PROGRAM GUIDE

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1.0 Eligibility

While all **continuing faculty members**, full or part-time, may apply for SAS funds, the following restrictions apply:

- Faculty members are restricted to one (1) SAS application per competition and one (1) research project per application.
- Faculty Members cannot hold a SAS grant in two consecutive competitions, irrespective of category. For example, if an applicant was awarded a SAS grant in Winter; it disqualifies the applicant from receiving another award in the upcoming semester.
- Projects relating to the completion of a faculty member's degree, those relating to work done primarily for commercial objectives, and those funded by contracting agencies such as a government agency or business, are not eligible for SAS funding.
- The spending for all funded projects must be completed by the end date provided in the notice of award.

2.0 Competition

Exact deadlines will be announced each semester.

Applications must be received via the google form in the original call and must include all the required supporting documentation specified in this Program Guide by the date/time indicated.

3.0 How to Apply

The Faculty of Arts SAS program uses an online submission form. Only applications submitted via the online form will be accepted.

Note: Chair’s assessments are no longer required for the SAS program.

While ethics clearance is not required before adjudication, research projects involving human or animal subjects will require ethics approval, and any SAS funds awarded will not be released without evidence of ethics clearance.

4.0 Adjudication

SAS applications are adjudicated by an elected committee of the Faculty of Arts, which is made up of representatives from all three divisions in the Faculty: Social Sciences, Humanities, and Fine Arts.

5.0 Types of Activities Funded

Requests for SAS funding may be made for various activities. The examples below do not exhaust the full range of types of research and creative activity that can be funded:

Grants to develop research leading to a national granting council application:

Applicants should explain the research needs that will be addressed by the funding, what will be accomplished during the tenure of the SAS grant, and why these accomplishments are required for the development of a competitive national research grant application.

Grants for self-contained projects carried out during the SAS funding period:

Funding to enable the successful applicant to carry out a relatively self-contained research or creative project within one year and with the modest amount of funding available from SAS. Be sure to explain the purpose and value of the research and the research needs that will be funded.

Grants for Indigenous Community Engaged Research:

SAS is committed to engaging its Indigenous stakeholder communities and demonstrating that the research it supports leads to benefits for Indigenous Peoples and Canadians.

Grants to bring substantial research or creative projects to completion:

The applicant should explain the nature of the continuing project and the progress made to date. The applicant should also specify how funds will be expended and the tasks required to bring the research to completion/publication and show how the requested SAS support will be sufficient to accomplish these tasks.

Grants to satisfy critical needs related to new or continuing research or creative activity:

Critical needs related to equipment and materials, personnel and services, research travel, and teaching release time will be considered. Applicants must demonstrate why this funding is demonstrably essential to the success of their research or creative project. Please outline any measures that have already been taken to secure this support from other internal or external sources.

Grants to attend scholarly conferences:

Applicants must demonstrate the appropriateness and importance of participation at the conference to their research program and career. Applications must include supporting documentation, including but not limited to, letters of acceptance/invitation, an itemized list of conference fees, and an abstract of their conference paper.

Grants for travel to attend performances/creative activity.

Faculty members in the fine arts who adjudicate or otherwise attend performances or creative activities should explain the nature of the invitation or event, its importance in the fine arts community, and how this activity will enhance their own performance/creative activity and career.

6.0 Budget Development and Requirements

Applicants must specify and justify all costs associated with their proposed project. Please use the online application form to outline and justify expenses and include appropriate supporting documentation. Supporting documentation shall typically include written estimates of costs to be funded by the requested SAS grant. Further details on budget development and required documentation are provided below.

6.1 Conflict of Interest

All researchers are required to comply with relevant University policies and procedures. It is the responsibility of the applicant to ensure all effort has been made to ensure that their application is compliant with all relevant UAlberta policies including, but not limited to, research and scholarship integrity, travel, and conflict of interest policies as they pertain to the hiring of personnel, contracting for services, and/or purchasing of equipment/materials.

A University staff member who employs, contracts for service, or purchases equipment/materials from a family member or an associated individual is in a conflict of interest position. All situations of conflict of interest must be reported in your application.

6.2 Equipment and Materials

Explain clearly why you cannot use equipment already in place at the University and why the equipment is essential for this research project. Provide a vendor's estimate for the equipment requested.

The SAS competition will not normally provide support for the purchase of personal computers, except when the computer is needed for a clearly specified research component within an integrated research program. Equipment and materials purchased with SAS funds become the property of the University.

