# Program Guidelines

- Please use the appropriate form when completing an application.
- A new Proposal Request must be created in PeopleSoft and submitted for department and faculty approvals prior to submitting the application to the Killam Research Fund. (instructions can be found HERE).
- Submit one copy electronically (application, CV, and relevant documents) to killamresearchfund@ualberta.ca after all approvals have been obtained in PeopleSoft. Ensure the ADR and Research Facilitator for your Faculty are included in this email.
- Applications received that are not complete will be returned as unsuccessful and will make you ineligible for funding until the next eligibility period.

**N.B. All applicants are advised to carefully read the Guidelines prior to completing an application. Failure to review the Guidelines is likely to result in failure of an application.**

The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of adjudication and administration of the Killam Research Fund Program. Direct any questions about this collection to the Office of the Vice-President (Research and Innovation), 2-51 South Academic Building, University of Alberta, Edmonton, AB T6G 2G7; tel (780) 492-5353; fax (780) 492-3189. Revised October 2019.

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## OBJECTIVES

The Killam Research Fund supports research, scholarship and creative activities that advance the University of Alberta's vision and academic plan. In general terms, the Fund fosters the development of research initiatives to promote *transformative* scholarship and discoveries at the leading edge of particular fields. Transformative research enhances the research profile of the scholar and the institution, and is likely to attract significant funds to establish and sustain the research program. Selection criteria emphasize the impact and quality of scholarship over quantity, and encourage cross-disciplinary activity. The Killam Research Fund supports research initiatives that are expected to increase the University's success in obtaining funding from the Social Sciences and Humanities Research Council of Canada (SSHRC) as well as other national and international peer-reviewed funding competitions. The Killam Research Fund assists researchers in developing leading, recognized and externally financed programs of research.

The fund also supports outstanding research in established and emerging scholarly areas that do not have access to significant external funds, such as the creative and performing arts.

The fund is not designed to support researchers on a continuous or regular basis, either for conference travel or broader research programs. The Killam Research Fund is not intended to be a substitute source of funding for travel to conferences or research activities if external funding is held by the applicant. In general terms, this fund should be viewed as a way to assist in the development of innovative research programs that are later to be sustained by external, peer-reviewed funding agencies.

## ADMINISTRATION

The Vice-President (Research and Innovation) is responsible for the stewardship and administration of the Killam Research Fund. All applications are to be submitted to the Office of the Vice-President (Research and Innovation), and funding decisions will be made by the Killam Research Fund Committee, chaired by the Vice- President (Research and Innovation) or designate. The Committee is populated by prominent scholars from the social sciences, humanities and fine arts along with a member that is appointed by the Provost and Vice- President (Academic).

Members of the Killam Research Fund Committee adjudicate the relative merits of applications in light of the fund's aims. The Committee is unable to recommend support for all projects, and may recommend reductions in grant amounts requested. Proposals should be clear, concise and complete, and budgets appropriately justified.

The Killam Research Fund is managed in an efficient, imaginative and flexible manner. Each application is considered on its merits. Applicants should be advised, however, that the demand for funds normally exceeds the established annual budget, so not all meritorious projects can be supported.

## THE KILLAM RESEARCH FUND

The Killam Research Fund is divided into four grant platforms:

1. Conference Travel Grants (as per travel grid)
2. Research Operating Grants ($\leq$ $7000)
3. Cornerstone Grants ($\leq$ $50,000)
4. Research Connection Grants ($\leq$ $10,000) [New]

## ELIGIBILITY TO APPLY

1. Applications must propose research contributions to the Humanities, Fine Arts or the Social Sciences.

2. All continuing paid faculty members are eligible to apply.

3. If eligible under University policy, professors emeriti, adjunct professors, visiting and sessional professors, research associates, post-doctoral fellows, faculty service officers, and librarians may apply for support of independent research or conference travel upon the written recommendation (clarifying exceptional circumstances) of the Department Chair, Dean, Director or Vice- President, as appropriate, but they will not be granted the same priority as continuing paid faculty members. Such applications should clearly demonstrate how the proposed research would contribute to the University of Alberta's vision and research enterprise. To confirm eligibility to apply for funding as a principal applicant or co-applicant, see University of Alberta Policies and Procedures Online (UAPPOL) document entitled "Eligibility to Apply for and Hold Research Funding Policy".

4. Graduate students are not eligible to apply.

5. Applications may be made to the **conference travel fund** and **one** other Killam award category in the same fiscal year (i.e., April to March)

6. Application to the conference travel fund may be made only once every two fiscal years.

7. Application may be made to **one** of the Research Operating Grants, Cornerstone Grants or Research Connection Grants per fiscal year.

