ca](mailto:iser@mun.ca). All Memorial faculty, staff, and students must submit their applications through the Memorial Researcher Portal by the internal deadline specified by their Faculty or School, in advance of the Foundation's deadline. Each ISER grant application should be associated with a sole submission on the Memorial Researcher Portal. If a faculty member is submitting more than one grant application to ISER in support of their own project and/or those of their students working on separate thesis projects, each of these applications to ISER should be uploaded to the Memorial Researcher Portal with a separate submission. Units will submit these applications on applicants' behalf to ISER following departmental and faculty/school review and approval. Memorial applicants should check with their Grants Facilitation Officers about internal deadlines.

For applicants from Memorial's Faculty of Humanities and Social Sciences, the internal deadline for review and Dean's Office sign-off is February 15. Additional information about the submission process can be found in the HSS Research Funding Tracker.

***\*Note: The same applicant will not normally be funded more than two times over a three-year period.***

***For faculty applying on behalf of student thesis projects, this guideline will apply to each thesis project individually.***

## **Research Grant Application Requirements**

The information that must be included in your application is detailed below. Using the headings, subheadings and numbered lists outlined below, prepare a combined file in Word or another application and save it to a Portable Document Format (PDF) for submission. The material under each subheading should begin on a separate page from other sections.

### **SECTION I: General Applicant Information (on a separate page for administrative purposes solely)**

- 1) Name of Applicant
- 2) Department
- 3) Position
- 4) Student or Employee Number
- 5) Mailing Address (including Postal Code)
- 6) Email
- 7) Contact Phone Number

## **SECTION II: Applicant and Research Project Information**

- 1) Title of Research Project
- 2) Name of Applicant
- 3) Department
- 4) Position

## **SECTION III: Research Proposal (followed by References Cited)**

The Research Proposal is a maximum of 2 pages (single-spaced, 11-pt Arial font, minimum margins 1.87cms) plus References Cited (no page limit). Applicants may also submit copies of research instruments (e.g. survey or interview questions) as appendices (no page limit).

The proposal should include the following subheadings and content:

- 1) **Applicant Name, Department, Position**
- 2) **Title of Research Project**
- 3) **Research Objectives and Fit with the ISER Mandate. Research Question:**

***ISER Mandate: The purpose of the Institute of Social and Economic Research is to undertake, sponsor and publish social and economic research within such disciplines and in such parts of the world as are deemed of relevance to Newfoundland and Labrador and the broader Atlantic world.***

- 4) **Significance and Impact(s) of the Research:** Discuss the project's scholarly significance in relation to relevant existing literature (e.g. theoretical, topical, regional). Where relevant, also discuss potential community, social, cultural, economic, and other impacts of the project.
- 5) **Research Methods and Analysis:** Discuss the planned research activities and modes of analysis. Include relevant information about requested technical assistance or research assistants, if relevant.
- 6) **Schedule of Work and Feasibility (work completed, work in progress and work to be done):** For multiyear projects, please outline what has been accomplished with past funding from ISER and other sources. Clarify how the new funding being requested would be used.
- 7) **Names, roles, and affiliations of any team members**

## **SECTION IV: Curricula Vitae**

Please submit a copy of the applicant's curriculum vitae. In the case of a faculty member applying for a grant to support a graduate student supervisee's thesis project, please also include the student's CV. There are no specific requirements or page limits for CVs.

## **SECTION V: Budget and Budget Justification**

Please submit a copy of your Budget and Budget Justification (**1 page of single-spaced text, 11-pt Arial font, minimum margins 1.87cms, option to add a second page if necessary**).

*\*Note: Capital expenditures and conference travel are not permitted.  
Memorial University's Travel Policy and Schedule of Reimbursable Expenses  
can be found at: <https://www.mun.ca/finance/our-services/travel/>*

- 1) **Travel:** Total and justification. As relevant, include information about the cost of tickets, mileage, other.
- 2) **Accommodations:** Total and justification regarding cost and duration.
- 3) **Subsistence:** Total and justification. Note that the allowable per diem is reduced by 50% for travel over 30 days.
- 4) **Technical Services:** Specify information source(s) for specific costs.
- 5) **Research Assistants:** Follow relevant Memorial scales (e.g. undergraduate students are paid differently than graduate students).
- 6) **Materials:** Include total and specific information on included items.
- 7) **Other:** Explain as relevant.
- 8) **Total Expenses:** Not to exceed \$8000 (Canadian).

## **SECTION VI: Other Awards**

Have you presently applied for, or are recipient of, an award to support this project that might be held concurrently with a grant from the Institute?

