

FACULTY OF HEALTH

Minor Research Grant Guidelines

Purpose

Minor Research Grants (MRG) are available to assist faculty in conducting research projects that do not require or are not eligible for major resources, including, but not limited to:

- Pilot studies for the initiation of programs for which outside grant applications may be submitted
- Limited emergency support of research projects
- Supplementary funding to cover limited additional costs of projects nearing completion and already supported by external funds
- Please note that while equipment is an eligible expense, the MRG is intended to support projects. All applications should clearly describe a specific research project.

Eligibility

All full-time faculty members whose home Faculty is the Faculty of Health may apply. Priority will be given to applicants who have less access to external sources of funding. Those who have not previously applied are especially encouraged to apply. Senior Scholars will also be considered, but will be given lower priority.

Applicants who are awarded an MRG may not re-apply in the same fiscal year (May 1 – April 30). Normally, applications will not be funded in consecutive years. Applicants who were successful in previous years will be considered but will be given lower priority. Applicants who have received an MRG within the last three years must submit a brief report on what was accomplished as a result of the grant and any outcomes that have resulted from it before any subsequent funds will be awarded. Funds that are not claimed within 12 months of the date of the award will be forfeited.

Combined Minor Research Grant and Junior Faculty Fund Applications

In the November competition, junior faculty members may submit a single application to apply for a Minor Research Grant and Junior Faculty Funds at the same time, for the same project. A combined application should describe a single project with budget line items totaling up to \$5,000. Please make sure to read the guidelines for each competition carefully.

****NEW** Application Form**

There is now a single form for applications for Minor Research Grants, Junior Faculty Funds, or a combined application to both competitions. Junior faculty members who are eligible to apply to both competitions can do so by checking off the “combined” box on the application form.

Value

Applicants may request a maximum of up to \$3,000 for a Minor Research Grant or \$5,000 for a combined Minor Research Grant and Junior Faculty Funds application, typically for a one year period. The amount awarded may vary depending on the number of eligible applicants to each competition. Applications for retroactive funding will not be considered.

Collaborative Applications

Minor research grants are intended to support projects. If two or more faculty members wish to collaborate on a research project and submit two or more applications, they must clearly delineate the research they will each do and provide justification for distinct budget items in each application. The same application cannot be submitted by multiple researchers. Co-applicants may be listed on a single application, but the value of the award will not exceed the maximum amount of \$3,000 (or \$5,000 when combined with Junior Faculty Funds).

Deadline

Applications for Minor Research Grants will be considered twice each fiscal year, on **May 1** and **November 5**. Please note that if the deadline falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day. Please submit the application form and all supporting documentation to hlthrsch@yorku.ca or to the Faculty of Health Research Support Office, Room 428 HNES (Health, Nursing and Environmental Studies building).

Criteria

Minor research grant proposals are adjudicated by the Research and Awards committee. The detailed project proposal, the budget and justification, and the timetable for completion of the project will form the basis for the evaluation of the following criteria:

- Nature of the project – Minor research grants are available to assist research projects which do not require or are not eligible for major funding
- Quality and significance of the project – originality, methodology and potential contribution to knowledge
- The feasibility of the proposed project (timeframe, budget, etc.)

Eligible Expenses

While this is not an exhaustive list, the following are acceptable uses of funds:

- Research assistance: Applicants must include a description of and rationale for the number of hours required, the tasks to be performed, and the hourly wage.
- Travel for research purposes: Applicants are expected to book the lowest available rates and must provide supporting documentation (e.g. quote from a travel agent).
- Equipment and supplies: Equipment purchased with a Minor Research Grant is not the personal property of the grantee but remains the property of the Faculty of Health. It should be understood that such equipment should be lent to any Health faculty member who has a legitimate use for that equipment, unless such a loan disrupts the ongoing research.

Preference will be given for expenses directly related to the conduct of the research project.

Ineligible Expenses

While this is not an exhaustive list, the following are not acceptable uses of funds:

- Travel for conferences or workshops
- Costs associated with the fulfillment of the applicant's graduate degree requirements
- Projects intended to support or enhance teaching or teaching materials (except pedagogical research)
- Secretarial support (except transcription of interviews)
- Publication costs

Conditions

Applicants engaging in research with human participants must submit an approval letter of the Human Participants Review Committee before any funds will be released. Applicants engaging in research involving animals or biohazards must submit an approval letter from the Animal Care Committee or the Advising Committee on Biological Safety before any funds will be released.

The applicant agrees to acknowledge the Faculty of Health funding in any publications or other public documentation.

The applicant consents to have their name, project title and amount awarded publicized by the Faculty of Health.

Minor Research Grants should normally be fully spent no later than 24 months after the grant is awarded. By that date, the recipient is required to forward a progress report as well as a full accounting report to the Faculty of Health Research Support Office detailing (with appropriate documentation) the results of the research and the expenditures made through the grant.

Questions?

For more information, please contact the Administrative Secretary in the Research Support Office at extension 21006 or by email at hlthrsch@yorku.ca.

Please note that these guidelines are subject to change and the Research and Awards Committee in the Faculty of Health may adjust these guidelines to best meet the needs of faculty members in Health.