

Internal Grant Funding Guidelines

1. All relevant University policies and procedures apply. Refer to the following definitions related to research and creative activity at MacEwan.
2. **Definitions**
 - 2.1. Project Grants support faculty engaging in novel research and creative activity pursuits, and may involve contributions from other researchers, student research assistants, government bodies, and corporate or other community partners.
 - 2.2. Community-Engaged Scholarship Grants support faculty co-developing activities with a community partner. Community partners may be not-for-profit, for-profit, or government agencies outside of academia.
 - 2.2.1. Community-Engaged Scholarship involves researchers and communities engaged in a mutually beneficial partnership. The resulting Scholarship is derived from community-based participatory or practice-based research; community- or practice-based teaching and learning; and community service.
 - 2.3. Dissemination Grants support faculty in sharing the outcomes of their Scholarship with local, community, or academic audiences, such as through conferences, exhibitions, and performances. Conference attendance as a panelist, presenter, performer, or speaker is eligible for funding support. Attendance **solely as a moderator, attendee, or student mentor** is not considered an eligible dissemination activity.
 - 2.4. SSHRC Institutional Grants (SIG) are awarded to MacEwan by the Social Sciences and Humanities Research Council of Canada (SSHRC). These grants are categorized as SSHRC Explore Grants for developing and supporting research and creative activities or SSHRC Exchange Grants for knowledge mobilization activities.
 - 2.5. Scholarship Support Grants provide additional funding support to faculty whose research and creative activities do not meet the objectives of other internal grants. These grants support activities that enhance the growth, excellence, and reputation of MacEwan faculty and students.
 - 2.6. Activity Expenses are the costs associated with conducting research and creative activities and must adhere to MacEwan's policies regarding hiring, purchasing, and eligible expenses. Examples include student and/or research assistant salaries, supplies and equipment, travel expenses of research team members for activity-related work and dissemination activities, etc. All expenses must be justified in the application.
 - 2.7. Faculty Mentors are faculty members who mentor students as part of Undergraduate Student Research Initiative grants. Faculty Mentors for students should be someone in the discipline of study and conducting Scholarship in that area.
3. **Eligibility**
 - 3.1. An individual is eligible to apply for internal research funding if they hold a full-time faculty

appointment that contains research and creative activities within its position duties. Sessional faculty are only eligible to be co-applicants and collaborators on internal grants as part of a research team.

3.2. Adjudication committee members may apply for funding support. However, they must recuse themselves from adjudication meetings in which they have an application under consideration.

3.3. Applicants who have not submitted a final report for previously completed internal grants are not eligible to apply for new internal funding. If the final report is not submitted by the application deadline of the new funding opportunity, the application will be denied.

3.3.1. Faculty Mentors submitting Undergraduate Student Research Initiative (USRI) applications must ensure that all USRI final reports have been submitted for completed activities to avoid future applications being denied.

3.4. An applicant may only be a principal investigator on one grant of each type.

3.5. Applicants may submit **one** application of each grant type per call.

3.5.1. Any application must be unique from other internal grants held.

3.5.2. Applications like previously funded projects must clearly describe how the current proposal extends previously funded work. The applicant bears the responsibility of describing how a new application differs from a previously funded application.

3.6. An applicant may only be funded **once** for a conference, exhibition, or performance of the same material.

3.7. Applicants who hold an internal Research Chair grant are not eligible to apply for other internal funding from the Office of Research Services until the internal Research Chair role ends

3.8. Applications from collaborating faculty must be distinguishable.

4. **Funding limits**

4.1. Funding limits for internal research grants are noted in the individual grant applications.

4.2. Submitted grant budgets may be reduced if ineligible/unreasonable costs are included in the application.

5. **Dissemination Grants**

5.1. Only one applicant may request funding support for joint dissemination activities (e.g., joint conference presentation).

5.2. Applicant can only apply for one event/conference per application.

5.3. Faculty can hold only one Dissemination Grant per academic year, and can apply in

October or March. (Note: If they are successful in October, they cannot apply again in March).

6. **Disqualification and Ineligible items**

6.1. Incomplete applications in any competition will not be adjudicated.

6.2. Expenses in violation of MacEwan policies will not be reimbursed.

6.3. Teaching release time and faculty salaries are not eligible for funding.

6.4. Activity Expenses incurred before the application deadline or after the award end date are not eligible for funding.

6.4.1. Travel expenses (e.g., conference registration, flights) incurred before the application deadline are eligible for reimbursement in Dissemination Grants, as long as the actual event (e.g., conference, flights) takes place after the application deadline and before the award end date.

7. **Capital/Tracked Assets**

7.1. Funding of capital/tracked assets will be considered if it is essential and specific to the activity. All capital/tracked assets purchased with grant funds remain the property of MacEwan University.

8. **Research in Support of Advanced Degrees**

8.1. Primary research conducted towards the attainment of advanced credentials (e.g., graduate studies), as well as dissemination arising from thesis/dissertation research, is not eligible for funding.

9. **Research Assistant (RA) support**

9.1. Salary costs of RAs for academic work directly leading to credit for courses or honour's theses are ineligible for funding.

9.2. Costs incurred for travel-abroad courses are not eligible for funding.

9.3. RA pay must follow MacEwan's standardized rates.

9.4. All travel for RAs must be clearly described. Travel for RA activities must adhere to all applicable travel policies and procedures.

9.5. RA and student travel for dissemination activities cannot be included in faculty Dissemination Grants.

10. **Acknowledgment**

10.1. Grant holders are expected to acknowledge funding support by the Office of Research Services in dissemination activities, publications, poster presentations, oral presentations,

etc.

- 10.2. Grant holders are encouraged to contact roam@macewan.ca for archiving any peer-reviewed works resulting from internally funded research in MacEwan University's institutional repository.

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