

# Research Seed Grant Program Guidelines

Spring 2011

## INSTRUCTIONS

1. Review program guidelines for eligibility criteria and award information.
2. Applications must be approved by the Dean prior to submission.
3. Submit your completed and signed application by **April 15, 2011** to:

Email: [research@ocad.ca](mailto:research@ocad.ca)

In person: Office of Research & Graduate Studies  
OCAD University  
205 Richmond St. W., 5<sup>th</sup> floor, room 7520  
Toronto, ON

### Program Description:

The OCAD University Research Seed Grant Program provides funding to OCADU faculty members pursuing research or research dissemination. The Spring 2011 competition will support a total of five (5) research projects including:

- two (2) projects in disciplines closely aligned with the goals of the Digital Futures Initiative; and
- three (3) projects in any discipline.

### Award Value and Duration:

Research grants will be awarded up to a maximum of \$3,000 per project for a one year period. An extension may be granted upon written application to the Associate Vice-President, Research.

### Applicant Eligibility:

Only full-time tenured, tenure-track, continuing or probationary faculty members are eligible for support.

### Eligible Expenses:

Expenses must follow the eligibility criteria as outlined in *2010 Tri-Agency Financial Administration Guide*; [http://www.nserc-crsng.gc.ca/professors-professeurs/financialadminguide-guideadminfinancier/index\\_eng.asp](http://www.nserc-crsng.gc.ca/professors-professeurs/financialadminguide-guideadminfinancier/index_eng.asp)

Eligible expenses include, but are not limited to:

- Salaries of research personnel (including research assistants and technicians)

- Travel and subsistence costs (meals and accommodation) for reasonable out-of-pocket expenses for field work, research conferences, collaborative trips, and historical research.
- Equipment and supplies
- Dissemination costs, including the cost of developing and maintaining research websites.

### **Non-eligible Compensation-Related Expenses:**

- Any part of the salary, or consulting fee, to the grantee or to other persons whose status would make them eligible to apply for grants.
- Research Time Stipends for course release.

Consult the *2010 Tri-Agency Financial Administration Guide* for further information concerning non-eligible expenses.

## **APPLICATION COMPONENTS**

Complete the *Research Seed Grant Application* form (2 pages) for Parts I, II, III and IV. For Part V (Curriculum Vitae) please complete as a Word Document or pdf and attach to the application form.

### **Part I General Information Form**

### **Part II Project Description**

*Research Activities:* Outline how you will undertake the research by providing a clear plan and related methodology, including procedures for data collection and analysis. A rationale for your approach should be included.

*Research Dissemination Activities:* All activities should be set in the context of a cohesive and fully articulated knowledge mobilization plan or strategy.

### **Part III Previous and Ongoing Research Results**

Summarize the results of your most recent and ongoing research project(s) and highlight how the Research Seed Grant will advance your research program.

### **Part IV Budget**

Refer to the guidelines set out by the *2010 Tri-Agency Financial Administration Guide* for eligible expenses. Budgets cannot exceed the maximum award value of \$3,000.

### **Part V Curriculum Vitae**

Please complete and append to your application a full curriculum vitae.