**DESCRIPTION**: The Faculty of Liberal Arts & Professional Studies (LA&PS) has established the **LA&PS Black Scholars Research Fund (BSRF)** to support innovative research project ideas from qualified eligible applicants who self-identify as Black peoples of African Descent (see below, under Eligibility).

**SUBJECT MATTER**: BSRF grants are intended to support original research project ideas from emerging and established Black scholars in LA&PS. Projects may be standalone or part of a broader research program. Projects designed as preliminary research studies intended for development into external research grants (e.g. SSHRC Insight Grant) are encouraged. Projects whose primary purpose is the development of a database or curriculum are not eligible, however enhanced curriculum may be an outcome of a proposed research project. Outcomes may include, but are not limited to, publications, presentations, enhanced curriculum, new or expanded partnerships, reports and strategic plans developed in collaboration with community organizations.

**ELIGIBILITY**: Applicants must self-identify as Black peoples of African Descent (for example, Africans and African heritage people from the Caribbean, Americas, Europe) in order to be considered eligible for BSRF funding. Applicants must have an eligible affiliation with York University, LA&PS. The guidelines for eligible affiliation are:

* Full-time tenure stream YUFA faculty members at the Assistant or Associate level in LA&PS may apply to the BSRF program, provided that the project for which they are seeking funding is not already funded by an active external grant or active Minor Research Grant.
* Applications from CLAs and SRCs in LA&PS will also be considered. Appointments for the grant period must have been confirmed by the application deadline.
* Team applications are eligible for consideration as long as all applicants are YUFA faculty members affiliated with LA&PS. Team applications should indicate how any funds awarded should be divided up among the investigators. Applicants who are Principal Investigators on a BSRF Application are not permitted to be Co-Applicants on another BSRF application in the same competition.

**DEADLINE:** rolling deadline.

* Associate Professors: every two years from the date of submission.
* Assistant Professors: every year from the date of submission.

**VALUE AND DURATION**: Applicants may request up to $5,000. The total annual budget for BSRF grants is $50,000 (10 awards per year).

**GUIDELINES:** BSRF grants are awarded for a maximum of 12 months, with unused funds returned to the Dean’s Office. If necessary, grant recipients may submit an extension request of 6 months to the Associate Dean, Research & Graduate Studies. BSRF grants cannot be used to buy-out teaching or otherwise cover applicants’ salary. Only direct project costs (e.g. hiring student Research Assistants) are eligible for funding. In reviewing budgets, the Associate Dean will defer to the Tri-Agency’s [definition of Direct Costs](https://www.sshrc-crsh.gc.ca/funding-financement/using-utiliser/grant_regulations-reglement_subventions/strat_grants-subventions_strat-eng.aspx) (e.g. budget rules for SSHRC Insight Grants and/or NSERC Discovery Grants). Unless otherwise approved by the Dean, applicants may not use BSRF funds to hire consultant firms where there is, or may be perceived to be, a conflict of interest as defined by the University. Please refer to the York University Conflict of Interest Policies [for Faculty Members and Librarians](https://secretariat-policies.info.yorku.ca/policies/conflicts-of-interest-policy-and-guidelines-for-faculty-and-librarians/) and [employees](https://secretariat-policies.info.yorku.ca/policies/conflict-of-interest-policy-and-guidelines-for-employees/), as appropriate.

**INSTRUCTIONS**: Please submit your application form and required attachments to [lapsrsc@yorku.ca](mailto:lapsrsc@yorku.ca)**.** Questions in advance of submission can be addressed to David Cuff, PhD, Director, Strategic Research & Partnerships ([dcuff@yorku.ca](mailto:dcuff@yorku.ca)). The application will be assessed by an adjudication panel composed of LA&PS faculty members, co-chaired by the Associate Dean, Research & Graduate Studies and the Special Advisor to the Dean. Results will be communicated within 15 business days.

**Applicant Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name: |  | Position at York: |  |
| Email: |  | Department/ School: |  |
| Date of Application: |  | Amount Requested: | $ |
| Project Title: |  | | |
| Cost Centre into which Funds should be Deposited (PER cost centres cannot be used): |  | Applicant Signature (e-signatures acceptable): |  |

**Research Ethics**

1. **Will research for this project involve clearance from the** [**Office of Research Ethics**](https://www.yorku.ca/research/research-ethics/) **(e.g. human participant research)?**

YES

NO

1. **If you responded “YES” to Question 1, please indicate the status of your ethics application:**

This project has received ORE approval. A copy of the approval certificate is attached to this application.

This project has not received ORE approval and an application is in process OR is to be submitted pending the outcome of this application. If this application is successful, a copy of the approval certificate will be provided by email to the Dean’s Office (subject line: “BSRF Grant Ethics Approval”) at [lapsrsc@yorku.ca](mailto:lapsrsc@yorku.ca). Funds for approved projects will not be released until ethics clearance has been provided.

