

**ACADEMIC DEVELOPMENT FUND  
NEW RESEARCH AND SCHOLARLY INITIATIVES AWARD  
Small Grants Competition**

Guidelines and Instructions for Application

1. The ADF New Research and Scholarly Initiatives Award - Small Grants Competition are to support the cost of research projects of modest scope. A maximum of \$8,500 is available to successful applicants for seed money, one-time requests, and projects of short duration. Applications may be made for new research initiatives. Requests for funds to supplement existing operating or research grants, to augment funds for larger projects (funded or applied for), or to attend conferences generally will not be accepted. Separate applications, for the same project, over several years, will not be funded.

Preference will be given to applications that offer a clear rationale for the proposed research, exhibit innovation, and contain a budget explaining fully how the money requested will be spent. In addition, preference will be given to those faculty members striving to get programs of research established and to those who, during the past three years, have not received funds through the SSHRC Internal Research competitions or the Academic Development Fund (ADF).

2. The program is administered by the University Secretariat under the general terms of reference of the Academic Development Fund. Applications will be adjudicated by a subcommittee of the Senate Subcommittee on Priorities in Academic Development (SUPAD), drawing members from the social sciences and humanities, physical sciences and life sciences. As this panel will comprise a cross-discipline of SUPAD members, each application will be reviewed by an expert and non-expert.
3. Researchers in all disciplines are eligible. At the time of application, the principal applicant must be a regular, full-time faculty member at Western (including the Robarts Research Institute) OR at the Lawson Health Research Institute with a faculty appointment at Western, OR be a faculty member at one of Western's Affiliated University Colleges with an additional appointment to Western, either through a Western academic department or the Faculty of Graduate Studies, OR be a Professor Emeritus at Western with a casual appointment at the rank of Adjunct Research Professor - Independent Research Required.
4. Applications must be submitted on updated forms obtained from the University Secretariat web site ([www.uwo.ca/univsec/senate](http://www.uwo.ca/univsec/senate)). Forms are available in electronic format only, and must be submitted electronically. Applications must be single spaced, NO smaller than 11 point or 12 characters per inch. A maximum of 6 lines per inch is allowed. **DO NOT** change the application format. Faxed applications will not be accepted. It is the responsibility of the researcher to ensure that all conditions are met and that the application is complete and submitted by the required date.

Completed electronic applications (Adobe PDF file) must be provided to the Chair and the Dean along with a printout of the signature page. Once signatures are obtained, the applicant will forward the PDF file via email to the SUPAD Secretary ([msoswald@uwo.ca](mailto:msoswald@uwo.ca)) with the hard copy signature page being hand-delivered to the University Secretariat (Room 290, SLB). The completed signature page must be received by the SUPAD Secretary no later than the application deadline.

5. All research proposals involving human or animal subjects or biohazardous materials must be approved by the appropriate Western review committee. Approvals should accompany the proposal or be sent to the University Secretariat within 60 days of the granting of the award. Funds will be encumbered and the project may not commence until appropriate approvals are received from the investigator.
6. A faculty member may submit one application to each ADF New Research and Scholarly Initiatives Award - Small Grants competition (*i.e.*, spring and fall). Given the limitations of available funds, however, *a faculty member will not be granted two internally funded research awards (ADF - New Research and Scholarly Initiatives Award or Internal SSHRC awards) in the same year unless there is an unusual and particularly compelling rationale.*
7. Completed applications in PDF format must be received by 4:30 p.m. by the SUPAD Secretary (email

[msoswald@uwo.ca](mailto:msoswald@uwo.ca)) on the posted deadline date. If the deadline falls on a weekend or statutory holiday, the deadline will be extended to 4:30 p.m. on the next working day following the weekend or holiday. **Late applications will not be accepted.**

8. Grants will be available for a period of up to two years from the starting date. Upon termination of an award, any unspent balance will revert to the ADF. Extensions may be granted in special circumstances upon written request to the Chair of SUPAD.
9. Within three months of the termination of the award, awardees must submit to the University Secretariat a final report. Final report forms are available on the University Secretariat website [<http://www.uwo.ca/univsec/senate>] Failure to submit a final report may jeopardize a faculty member's eligibility for future internally funded competitions.
10. For each award, an account will be set up as an "unrestricted research account." Investigators are expected to expend the funds in the manner proposed in the original request. In the event that an award is less than the amount requested, the principal investigator is free to move monies from one category to another to make up a short-fall, but not for items specifically disallowed by the SUPAD review committee. Approval for new categories of expenditure may be granted in special circumstances upon written request to the Chair of SUPAD.

