



UNIVERSITY OF ALBERTA FACULTY OF NURSING

Endowment Fund for the Future: Support for the Advancement of Scholarship (EFF-SAS) Research Fund

DEADLINE: Nov 1, 2020

Small Research Operating Grant GUIDELINES AND APPLICATION INSTRUCTIONS

PURPOSE

The Endowment Fund for the Future (EFF) for the Advancement of Scholarship is intended to enhance student experiences through engagement in research, facilitate the integration of teaching and research, and promote research and scholarly activity. Funds are intended to be utilized in a strategic and transformative manner that aligns with the Faculty of Nursing Strategic Plan 2016-2021.

Value of the Award

The amount for the award is a maximum total of **\$5,000**, tenable for **one year** (Dec 1, 2020 – Nov 30, 2021).

ELIGIBILITY, DEADLINES, AND ADJUDICATION

All full time continuing Faculty of Nursing tenure track faculty members, under the Faculty Agreement, are eligible to apply for EFF funding. Priority for such applicants will form part of the adjudication process. Tenure track faculty may apply for one operating grant per competition as the nominated Principal Applicant. *Undergraduate and Graduate students are not eligible to apply.*

This grant is not intended for ongoing funding, (i.e., one cannot apply for the same project in future applications).

A final report is due to the Associate Dean (Research) within **three months** following completion of the project. Faculty members are not eligible for future EFF grants and/or other programs administered by the Faculty of Nursing if final reports from previous grants are outstanding.

In the event of termination by the individual or by the University, the award will be forfeited. The recipient will not be entitled to payment of the award beyond the date of termination.

The following are **not** eligible for funding:

- Projects relating to work done primarily for commercial objectives and those funded by a contracting agency (e.g., government or business)
- Collection or preparation of material primarily intended for personal classroom needs or teaching material
- Teaching release time
- Research by trainees to meet degree or course requirements

Deadlines

Applications must be received by **Nov 1, 2020 @ 3:00pm (MST)**.

Late and/or incomplete applications will not be considered. It is the applicant's responsibility to ensure applications are received by the deadline. If the deadline falls on a non-working day, applications are due the following business day.

How to Apply

Complete the appropriate EFF application form(s) and obtain all required signatures as per University of Alberta procedure. The applicant is responsible for obtaining signatures of all University of Alberta co-investigators, if applicable. The Research and Funding Support Coordinator will facilitate obtaining the signature from the Faculty of Nursing Associate Dean (Research).

Application forms are available on the Faculty of Nursing's Research Funding Opportunities webpage.¹ The application must be submitted **electronically** as a **single PDF file**, including the signed application form and any attachments. The application is to be sent by email to nursing.research@ualberta.ca on or before the deadline.

**** PLEASE NOTE:** Applications received without all of the required attachments will be returned to the applicant; they will not be forwarded to the adjudication committee. No supplementary material will be accepted after the application has been submitted, unless requested by administration. **Signatures, including that of the Associate Dean (Research), must be arranged before final submission.**

ADJUDICATION

All completed applications are reviewed by the FoN Research Review Committee (RRC), which will rank the applications based on merit and forward a recommendation to the Associate Dean (Research) for decision. Please take time to prepare an application that clearly outlines the merits of your request. It may take up to six weeks to review and adjudicate the applications following the competition deadline. Applicants will be notified of the Committee's decision in writing and via email from the Coordinator on behalf the Associate Dean (Research). Decisions are final and cannot be appealed.

Adjudication Criteria

All applications are reviewed based on merit. Criteria to consider in developing the Small Operating Grant research project proposal are:

- Purpose of the research project/activities
- Fit with the research program of the applicant
- Demonstration of project alignment with the FoN Strategic Plan and the potential to be transformative to Nursing/Healthcare and to the applicant's research program
- Significance of the topic or issue that the research project will address
- Design, methods, and feasibility of the project
- Impact of the research
- Appropriateness of budget
- Qualifications of the applicant including training, experience, and independence (relative to career stage)

¹ <https://www.ualberta.ca/nursing/research/funding-opportunities/faculty>

- Training environment and development of trainees

Applications will also be assessed on the applicant's academic rank (Assistant, Associate, Full Professor) and/or stage of research career development. The applicant's status will be assessed at the time of application.

Priority funding will be given to newer pre-tenured Faculty and/or earlier or mid-career investigators that have not received EFF funding in the past. The Research Review Committee will adjudicate the applications on a 5- point scale.

Applicants must:

- Indicate measures taken to secure **external support** for the project and/or travel
- Ensure appropriate **ethics clearance** has been received; any projects involving human or animal subjects will require ethics approval before any funds will be released
- Describe the role of the trainee and linkage to the supervisor's research, if applicable

Criteria resulting in disqualification:

- Incomplete application
- Project outputs have been previously disseminated or published; project has been previously funded
- The budget is greater than the amount awarded by the EFF grant and there is no evidence that external/additional funding has been applied for and/or secured

Below are examples of the most typical requests, though funding requests for other types of research projects/activities will be considered.

