

## **Frequently Asked Questions (FAQs) Minor Research Grant (MRG)**

### **1. I recently received an MRG. When can I apply again?**

Tenured faculty members can apply for an MRG after 2 years of having received one. For example, if you were successful in MRG Fall 2018 competition, you can apply again for MRG Fall 2020 competition or after.

Untenured faculty members can apply for an MRG after a year of having received one. For example, if you were successful in MRG Fall 2018 competition, you can apply again for MRG Fall 2019 competition or after.

Kindly note that if you have received MRG in the past 6 years and there are limited funds to administer, you will receive 60% of the eligible expenses.

### **2. I am a faculty member with untenured status. I understand that CV is not mandatory document for my MRG application, Can I submit one anyway, as an extra supporting document?**

Untenured faculty members are not required to submit a CV. If an applicant still submits it, the CV will not be included in the file for review by the adjudication sub-committee to maintain the fairness of the process.

### **3. Which format of CV is acceptable for the MRG application?**

Faculty members have two options to complete CV part of the MRG application:

a) Complete the NSERC, CIHR or SSHRC version of the Common CV.

**OR**

b) Complete the traditional SSHRC CV: the SSHRC online CV form available through your personal SSHRC account PLUS the 4-page Research Contributions (RC) attachment. To use this option:

- Log into your SSHRC account.
- After completing the online SSHRC CV form, generate a PDF of the form by clicking on the "Preview" button associated with it.
- Combine this PDF with your 4-page RC attachment to create a complete version of your CV materials.

#### 4. How to generate a PDF from the Canadian Common CV (CCV)?

To generate a pdf from the CCV, follow the below steps:

1. Log in to [CCV website](https://ccv-cvc.ca/loginresearcher-eng.frm). (<https://ccv-cvc.ca/loginresearcher-eng.frm>)
2. Select the CV tab (next to “Welcome”) in the menu bar and select “Funding” from the two options.
3. Select “SSHRC” for “Funding Source” and “Funding Type” from the dropdown menus.
4. Click “Load” to load the SSHRC version of the CCV.
5. To save the CV, click “Preview”, which will generate a pdf in a separate window that you can save.

You can also generate a permanent pdf in your CCV account if you check “submit” (this is required for external grant applications), but for purposes of the MRG, you only need to generate the PDF file, and “Preview” is the easiest option.

The LA&PS Research Office provides support for faculty members who wish to submit their CV in the CCV format. If you wish to access this service, please contact [lapsrsc@yorku.ca](mailto:lapsrsc@yorku.ca).

#### 5. I have a rough idea of the amount of money I’ll need but I am not sure about the exact amount. Should I apply for the full \$5,000 anyway and return what isn’t needed afterwards?

You cannot request the maximum amount and return unused. It is advisable to request the funds based on the best available estimate. Total amount you request should be in line with the expense calculations you present in the budget section of your application. The maximum amount that an applicant could request is \$5000. Ultimately, based on the funds available, the adjudication committee may grant none, a part of or whole amount requested in the application.

#### 6. How should I budget wages for a graduate student Research Assistant (RA)?

There is no prescribed hourly wage for graduate student Research Assistants (RAs), however the [Research Costs Table](https://yulink-new.yorku.ca/group/yulink/research-documents-forms) (<https://yulink-new.yorku.ca/group/yulink/research-documents-forms>) can be consulted regarding this. Hourly rates for Undergraduate Student RAs are outlined in the Research Costs Table. Graduate student RAs are paid by a stipend (not taxed at source), though it is convenient to estimate total RA stipends based on the anticipated hours of work. The applicants have broad discretion to determine RA rates for graduate student RAs. For Graduate Student RAs, the Committee recommends an hourly rate estimate ranging between \$25-\$50, commensurate with the complexity of work and skillset required to perform the work.

This should be clearly justified in the proposal. On the distinction between a Graduate RA and a CUPE Graduate Assistant (GA), refer to the [definition available](https://fr.info.yorku.ca/ga-or-ra/) (<https://fr.info.yorku.ca/ga-or-ra/>).

**7. I need to include some supporting documentation like quotation from a vendor. Where do I include those in the application?**

You can include any supporting documentation relevant to justifying your budgeted expenses with the Budget section of the application.

**8. I have received the decision letter for successful MRG application. How long will it take for the funds to reflect in my generic account?**

It may take 6-8 weeks for the funds to appear in your generic account after you receive the decision letter. If ethics approval for your project is pending, the funds will appear 6-8 weeks after the ethics approval is submitted.

**9. I am unable to collect data due to the ongoing pandemic. Are you offering extensions on these research grants?**

The delays to research projects caused by the pandemic are understandable. Kindly write to the LA&PS Faculty Council, Office of the Dean at [lapsfc@yorku.ca](mailto:lapsfc@yorku.ca) with a proposed extended timeline for requesting an extension.

**10. I need help in utilizing money from my generic account for MRG project expenses. Who can help?**

For post grant administration help, kindly connect with your Faculty Research Administrator, **Pat Ellis** ([patb@yorku.ca](mailto:patb@yorku.ca)) or **Helen Papacharalambous** ([helen910@yorku.ca](mailto:helen910@yorku.ca)), for assistance.

**11. I am currently a Dean/Associate Dean. Am I eligible to apply for MRG?**

The decanal status makes you ineligible to apply for an MRG. As Dean/Associate Deans are YUFA exempt, you would not be able to apply for this fund established through YUFA collective agreement, for YUFA included members, in a specific year.

**12. How do I combine multiple PDF files into one?**

You can do this in PDF X-Change Editor by following below steps:

- Select the different PDF files that need to be combined. This can be done by pressing the Ctrl key while you are clicking the files to select.

- Once the required files are selected, release Ctrl key and right click.
- Select option 'Combine in PDF X-Change Editor'.
- In the 'Combine Files' pop-up window that appears, ensure the sequence of the files is correct based on what you need in the combined document. You can shift the files up or down using the arrow keys available on top of the pop-up window.
- Once you are done, Press "Ok". The combined PDF will open in front of you. Save it.