

*SAINT MARY'S UNIVERSITY
FGSR RESEARCH COMMITTEE
STATEMENT OF POLICY AND PROCEDURES*

INTERNAL GRANTS FOR ESTABLISHED FACULTY

Revised August 2013

The FGSR Research Committee invites full-time faculty members of Saint Mary's University to submit applications for grants in aid of their research. Funds must be spent while the applicant is an employee of Saint Mary's University. Applications and Grantee's Progress Reports, if applicable, must be received before February 15 or the next business day if the 15th falls on a weekend. Decisions of the Committee will be announced in April.

Applicants may apply for one Internal Research Grant per year either as a principle or co-applicant. Applicants should identify the full cost of their research project. **The maximum grant award is \$3,000.** Support is intended to alleviate personal financial loss or sacrifice, including travel and living expenses, in the pursuance of research. No financial gain to a researcher shall result from disbursement of funds by this Committee. All applicants must supply as much detail as possible on their requirements for travel and living expenses.

This funding is not intended to support well-funded, on-going research programs. Those with such well-funded programs can apply to this fund if expanding or moving their research into new directions or projects (a.k.a. 'seed funding' for new initiatives.

Applicants for research grants must show, to the satisfaction of the Committee, that reasonable attempts have been made to obtain support from external sources. If external funding sources have not yet been contacted, the applicant must explain how the grant will leverage other sources of new funding and/or provide a plan for applying for external research support to carry on or expand the research.

Applicants who have not made progress on a previously awarded grant are not eligible to apply for a new grant.

Decisions by the Committee on applications for support will be final.

All grantees are responsible for ensuring that their research is consistent with university policies and accepted practices on research ethics and integrity, especially where human participants or animals are involved in the methodology.

Grantees are required to submit a detailed Progress Report on the work accomplished with the aid of funds from the Committee including an itemized account of how the funds were spent. This Progress Report is due at the same time as applications to the Internal Grant fund. A grant normally is made for a period of one year but may be extended for an additional year at the discretion of the FGSR Research Committee. Unless the Committee agrees to an extension of a grant, any outstanding balance in the account will be returned to the Committee's account.

Grant monies are deposited in individual accounts and are disbursed by the Business Manager as and when accounts, invoices, or other documents are produced. The grantee may be advanced travel and living expenses. A complete financial statement, including receipts, will be submitted for these expenses. Equipment and supplies should be ordered directly by the researcher through the University's Purchasing Department. All materials and equipment purchased from grant monies shall become the property of Saint Mary's University.

Research objectives continued

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2. Estimated completion date of the project

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3. List your research funding for all current research projects – agency, title and amount

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4. <<NEW>>Please explain how, if funded, this grant will leverage other sources of new funding and/or give a plan for applying for external research support to carry on or expand this research. <<NEW>>

5. Please attach a list of publications and/or patents over the last three (3) years (including those submitted).

BUDGET

Summary of Proposed Expenditures	Expenditure
1. Personnel Costs including salaries of student research assistants, technical and professional assistants	_____
2. Transportation Expenses	_____
3. Living Expenses	_____
4. Materials, Supplies and Services	_____
5. Purchase or Rental of Equipment	_____
6. Other (specify)	_____
Total Research Grant requested	\$ _____

Detailed explanation of proposed expenditures

Duties of Research Assistants(s) if applicable

Signatures

Applicant _____

Date _____

Faculty Dean _____

Date _____