



Research Grant Application Instructions

Memorial University Applicants

Faculty, Postdoctoral Fellows, and Staff

J. R. Smallwood Foundation for Newfoundland and Labrador Studies

Research Grant Deadline Date

December 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 J.R. Smallwood Foundation for Newfoundland and Labrador Studies. Note: capital expenditures and travel to conferences and its related expenses are not eligible for research grant funding.

J.R. Smallwood Foundation for Newfoundland and Labrador Studies

Mandate: The funds are to be used specifically for the promotion and support of research in Newfoundland Studies in the areas of the Humanities and Social Sciences, including, without limiting the generality of the foregoing, the award of fellowship and research grants.

Note: As per the requirements of the Office of Dean of Humanities and Social Sciences, students may not hire and supervise research assistants or contract technical services. If a student thesis project requires these budget items, their faculty supervisor must now apply for the research grant. For these student projects, the Smallwood Foundation and ISER normally limit these expenditures to individuals 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 J.R. Smallwood Foundation for Newfoundland and Labrador Studies Executive Committee which makes the final decisions.

****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.***

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. 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. Units will submit these applications on applicants' behalf to the Foundation 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 November 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.***

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, 12-pt font) 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 J.R. Smallwood Foundation for Newfoundland and Labrador Studies Mandate. Research Question:

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- 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 the J.R. Smallwood Foundation for Newfoundland and Labrador Studies and other sources. Clarify how the new funding being requested would be used.
- 7) Names and affiliations of any co-investigators**

SECTION IV: Curriculum Vitae

Please submit a copy of your curriculum vitae (no specific requirements or page limit).

SECTION V: Budget and Budget Justification

Please submit a copy of your Budget and Budget Justification (**1 page of single-spaced text, 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 \(mun.ca\)](#). 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 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)

Each applicant is 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 J.R. Smallwood Foundation for Newfoundland and Labrador Studies office at iser@mun.ca by December 1. (This step is not required for Memorial faculty members)
- 5) 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 J.R. Smallwood Foundation for Newfoundland and Labrador Studies, Memorial University of Newfoundland, I agree to:

- be accountable to the Foundation for the proper disposition of funds.
- advise the Foundation of any other awards held concurrently, so that an appropriate adjustment may be considered in the amount of the Research Grant awarded by the Foundation.
- 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 Foundation's financial support.
- acknowledge the support of the Foundation in any publications or other forms of research dissemination (e.g. websites, film) funded by the Foundation.

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 J.R. Smallwood Foundation for Newfoundland and Labrador Studies 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 Foundation's Office with all necessary information and paperwork in a timely manner in order to process components of their budget.