8. Successful applicants cannot apply to the fund again, in any category, for two years from the time of an award.

9. Unsuccessful applicants to the conference travel fund may not apply again for two fiscal years. Unsuccessful applicants to the remaining Killam award categories may apply again in the next fiscal year.

| **Fund Name** | **Deadline** | **Frequency of Application** |
|---|---|---|
| Conference Travel Grant | 90 days in advance of conference presentation | Once every two fiscal years (April to March), regardless of success |
| Research Operating Grant | On-going | Once per fiscal year to any one of these 3 grants.<br>If successful, no applications may be made for 2 years from the time of the award. |
| Cornerstone Grant | April 1, October 1 | |
| Research Connection Grant | April 1, October 1 | |

## A. Conference Travel Grants

1. Members of the Killam Research Fund Committee adjudicate these grants on an on-going basis. Applications should be submitted on the *Application Form for Conference Travel Grants*.

2. The grid below provides an outline for the **maximum** amount of travel support that may be awarded under the Conference Travel Grants program for different destinations. Allocated funds must be applied towards the costs of conference travel at the discretion of the awardee in accordance with applicable University policies and procedures.

| | | | |
|---|---|---|---|
| Africa | $5,400 | Asia | $4,200 |
| Australia | $4,000 | Iceland | $3,600 |
| South America | $3,400 | Europe | $3,200 |
| United Kingdom | $3,200 | Central America | $2,200 |
| U.S.A. | $2,000 | Atlantic Canada | $2,000 |
| Middle East | $4,200 | Western & Central Canada | $1,600 |

Destinations not explicitly addressed in the grid above, or travel from destinations other than Edmonton, will be awarded at the Committee's discretion. In these cases only, a travel quote must be provided with the application.

3. Conference Travel Grants are available to support leading research presented at highly prestigious scholarly conferences in an applicant's field. Applicants are expected to present an **unpublished** scholarly work (normally a new paper) to a renowned academic conference that accepts participation on the basis of peer review. Priority will be given to **refereed presentations** and invited keynote addresses. Conference travel grants are also available to support travel to invited performances and/or exhibitions at very prestigious Fine Arts venues. In all cases, the number of previous Conference Travel Grants awarded to an applicant will be taken into consideration when reviewing the application.

4. Support is not usually provided for officers or members of a scholarly organization to participate in other ways.

5. Conference Travel Grants are not available to support travel to conferences to disseminate work already published. Therefore, it is essential to provide clear evidence that new research findings are to be disseminated at the proposed conference (see section 1.20a of the *Application Form for Conference Travel Grants*).

6. Conference Travel Grants do not support travel to present papers to an individual university department or equivalent, or to attend or to chair a session at a conference.

7. Requests to fund research field trips (rather than research presentations at conferences) should be submitted as Operating Grants.

8. A Conference Travel Grant application must be accompanied by:

    a) An abstract or summary of the research and outcomes to be presented,
    b) A call for papers or copy of the conference program,
    c) An indication that conference presentation is refereed.

9. For each Conference Travel Grant application, only one University of Alberta presenter will be funded per paper per conference.

10. A copy of the formal letter of acceptance or the conference program with the applicant's name listed as a speaker is required.
    Please note: applicants may submit applications in advance of receiving formal acceptance of a paper presentation. However, should the application be successful, no award will be made until the Office of the Vice-President (Research and Innovation) receives formal confirmation that the paper described in the application has been accepted for presentation at the conference.

11. Applications for conference travel must be submitted to the Office of the Vice-President (Research and Innovation) **at least 90 days** before the projected travel date. As per A.10 above, applications may be submitted prior to receipt of formal acceptance of the presentation.

**Adjudication: Conference Travel Grants**

The Killam Research Fund Committee takes the following criteria into consideration when adjudicating applications:

- the stature of the conference as a major international venue for presenting research in the applicant's area of study;
- the applicant's significant contributions to research in light of career stage;
- whether a new (unpublished) scholarly paper, performance or exhibition will be presented to a session of the conference (discussant roles and poster presentations will be given lower priority for funding);
- coherence of the application and its proposed contribution to the applicant's overall research program.