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

Grants providing seed funding to enable the successful applicant to begin research leading to a larger research grant application for an external agency (e.g., SSHRC, CIHR, etc.) within one year of being awarded EFF funding. The applicant must explain what will be accomplished during the tenure of the EFF grant and why these accomplishments are required for the development of a competitive national research grant application.

Note: If you have received an EFF grant for this purpose, your final report to the Associate Dean (Research) should include a copy of the resulting national (e.g., SSHRC or CIHR) research grant application.

(b) Grants for self-contained projects carried out during the EFF funding period:

Funding to enable the successful applicant to carry out a pilot or small study within one year and within the modest funding envelope available from EFF.

(c) 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 the tasks required to bring the research to completion/publication and show how the requested EFF support will be sufficient to accomplish these tasks.

(d) Grants to support trainee development:

Funding to support Faculty of Nursing undergraduate and graduate students carrying out research projects and/or activities that contribute to trainee development. The objectives are to offer students the opportunity to intellectually develop within a research environment and to acquire new methodological expertise. Students

must be registered as full-time. Undergraduate students must have completed at least one year of undergraduate studies in the Faculty of Nursing.

BUDGET DEVELOPMENT

All funds are to remain in the Faculty of Nursing, University of Alberta (subgrants to other faculties or universities are not allowed).

Funding is intended to cover direct research costs only. The applicant must specify and justify all costs associated within the research project proposal. These should be broken down under the following headings:

(a) Personnel and Services (including research assistants)

When a research assistant (RA) is requested under “services”, please indicate the assistant's duties, any special expertise required, and, where relevant, the relationship between the proposed duties and the RA’s program of study.

Salary Scales for Support Staff Operating/Trust should be referred to for hiring of Trust-Funded personnel.² Assistantships will normally be paid in accordance with the regulations governing Trust-Funded Graduate Assistantships Collective Agreement.³ EFF funding is not intended as a replacement for Graduate Research Assistantships (GRAs).

Research budgets for casual student labour must reflect the following:

- Stipend that includes Award and Minimum Salary for Master’s program and Doctoral program students, respectively, plus appropriate benefits (see Human Resources for appropriate numbers)
- A full time student is permitted to work any number of hours up to and including a maximum of 12 hours/week
- Appointment must be less than 12 months

(b) Equipment and Materials

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

Equipment and materials purchased with EFF funds become the property of the University. The EFF 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.

The fund does not allow additional money for the maintenance and/or minor repair of equipment purchased with an EFF grant.

Itemize *Equipment and Materials* providing budgetary details, rationale and justification. **Submit quotations for all equipment and materials costing \$5,000 or more.**

(c) Other Expenditures

² See <http://www.hrs.ualberta.ca/PayandTaxInfo/SalaryScales.aspx>

³ See http://www.hrs.ualberta.ca/MyEmployment/~media/hrs/MyEmployment/Agreements/2016-2018_GSA_Agreement.pdf

Itemize other expenditures providing budgetary details, rationale and justification. **Submit quotations for all items costing \$5,000 or more.**

EFF FUND ADMINISTRATION

To Access the Award

A sub speed code will be assigned to the successful applicant. Grant holders are wholly responsible for administering their grant accounts and must comply with all relevant University of Alberta and Faculty of Nursing policies and procedures.

Ensure appropriate **ethics clearance** has been received; any projects involving human or animal subjects will require ethics approval before any funds will be released.

Funding Period

Small Operating Grants are awarded for a maximum **one-year term** and will close on the project end-date. Funding must be used before the conclusion of a project's specified term. Any unspent funds at the conclusion of a project's specified term will revert to the EFF Fund.

Extensions

EFF 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 may be approved. In this case, a written request explaining the need for the change in plans must be submitted by the grant holder to the Associate Dean (Research) c/o Research and Funding Support Coordinator at nursing.research@ualberta.ca. Unauthorized deviations from the budget will render the applicant ineligible to submit for future EFF grants and/or other research related programs administered by the Faculty of Nursing.

Project Report

Applicants must submit a brief final report (maximum 1 page) on completion of the project to the Associate Dean (Research) c/o Research and Funding Support Coordinator at nursing.research@ualberta.ca within **3 months** following completion of the project and/or travel.

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 should outline the progress of the project to which the funding was granted and confirm the purposes for which the funds were used.

Faculty members are not eligible to submit for future EFF grants and/or other programs administered by the Faculty of Nursing if final reports from previous grants are outstanding.

Acknowledgement

The Endowment Fund for the Future (EFF) for the Support for the Advancement of Scholarship (SAS) Research Fund is to be appropriately acknowledged in all reports, publications, presentations, and material arising from grants provided or administered by the Faculty of Nursing.