

Faculty Research Fellowships Administration Procedures

1. Faculty Research Fellowship Titles

There are five (5) three-year faculty research Fellowships:

Eric Geddes Professor of Business
Alex Hamilton Professor of Business
Roger S. Smith Professor of Business
Francis Winspear Professor of Business
CN Western Economic Research Fellowship

There are six (6) one-year faculty research Fellowships:

Canadian Utilities Faculty Fellowship
G.R.A. Rice Faculty Fellowship
Hugh E. Pearson Fellowship
NOVA Management of Technology Endowment
The Edmonton Journal Fellowship
Xerox Canada Faculty Fellowship

Not all Fellowships are available each year. The Annual Call for Applications will specify which Fellowship(s) is offered.

The number of years refers to the Fellowship term in which the Fellow will receive funds.

2. Value, Term and Entitlements

The amount supporting each three-year faculty research Fellowship varies from \$10,000 to \$20,000 annually for three (3) years and will:

- cover research and administration expenses at the discretion of the Fellow, of which up to 50% may be taken as a salary supplement. **NOTE:** Before the award is finalized, the successful candidate must choose to receive (or not receive) a set amount of salary supplement for the full three years.

The amount supporting each one-year faculty research Fellowship will be \$15,000, and:

- will cover expenses directly related to the Fellow's research proposal, including (but not restricted to) such items as travel, computer upgrade, research assistants, data purchase, data collection, or software licenses.
- will not be used for salary enhancements.

The Fellow may use funds for course buyouts at the official buy out rate for the Alberta School of Business, subject to the Department Chair's approval (or from the Dean if the Fellow is a Department Chair).

Fellowship terms will commence on July 1.

Expenditures shall not extend beyond the Fellowship's term end date.

3. Eligibility

Any tenure track staff member in the Alberta School of Business, except those appointed to Endowed Chairs or Professorships and those who have not yet received their PhD degree, is eligible to hold one of these Fellowships.

Additionally, to be considered for any of the Fellowships, the candidate must have applied for a Tri-Council Agency grant as a Principal Investigator (PI) in the past three years.

The following Three-year Fellowships are reserved for senior faculty (senior faculty include full professors, associate professors and assistant professors who have been awarded tenure and promotion by the Alberta School of Business):

- *Eric Geddes Professor of Business*
- *Alex Hamilton Professor of Business*
- *Roger S. Smith Professor of Business*
- *Francis Winspear Professor of Business*

The following Three-year Fellowship is specified as follows:

- *CN Western Economic Research Fellowship* is open to all faculty and limited to research that is relevant to Western Canadian economic development.

The following One-year Fellowships are specified as follows:

- *Canadian Utilities Faculty Fellowship* is open to all faculty and open as to topic.
- *G.R.A. Rice Faculty Fellowship* is limited to senior faculty and open as to topic.
- *Hugh E. Pearson Fellowship* and *The Edmonton Journal Fellowship* are limited to assistant or associate professors and open as to topic.
- *NOVA Management of Technology Endowment* and *Xerox Canada Faculty Fellowship* are open to all faculty but limited to research on the management of technology.

For recipients of any Fellowships, one year must lapse before applying for another Fellowship.

4. Application Components – Refer to the online [Faculty Research Fellowship Application Form](#)

The applicant is responsible for conforming to the procedures and must submit all required materials to the Associate Dean, Research [through an online application form](#) prior to the deadline stated in the Annual Call for Applications. Incomplete or late applications will not be accepted.

5. Selection Process

The selection process will be organized by the Associate Dean, Research.

The Annual Call for Applications will be sent in the middle of the Fall term.

The Associate Dean, Research will strike a Research Awards Committee (RAC) comprised of senior faculty members to evaluate applications. The Associate Dean, Research will seek a nominee from each Department Chair: senior faculty who will not be applying are preferred. A Department Chair may serve on the RAC. In addition, the Assistant Dean, Equity, Diversity and Inclusion (EDI) (or other EDI representative) will serve as a committee member. All committee members will be required to complete the Tri-Council on-line module on 'Unconscious Bias'. The Associate Dean, Research will chair the RAC.

Criteria for evaluation are:

- Quality of the proposed plan of research.
- Research productivity over the past five (5) years.
- Successful completion of ongoing research projects.

The RAC may solicit written comments from one or more individuals knowledgeable in the applicant's area of the proposed research.

The RAC will meet to review all applications and prepare a recommendation of Fellows to the Dean.

The final selection and announcement will be made by the Dean, Alberta School of Business, upon the ranking and advice of the Committee.

6. Ethics Approval

Funds will not be released until receipt of ethics approval, if applicable.

7. Acknowledgement

Fellows are expected to acknowledge the Fellowship when disseminating the results of the research projects.

8. Fellow's Report

Upon completion of the Fellowship term, the Fellow shall provide a [brief report to the Associate Dean, Research](#) on use of the funds and the research outputs. An updated report of this nature will be required for subsequent Fellowship applications.