**Research Proposal**

**Abstract**

* *Provide a brief synopsis, in non-technical language, describing the research project activities (100 words).*

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**Project Description**

* *Describe in the box below the proposed project (no more than 750 Words). Write your proposal in clear, plain language. Avoid discipline-specific jargon, acronyms and highly technical terms when writing your program of work. Organize your proposal according to the following headings (headings not included in word count):*
  + *Objectives of the Project*
  + *Rationale of the project and relationship to existing research*
  + *Research Plan and Methodology*
  + *Sources of Research Material*

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**Budget**

Please complete the budget sections below. Additional rows to tables may be inserted as needed. Refer to section-specific guidelines when completing the budget and justifications for each subsection category, as relevant to your project. Only Direct Project costs as defined by the Tri-Agencies will be considered eligible (see p. 1 above).

1. **PERSONNEL**. Please complete the table and justification for personnel costs, if applicable to your project. Please refer to the [research cost table](https://yulink-new.yorku.ca/group/yulink/research-documents-forms), accessible via YU-Link, concerning Graduate Assistants and Research Assistants. If certain cost categories are not applicable, enter “NA”.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Personnel Title** | **Task Type(s)** | **Hourly Rate** | **Number of hours** | **Total salary** | **Vacation Pay (%)** | **Benefits (%)** | **Total Cost (salary + vacation + benefits)** |
|  |  | $ |  | $ |  |  | $ |
|  |  | $ |  | $ |  |  | $ |
|  |  | $ |  | $ |  |  | $ |
|  |  | $ |  | $ |  |  | $ |
|  |  | $ |  | $ |  |  | $ |
|  | | | | | | **TOTAL (PERSONNEL)** | $ |

**Justification – Personnel**

**Describe in detail the space below the duties that will be assigned to each listed personnel above. Justify the amount of time that has been estimated for the completion of duties associated with each individual. Include a justification of hourly rates proposed. This section has no word limit.**

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1. **RESEARCH TRAVEL: TRANSPORTATION**. The vehicle allowance rate at York is $0.45/km. Please refer to the [research cost table](https://yulink-new.yorku.ca/group/yulink/research-documents-forms), accessible via YU-Link, concerning research travel costs.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Departure Point** | **Destination** | **Estimated Departure Date** | **Number of Days** | **Method(s) of Transportation** | **Cost (lowest available rate** |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  | | | | **TOTAL (TRANSPORTATION)** | $ |

**Justification – Transportation**

**Justify the method(s) of transportation listed above. This section has no word limit.**

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1. **RESEARCH TRAVEL: RESEARCH & ACCOMMODATION**. Please refer to the [research cost table](https://yulink-new.yorku.ca/group/yulink/research-documents-forms), accessible via YU-Link, concerning research travel and accommodation costs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Destination** | **Number of Days** | **Per diem rate (meals only, $65 as per York Policy)** | **Accommodation estimate (lowest available rate)** | **Total per trip** |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  | | | **TOTAL (P.D. + Accommodation)** | $ |

1. **SUPPLIES, SERVICES AND EQUIPMENT**. Please refer to and the [research cost table](https://yulink-new.yorku.ca/group/yulink/research-documents-forms), accessible via YU-Link, concerning other supplies, services and/or equipment costs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Estimated Purchase Date** | **Cost in Canadian Dollars** | **Justification** |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  | **TOTAL (SS&E)** | $ |  |

**Attachments**

**Please attach a pdf document addressing the following sections as instructed below. Note: applicants must adhere to word limits where identified. *Additional content will be removed prior to adjudication*.**

**Research Funding History and CV**

* *Please attach as a separate document a record of internal and external funding awarded, applied for* ***in the last 6 years (calculated from the application deadline)****. Indicate any relationship to the proposed project. For each entry, use the following template:*

|  |  |
| --- | --- |
| **Source (e.g. SSHRC, LA&PS Internal Grant)** |  |
| **Title** |  |
| **Date of Application** |  |
| **Amount Requested** |  |
| **Amount Awarded** |  |
| **Relationship to Current Project** |  |

* *Please attach as a separate document your Curriculum Vitae (CV) in one of the Tri-Council grant formats (SSHRC, NSERC or CIHR). There are two Options (applicants are not required to provide both):*
  + *Option 1: Complete SSHRC CV, which includes (1) an updated* [*SSHRC Web CV*](https://webapps.nserc.ca/SSHRC/faces/logon.jsp) *and (2) a 4-page (maximum)* [*SSHRC Research Contributions Attachment*](https://www.sshrc-crsh.gc.ca/funding-financement/instructions/index-eng.aspx?fid=ig_instr#contributions)*.*
  + *Option 2:* [*Canadian Common CV*](https://ccv-cvc.ca/loginresearcher-eng.frm) *(CCV).*

**Other Attachments**

* *If applicable, please attach a copy of your ethics clearance (see above, under* ***Research Ethics****)*
* *If applicable, please attach as a separate document a description of any approved leaves that affected your productivity in the last 5 years and duration of each leave. The 6 year CV and Funding History limits can be extended by a time equivalent to twice the duration of approved leaves.*
* *If you are submitting an application on behalf of an ORU, please attach as a separate document the most recent annual board report, including budget attachments.*

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| --- | --- |
| **OFFICE USE ONLY** | |
| **Total Amount Approved:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signature of Associate Dean, Research & Graduate Studies** | |