The fund does not allow additional money for the maintenance or minor repair of purchased equipment you buy with an SAS grant. However, you may submit a subsequent application requesting funds required to deal with major equipment failure.

6.3 Personnel and Services

Outline the nature of the services or research assistance for which funding is sought, and explain why it is essential for this research project.

When a research assistant is requested, please indicate the assistant's duties, any special expertise required and, where relevant, the relationship between the proposed duties and the assistant's program of study.

Please note that SAS funding is not intended as a replacement for the four, eight, and twelve-month Graduate Research Assistantships provided by your Department or other sources of funding. SAS funding is typically targeted for shorter term and limited Graduate Research Assistants – that is, less than four months and fewer than 12 hours per week (for example: one month at 10 hours a week or three months at 6 hours a week).

Note that GRAs must be paid in accordance with established UAlberta salary scales and budgets must include full costs, including award, salary, and benefits. Applicants are expected to adhere to the Collective Agreement when arranging and employing student assistants.

- Information on student salary scales can be found here.
- If you are hiring a graduate student at year 3 or higher, you cannot budget for base pay rate, unless they have never received a TA- or RA-ship before. You must budget for the student to be hired at wages commensurate with their current contract, and for wages to increase by ~7% each year, as per the collective agreement (1-2% for annual contract increases plus 5% merit increase).
- Students may normally only be hired fewer than 12 hrs/week and for a maximum term of less than 4 months.
- Research budgets for undergraduate students as negotiated between the researcher and student.
- Consult your appropriate Departmental administrative staff if you are uncertain about budgeting for research assistance.

6.4 Teaching Release

Release-time funding is available under the SAS program only in those exceptional circumstances when the need for additional research time is urgent and essential to the success of a research project. The maximum funded teaching release will be

one half-course, and is paid to the applicant's Department (typically up to $11,000). The applicant must explain why release time is essential to the success of the proposed project at the time requested.

Applicants must consult their Departmental Chair to confirm that the proposed teaching release can be accommodated within the Department's teaching plan. It is also important to confirm the amount required for the proposed teaching release.

Applicants are reminded that the SAS committee requires a precise justification of the need for teaching release time. The assertion that less time in class means more time for research is unimpressive as a rationale.

6.5 Research and Conference Travel

Travel assistance will be provided in connection with conference or performance attendance, or with regard to advancing a specific research or creative project. Applicants must be clear about the importance of the travel to their research or career. Faculty on leave are eligible, but applications for travel to and from a sabbatical destination will not be considered. Travel funding is typically reserved for upcoming trips (usually not more than one year from date of application) and, where necessary, trips that took place since the last SAS competition, six months prior to the current application.

On all travel grants, University travel regulations apply. Refer to UAlberta's UAPPOL Travel Expense Procedures and Travel Expense Procedure Appendix A: Schedule of Allowable Travel Expenses

Please consider the following points when budgeting for a SAS travel application:

- Trip cancellation insurance costs will be covered and should be calculated with airfare.
- Spending on accommodations must adhere to university policies that require booking of reasonable and economic accommodations.
- Total airport ground transportation is capped at $200 total
- Per Diem is calculated at $70/day CAD for travel in Canada, $70/day USD equivalent if traveling in the USA, and $95/day CAD for all other destinations. Please note that meals provided through inclusion with travel, accommodation or conference registration should not be included in the applicants per diem budget.
- For conference travel, applicants can budget one night's accommodation and one day's per diem before and after the conference up to a maximum of 7 days of funded travel.
- The maximum allowable budget for Conference Travel (including travel, accommodation, per diem or meals, conference registration and costs) is

$2,500 CAD within Canada and $3,000 CAD in the United States, and $3,500 CAD for travel to other international destinations.

- For research travel the 7-day time limit does not apply; however, the maximum travel amount supported by SAS is $5,000.
- Applications must provide Canadian dollar equivalents for all foreign expenditures and include evidence of the conversion rate used.
- Conference travel applications must include written estimates or receipts of travel and accommodation costs, letters of acceptance/invitation, an itemized list of conference fees, and an abstract of the conference paper that will be delivered.
- Association membership fees are not considered conference registration fees and are not eligible to be covered by SAS. Membership fees can be covered by a faculty member's Professional Expense Reimbursement (PER).
- Optional conference activities, i.e., golf tournaments, tours, and optional workshops not directly relevant to your conference participation are not eligible.