## 11. BUDGET

### Budget Justification

An adequate budget justification is required in each application. To avoid arbitrary decisions on the appropriate level of funding, detailed explanations of costs must be provided.

### Personnel

The University of Western Ontario will be the employer of any staff hired using project funds; therefore researchers must pay appropriate wages and include benefits at established rates. The budget justification must include a description of the duties of the personnel requested, the required qualifications, and an explanation as to why the position is necessary to the project. Workload should be shown to justify the amount of time the person will be employed on the project.

### Travel Expenses

Travel must comply with University policies and regulations.

#### *Fieldwork travel*

For fieldwork, average cost per trip and number of trips should be estimated as closely as possible and explained.

#### *Air and train fare & car rental*

Applicants are required to provide written quotes for air and train fares and car rental and are expected to use the most economical means of transportation and to take advantage of seat sales and travel discounts whenever possible. (Written quotes are not required for travel to Toronto or Ottawa.) The website Microsoft Expedia (<http://expedia.msn.ca>) is a good source for fare information.

#### *Mileage*

Mileage costs must be calculated using established UWO rates.

### Subsistence

Under "subsistence" in the budget, applicants should provide their best estimate of the cost of accommodation and meals. The maximum daily rate for subsistence will be \$175 (Canadian) and the maximum period allowed will be 14 days. Receipts will be required when travel claims are processed. Detailed information as to destination and length of stay are required in the budget.

### Equipment

All equipment purchased with internal grant funds becomes the property of The University of Western Ontario. Written quotes, or advertisements giving prices, must accompany the application. For assistance with full costing including installation, taxes, warranty, shipping,

etc., contact the Purchasing Department (extn. 84589 or extn. 84581)

*Computing Equipment & Software*

The Committee will entertain requests for computers and related equipment and software; however, the request must be necessary for the conduct of the research activity described in the application and not for general administrative use. The Committee encourages applicants to request support from their Dean or Chair to help offset these costs before application. Requests to supplement or match departmental or decanal contributions, rather than fully fund the costs, are strongly encouraged.

*Printers and Fax Machines*

Requests for printers and fax machines will not be funded. Exceptions may be made for specialized printers or plotters essential to the research effort.

*Supplies and Services*

Whenever appropriate, numbers of units and unit costs should be explained. Quotes from suppliers should be provided for purchased services, e.g., computing or equipment repair.

*Funds to Attend Conferences*

Requests for funds to attend conferences will not normally be accepted. This prohibition includes travel costs, subsistence, registration fees, and costs associated with the preparation of the presentation. (Colleagues in the Social Sciences and Humanities may apply to the Internal SSHRC conference travel competition.)

**DEADLINES:**

**Fall Competition:**      **October 1-** Dean's Office for Signature  
    **October 15 4:30 p.m.** - University Secretariat

Decisions will be available by mid-December for a start date of January 1

**Spring Competition:**    **March 1** - Dean's Office for Signature  
    **March 15 4:30 p.m.** - University Secretariat

Decisions will be available by mid-June for a start date of July 1

CONTACT:      SUPAD Secretary, University Secretariat (Room 290, Stevenson-Lawson Building)  
                                  519-661-2111, ext. 84540  
                                  [msoswald@uwo.ca](mailto:msoswald@uwo.ca)

- Forms related to the Academic Development Fund New Research and Scholarly Initiatives Award - Small Grants competition, which were used prior to September, will not be accepted.
- Applicants are reminded to submit a Research Data and Approval Form (RDAF) to the Office of Research Development and Services at the time of application.
- Applicants are reminded that ADF grants are reviewed by members of a multiple disciplinary committee. Applications, specifically the description and project proposal, must be written in language suitable for review by colleagues who do not work in your field of work; scientific terminology and jargon must be clearly defined and where possible kept to a minimum. Applicants who do not follow this requirement may be disadvantaged because the quality of the research proposal cannot be effectively assessed.
- All internally funded grants will be administered only at The University of Western Ontario. Should the awardee cease to meet the eligibility criteria (Section 3) during the tenure of the award, the award will be cancelled and all remaining and recoverable monies returned to the Academic Development Fund.