

YORK RESEARCH — York Incentive Grant

Deadlines:

August 1

March 1

Checklist

When submitting your application, please ensure that you have included:

1. **Completed Application Form** (pages 3 to 9), plus three copies
 - This form must include a three-page detailed description of the research project and your anticipated outcomes.
 - A one-page rationale of why the incentive grant will lead to an external grant application and the targeted grant programs.
 - A detailed budget.
2. **Up-to-date CV** (three copies)
3. **Human Participants Questionnaire**

If your Incentive Grant research project requires human participants to be involved — e.g., interviews, questionnaire, psychological or physiological testing, etc. — then your project requires approval from the University's ethics committee. For more information, please contact Alison Collins, Manager of Research Ethics, at ext. 55914 (acollins@yorku.ca).

Endorsement of Your Department Chair

Please detach page 10 of this application and submit it to your department chair with one copy of your completed application (pages 3 to 9). The Chair's endorsement should be sent separately and **before the application deadline** to the Office of Research Services, Fifth Floor, York Research Tower, Keele Campus.

The application and supporting documents must be forwarded to:
Office of Research Services
Fifth Floor, York Research Tower

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Special Notes About York Incentive Grants

Eligibility: Any York faculty member may apply.

Deadlines: Applications must be submitted to the Office of Research Services on August 1 or March 1. If the deadline date falls on a weekend (or another date on which University offices are closed), completed applications are due on the following business day.

Terms: The typical grant will be less than \$5,000, but larger awards will be considered where warranted. The award is to be used to defray costs that are essential to preparing a successful grant application, such as those associated with assembling collaboration teams. Within 18 months of receiving a grant, the applicant must provide a brief report on his or her success in obtaining the targeted external funding and the progress made towards the initiative's goals.

Selection: Completed applications are reviewed by the Office of the Vice-President, Research & Innovation and will draw upon experienced researchers from different parts of York University.

Criteria:

- Excellence of the proposal
- Excellence of the applicant(s)
- Likelihood of external funding
- Justification of the budget

Note: Incentive grants are expected to attract outside funding of at least \$75,000.

To give applicants a better understanding of the criteria used in making decisions about which applications to fund, the following observations are offered:

- Incentive Grants are intended to support the preparation of applications for research funding.
- Incentive Grants are intended to support York colleagues in their quest for large scale initiatives that normally involve teams of researchers.
- Incentive Grants are not intended to support conferences or publications.

The adjudicating committee is particularly interested in innovative applications to funding sources not usually considered by academics.

Successful applications:

- articulate just how the grant will directly make the application or proposal possible
- present credible, reasonable and well-justified budgets.
- do not support the preparation of applications for the usual programs of research support at CIHR, NSERC, SSHRC and other agencies that typically fund research; for work already done; for support of day-to-day business of ongoing research programs such as the costs of personnel and/or equipment; or for "set-up costs" normally borne by faculties and departments.

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Application

Part A — Personal Information

Name:

Academic Rank:

Department:

Home Faculty:

Campus Address:

Telephone:

E-mail:

Year Appointed to York Faculty:

Part B1 — Description of Research Program

Project Title:

Amount Requested:

Current Project Funding (if applicable):

Which sources of major future external funding do you anticipate? Give precise details and competition dates:

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Part B2 — Detailed Description of Research Project (three pages) and anticipated outcomes

Give a detailed description of your project, its rationale, its importance, and your need for development funds. Include an assessment of the likelihood that your projects will receive major external funding.

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Detailed description — Page Two

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Detailed description — Page Three

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PART B3 — Provide a one-page rational of why the incentive grant will lead to an external grant application.

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Part C — Budget

Please provide a coherent budget for the use of the proposed award.

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PART D — APPLICANT'S SIGNATURE

Applicant's Signature

Date

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Department Chair's Endorsement

Applicants: Please submit one copy of your application to your Department Chair, and ask her or him to complete this page and to forward it to:

Office of Research Services
Fifth Floor, York Research Tower

Department Chairs: Please complete the area below.

Name of Applicant: _____ has applied for a York Incentive Grant. To assist the committee reviewing, please rank the application and provide any comments about the project, its importance, and likelihood of it receiving major external funding.

Ranking (Check One):

Low Moderate Fairly High Very High

Comments:

Chair's Signature

Date