7.0 Required Supporting Documentation

This section outlines the supporting documentation you are required to submit with your SAS application. Failure to submit all of the required supporting documentation may result in that portion of your application being automatically disqualified.

7.1 Equipment and Materials

- Detailed written estimates/quote from vendors that includes a description and estimate/ quote from the vendor.
- Currency conversion from reputable website or bank site *(required for <u>each</u> estimate/quote/receipt not issued in CAD $$)*

7.2 Personnel and Services

- Quote or invoice from contracted services that includes the scope of work and time requirements described.
- Currency conversion from reputable website or bank site *(required for <u>each</u> estimate/quote/receipt not issued in CAD $$)*
- GSA hires do not require supporting documentation, however, you are expected to include and justify your costs in your application.

7.3 Teaching Release

- None.

7.4 Research and Conference Travel

- For all travel:

- Itemized travel/airfare estimate, quote or receipt from a travel agent, travel booking website or individual carrier company.
- Itemized accommodation estimate, quote or receipt.
  - **NOTE:** Combined package estimates/quote/receipts for travel and accommodation are not accepted.
- Currency conversion from reputable website or bank site *(required for <u>each</u> estimate/quote/receipt not issued in CAD $$)*
- Other expenses – as reasonable and permissible under UAPPOL Travel Policies. Justification and receipts must be provided for expenses.

<u>Additional documentation required for Conference travel</u>:

- Itemized quote or receipt for conference fees paid.
  - **NOTE:** Total sum receipts or bank/credit card statements are not sufficient.
  - Association membership fees, golf tournaments, banquets, tours, and optional workshops not directly relevant to your conference participation <u>are not eligible for reimbursement.</u>
- Invitation/letter of acceptance of conference participation.
- Abstract of the conference paper that will be delivered.

8.0 Adjudication Criteria

Research and creative activity in the Faculty is of an extremely high quality. The SAS Committee must select the best applications from among many deserving proposals. Please take time to prepare an application that will convince the adjudication committee of the merits of your request. Remember, your application is being adjudicated by a multi-disciplinary committee who may or may not understand your field of study. What seems obvious to you may not be clear for the committee. Aim to convey the rationale and merits of your proposal, while remaining comprehensible to non-specialists. Be very clear, concise, and complete in your explanations and justifications.

The SAS Committee will evaluate applications on the basis of the ***strength of the application, strength of the applicant's research record***, and when appropriate, ***the significance of the application to the applicant's career.*** New scholars are encouraged to apply to the fund. Research records are viewed as they relate to seniority.

All applications are reviewed based on merit. The following factors are central in the review process:

- Degree of fit with activities funded by SAS (see the 'Types of Activities Funded' above).

- Indication of concrete ways the research incorporates EDI (equity, diversity and inclusion) strategies. Please refer to the **following resource** for guidance and best practices.
- Clarity and completeness of the application.
- Urgency of the project and its importance to the applicant's research program and career.
- Applicant's research record relative to seniority.
- Appropriateness of the budget and justification of expenditures.
- Student training is a priority in the SAS program.

9.0 Information About SAS Grants

9.1 Funding Period

All notices of award will include a project end date. Funding must be used before the project end-date indicated on the Notice of Award. Applicants seeking permission to extend the granting period must send their request in writing to the Associate Dean (Research) before the funding period specified on the notice of award expires.

9.2 Expenditures

SAS awards are provided for the specific expenditures identified in an applicant's proposal and may not be used for other purposes. In exceptional circumstances, a change in expenditure plans may be approved. In this case, the grant holder must submit a written request explaining the need for the change in plans to artsawards@ualberta.ca prior to the expense being incurred. Notices of award will include instructions with regard to accessing funds.

The amount awarded is the maximum amount a grant will receive. Shortfalls in budgeting or increases in or unexpected travel costs will not be compensated by the Faculty.

Please note that original itemized receipts must be provided when securing expenditure refunds.

9.3 Final Report

Applicants must submit a brief report on completion of the project. The report should indicate what work was accomplished as a result of the award, when it was accomplished, and what publications/performances/exhibitions are expected as a result of that work. The report must also confirm the purposes for which the funds were used. The deadline and instructions for the report will be

indicated on the notice of award. Please note that future applications will not be considered unless the applicant has submitted this report.

10.0 For Department Chairs

The Chair's assessments are no longer required for the SAS Program.