If **yes**, please provide names of agencies and amount requested or awarded. Also, submit evidence of such applications or awards received.

## **SECTION VII: Letter of Appraisal**

List one referee (with affiliation and email address) who will provide a confidential letter of appraisal to be emailed directly to ISER (iser@mun.ca). This letter must be received by the deadline date. Please note that a letter of appraisal is not required for applicants who are tenured or tenure-stream faculty members at Memorial University.

## **SECTION VIII: Research Clearances and Permits**

- 1) Please indicate if this research requires ethics review and approval. Information on ethics can be found at: [Research Ethics Boards | Research | Memorial University of Newfoundland \(mun.ca\)](https://www.mun.ca/research/indigenous-research-at-memorial/memorials-policy-on-indigenous-research/). Outline which option below best describes ethics and your research:
  - a) A human ethics approval has been obtained for this research and the letter is attached.
  - b) A human ethics approval has been obtained for this research but will require an updated approval letter from the Research Ethics Board (REB).
  - c) A human ethics approval will be sought/is being sought for this research.
  - d) I have to consult with the relevant Research Ethics Board (HREB, ICEHR, GC-REB) to determine if human ethics approval is required.
  - e) This research does not require human, animal or biosafety clearances.
- 2) Please indicate if this research falls under Memorial's Research Impacting Indigenous Groups Policy (RIIG). Information can be found at: <https://www.mun.ca/research/indigenous-research-at-memorial/memorials-policy-on-indigenous-research/>. An Indigenous Agreement in Principle (AiP) will be required when research involves or impacts indigenous communities, peoples or lands. Outline which option below best describes AiP and your research:
  - a) AiP has been obtained for this research and is attached
  - b) AiP is being sought and discussions are ongoing with the relevant community or communities.
  - c) The AiP is currently under review with the Committee on Ethical Research Impacting Indigenous Groups (CERIIG)

- d) I have to consult with [indigenousresearch@mun.ca](mailto:indigenousresearch@mun.ca) to determine if AiP is required.
  - e) I have consulted with the relevant Indigenous communities and they have indicated that AiP is not required.
  - f) The research does not impact on Indigenous groups, involve Indigenous participants, or take place on Indigenous lands, this AiP is not required.
- 3) Please list any other types of University or external certifications or permits associated with this research that you have obtained or will be seeking (e.g. archaeological permits).

### **Grant Application Checklist (not for submission, for applicant consideration)**

Applicants are responsible for ensuring their application is complete. Before submitting your application, confirm the following necessary tasks have been completed:

- 1) I have included a copy of the Research Proposal and References Cited
- 2) I have included a copy of my Curriculum Vitae
- 3) I have included a copy of my Budget and Budget Justification.
- 4) I have asked that one Confidential Letter of Appraisal be sent directly to the Institute's office at [iser@mun.ca](mailto:iser@mun.ca) by March 1. (This step is not required for tenured and tenure-stream faculty members at Memorial)
- 5) If relevant, I have included a copy of an Agreement in Principle in conformity with Memorial's Research Impacting Indigenous Groups Policy.
- 6) I have indicated if Memorial University ethics or other clearances have been obtained or are required.

### **Grant Holder's Responsibilities**

By submitting your application you are signifying your agreement to the following:

If awarded a Grant by the Institute of Social and Economic Research, Memorial University of Newfoundland, I agree to:

- be accountable to ISER for the proper disposition of funds.
- advise the Institute of any other awards held concurrently, so that an appropriate adjustment may be considered in the amount of the Research Grant awarded by ISER.
- provide a progress report on my research at any time, upon the request of the Director.
- provide a final report on my research within 30 days of completion of the Research Grant.

- provide copies of any written or other materials (including theses and journal articles) produced as a result of the Institute's financial support.
- acknowledge the support of ISER in any publications or other forms of research dissemination (e.g. websites, film) funded by the Institute.

**Internal Memorial Applicants:** Please submit all materials to your unit via the Memorial Researcher Portal by your unit's internal deadline.

**Memorial University protects your privacy and maintains the confidentiality of your personal information.**

All information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7), and is needed solely for the administration and management of your Institute of Social and Economic Research application. The information will be used for the purposes of academic administration (ie. verifying qualifications and adjudicating applications), program planning and administration and will not be disclosed except as required by law. Questions about this collection and use of personal information may be directed to our Administrative Assistant at 709-864-8156.

Successful applicants will be responsible for providing the Institute's Office with all necessary information and paperwork in a timely manner in order to process components of their budget.