## B. Research Operating Grants (≤ $7,000)

Research Operating Grants are designed to assist in the development of leading research projects that will lead to peer reviewed external funding (e.g. SSHRC grants). The funds may be used to support research expenses including:

a) Salaries, including graduate research assistants
b) Minor equipment, materials and supplies
c) Travel costs associated with research
d) Other direct research expenditures necessary to carry out the research

**Note**: Research Operating Grants do not support travel to conferences. All conference travel requests should be submitted on the *Application Form for Conference Travel Grants*.

The Killam Research Fund Committee members adjudicate and make selections for Research Operating Grant awards on an **ongoing basis throughout the year**. Applications are assessed on the basis of their alignment to the objectives of the Fund as outlined at the beginning of the document.

Applications are to be submitted on the *Application Form for Operating Grants*. Detailed instructions for completing this form may be consulted below. As well, a one page final report describing the work accomplished with the assistance of the grant must be submitted within 3 months of the grant's end date.

## C. Cornerstone Grants (≤ $50,000)

The aim of Cornerstone Grants is similar to the Research Operating Grants, but usually involving a larger scale of activity, and both grants support similar research expense categories. However, requests for Cornerstone Grants are > $7,000 and ≤ $50,000.

When applying to this fund, applicants are required to demonstrate significant Department/Faculty support and to show how the proposed research aligns with the current Academic Plan and advances the Killam Research Fund objectives.

Applications requesting support from the Cornerstone Grants Program for more than one year will be funded only in rare and exceptional circumstances, and where a compelling justification for extraordinary conditions is provided.

A one page final report describing the work accomplished with the assistance of the grant must be submitted within 3 months of the grant's end date.

**Adjudication: Research Operating and Cornerstone Grants**

1. Award decisions are based on the merit, clarity, coherence and outstanding research promise of individual applications. Priority will be given to the following applicants:
   - new and junior faculty to seed fund exceptional research programs;
   - proven senior scholars with solid publication records seeking support for new, creative and leading-edge research programs, especially those whose research programs promise to be sustained by externally funded, peer reviewed research funds (e.g. SSHRC);
   - and scholars changing direction, and require funds for bridging purposes.

2. Cornerstone applications will be adjudicated twice a year at a meeting of the Killam Research Fund Committee. Deadline for submission of Cornerstone applications is **1 April and 1 October**, with adjudications taking place in May and November. Applications are to be submitted on the *Application form for Operating Grants*.

3. At its discretion, the Killam Research Fund Committee may require further peer review of specific grant applications. Applications that include support for undergraduate and graduate students are given a higher priority by the Killam Research Fund Committee.

4. The Killam Research Fund Committee takes the following criteria into consideration when adjudicating applications:
   - the applicant's research record, accomplishments and impact in view of career stage;
   - the clarity of the research proposal as an element of an integrated research program. Applicants who fail to locate applications within the context of a broader research program will not normally be considered for an award;
   - the clarity of the application for a knowledgeable but non-specialist audience, outlining the research's potential, novelty, significance, likely impact, and expected contributions within the context of the appropriate research field;
   - the efficacy, justification and capacity of the budget to support the proposed research;
   - evidence that external funding to support the research program will be sought.

   ***Please note***: funding from the Killam Research Fund should not be considered as a substitute for applications to federal, provincial or other peer-reviewed research granting agencies (e.g.

SSHRC). Researchers are expected to apply to external sources of funding, and may apply to the Killam Research Fund to seed outstanding research programs that are likely to be maintained through external funding at a later date. Consequently, researchers should outline plans for the manner in which proposed research programs will be supported or sustained through external granting agencies.

5. If an application to the Research Operating or Cornerstone Grant Programs forms part of a larger project funded from other sources, applicants must clearly identify all funding agencies and indicate how each award will be used to achieve the research program's objectives. This condition is particularly relevant in the case of Cornerstone Grants ($7,001–$50,000) where substantial cost sharing and Department/Faculty support is required.

6. Although Killam Research Funds may be used to complement current applications to external competitions, they cannot be used to duplicate previously awarded research support. The Committee will consider applications for close-out funding to external grants only in exceptional cases, and only when a justifiably unique set of circumstances pertain.

## D. Research Connection Grants (≤ $10,000)

Research Connection Grants are designed to support *collaborative research activities*, hosted by the University of Alberta. Applications should highlight how the proposed research collaboration (that may include leading national and international scholars) will drive leading research at the forefront of particular fields of knowledge. Such research collaborations are also expected to attract external funding to sustain their research programs (e.g. SSHRC grants). Only eligible University of Alberta applicants (see above) may apply for a Research Connection Grant. The Research Connection Grant will provide support for collaborative activities, to a maximum of $10,000. Evidence of additional support for the proposed collaboration from other sources must be provided.

A one page final report describing the work accomplished with the assistance of the grant must be submitted within 3 months of the grant's end date.

**Adjudication: Research Connection Grants**

Research Connection Grants will be adjudicated twice per year at a meeting of the Killam Research Fund Committee. Deadline for the submission of Research Connection Grant applications is **1 April and 1 October**. Applications are to be submitted on the *Application Form for Research Connection Grants*.

Applications for Research Connection Grants will be evaluated using the following criteria:

- the event being hosted is designed to initiate a new research collaboration or further an existing one;
- the collaboration brings together outstanding researchers with stature in a research field;
- a connection grant will demonstrably support a leading research collaboration;
- the research collaboration will shape a substantive research area/problem and produce leading scholarship with significant impact on a field within the humanities, social sciences or creative arts;
- the collaboration will pursue peer-reviewed, external funding to develop a sustainable research program;

- additional support is provided by other sources of funding;
- the collaborative activity is likely to yield a major grant, significant dissemination and publication activity in the area, and enhance the University's reputation; and
- the Principal Investigator or lead author of the resulting grant/publication will be a University of Alberta researcher.

## APPLICATION GUIDELINES FOR RESEARCH OPERATING GRANTS, CORNERSTONE GRANTS AND RESEARCH CONNECTION GRANTS

Proposals should be clear and concise, consistent with the purposes, principles and priorities of the Killam Research Fund, justify the use of all monies requested, and provide all information requested on the application form. Because the significance of the proposed research is evaluated, proposals must provide clear and concise outlines of theoretical rationales, methodologies and/or data analyses, as appropriate.

Proposals from scholars in the Fine Arts should clarify a project's unique contributions to the field internationally, outlining concrete plans to bring the project to fruition.

All proposals should be free of typographical and budgeting errors, avoiding unnecessary disciplinary jargon. Applications must use an easy to read font, size 12 point, with six lines per inch and no condensed font or spacing.

The following attachments should be provided with the application:

- Applicants are required to attach a copy of a CV to applications. The CV can be a Social Sciences and Humanities Research Council of Canada (SSHRC) CV or a Canadian Common CV (CCV). Please follow the SSHRC formatting guidelines for the attachments. Further information on preparation of the "Research Contributions" component of the SSHRC CV can be found on their website.

***No attachments***, other than those specified in the application form, will be accepted.

## ADMINISTRATION OF APPLICATIONS AND GRANTS

1. A new Proposal Request must be created in PeopleSoft and submitted for department and faculty approvals prior to submitting the application to the Killam Research Fund.

2. Submit one copy electronically (application, CV, and relevant documents) to killamresearchfund@ualberta.ca after all approvals have been obtained in PeopleSoft. Ensure the ADR and Research Facilitator for your Faculty are included in this email

3. Adjudication of Conference Travel Grants and Research Operating Grants will be on an on-going basis. The Killam Research Fund Committee sets the precise dates for adjudicating Cornerstone and Research Connection Grants (adjudication will take place in May and November). Email notices of decisions go out to applicants promptly upon completion of the review process.

4. Applications must be carefully and fully completed in all respects.

5. All conditions on awards must be cleared within six months from an award date, unless an exemption from this requirement is sought and obtained from the Office of the Vice-President (Research and Innovation). If this guideline is not met, the award will expire.

6. Travel claims must be submitted within 90 days following the conference date. If this requirement is not met, the award is thereby forfeited.

7. The Committee will provide constructive feedback as appropriate. Decisions are final and cannot be appealed. However, applicants are encouraged to address the Committee's comments in subsequent applications.

8. Eligible expenditures are subject to University regulations and procedures.

9. ***Any funds unspent at the conclusion of a project's specified term will revert to the Killam Research Fund.***

10. Research Operating Grants, Cornerstone Grants, and Research Connection Grants are awarded for a maximum 12-month period from the date of approval, with no extensions granted except under exceptional circumstances (such as major illness). If an extension is being sought, create a request for amendment through the Researcher Home Page. Instructions can be found in the Guide to Researcher Home Page. Please include a note for the reason for the extension request and the period of time required.

11. A maximum one-page final report must be submitted to the Office of the Vice-President (Research and Innovation) within three months of the end date for a Research Operating Grant, Cornerstone Grant, and Research Connection Grant. This report should outline the research activities supported by grant funds, the most important results of the research project, any dissemination activities, and an update on the status of external research fund applications.