

**BROCK UNIVERSITY  
OFFICE OF RESEARCH SERVICES**

**Brock University Advancement Fund (BUAF)  
Program Guidelines**

Revised January 2013

Brock University Advancement Fund (BUAF) provides Brock researchers in all faculties with funding to complete preliminary research in preparation for a submission to an external granting agency. This internal award also provides modest financial support for special pursuits related to research interests – Special Purpose Grants. Applicants are encouraged to closely adhere to program guidelines and application instructions.

**Competition Dates**

Two competitions will be held annually. Application deadline dates are **March 20<sup>th</sup>** and **November 20<sup>th</sup>**. If the deadline falls on a weekend, the next business day will apply.

**Eligibility Criteria**

- Only tenure or tenure-track Brock University faculty members are eligible to apply. Limited term appointment (LTA) faculty members, in special circumstances may be eligible. Sessional instructors, professors emeriti, research associates, post doctoral fellows, adjunct professors and students are **not** eligible.
- Faculty members may hold one BUAF Research Seed Grant as principal applicant, and one component of Special Purpose Grants within a three-year period (**calculated from the date awarded**). It is possible to hold both concurrently.

**Award Information**

- Duration of each award is one year, except for Subvention for Peer Review Journals, Special Purpose Grants, which may be held for three years. The award will commence July 1<sup>st</sup> following the March 20<sup>th</sup> competition and January 1<sup>st</sup> following the November 20<sup>th</sup> competition. All activities must take place after these dates and terminate within one year.
- Receipt of funds is subject to animal and/or human ethics approval, if applicable.
- As appropriate, awardees are required to acknowledge financial support received from the Brock University Advancement Fund.

**Eligible Expenditures**

As a general rule, expenses for the **BUAF Research Seed Grant** adhere to the budget guidelines as set out by Tri-Council Agencies. See “Use of Grant Funds” at: [http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions\\_eng.asp](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp)

Eligible expenses for each component of the **Special Purpose Grants** are clearly defined below.

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### **Adjudication Committee**

An adjudication committee, selected in consultation with the Vice-President Research and the Faculty Deans, will review and assess applications. The committee will include at least one representative from each faculty. The decision of this panel is final.

## **BUAF APPLICATION COMPONENTS**

### **1. Research Seed Grant**

**Award value:** up to \$5000

BUAF Research Seed Grant is designed to assist faculty members develop a program of research that is innovative and worthy of funding by external research sponsors and promotes the research agenda of individual researchers and research teams. Applicants must provide the following details in their Research Seed Grant submission:

- describe how they will use the funds to advance their program of research;
- clearly indicate their commitment to submit a future proposal to an external agency;
- identify the agency, its program and the way in which the Seed Grant will contribute to such an application.

Please note that the adjudication committee will closely review each budget request and may reduce budget requests to include only essential research costs. In particular, equipment purchases, preliminary literature reviews, and travel to conferences to disseminate results, may not be considered essential/priority items, unless fully explained and justified.

### **2. Special Purpose Grants**

Researchers may hold only **one** of the following grants within a three year period.

#### **A. Subvention for Scholarly Conferences and Scholarly Workshops - to be held at Brock**

**Award value:** up to \$5000

Only scholarly conferences and workshops hosted by Brock as a *one-time* opportunity are eligible. BUAF does not support recurrent internal conferences or workshops hosted by Brock. The fund will support the costs of scholarly workshops intended to bring together leading scholars or working groups that will lead to a peer reviewed publication and/or a major research grant application.

Conferences are expected to be self-financing. Funding can be used to support travel and accommodation costs associated with special guest speakers and/or to subsidize the attendance of Brock students (excluding meals); travel costs must be listed at excursion rates.

The fund will **not** support the cost of conference peripherals, such as conference bags, etc. Release time for the conference organizer is not an eligible cost.

#### **B. Subvention for Peer Review Journals - created or edited at Brock**

**Award value:** up to \$2000 per year

**Duration of award:** up to 3 years

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This grant provides editorial support for journals edited at Brock. Release time or payment for editor is *not* an eligible expense. However, expenses for student editorial assistants and manuscript handling costs including mailing, photocopying, etc. are allowed.

Applicants are required:

- to identify the editorial board members and/or editorial advisory panel members;
- provide information on the editorial policy of the journal;
- subscription information, including the number of volumes and issues published, revenues from subscriptions and subsidies, scholarly associations, other institutions, as well as advertising revenues and sales must be included in the description of the proposal;
- provide information on the number of manuscripts received, acceptance rates, etc.;
- provide two copies of the journal for the review committee's assessment.

### **C. Subvention for Scholarly Books**

**Award value:** up to \$1500

Awards will not be made to support trade books or textbooks. Manuscripts must be published by reputable scholarly presses. Submission of Aid to Scholarly Publishing Program (ASPP) peer review reports are a prerequisite for a subvention where the publisher is a Canadian scholarly press. In the case of other submissions, applicants must demonstrate that the peer review process is equivalent to the standards of high quality scholarly presses and ASPP.

Applicants are required to submit arms-length external peer reviews of their manuscript as part of the adjudication process. Applicants who are submitting to Canadian scholarly presses are encouraged to apply, or have their press apply to the ASPP for a subvention.

### **D. Manuscript Preparation**

**Award value:** up to \$1500

Modest grants are available for publication preparation expenses including typing/word processing, map preparation, photo reproduction, and index preparation. Lengthy chapters contributed to scholarly books, art catalogues and collections for which the applicant is the artist or senior editor are included within this category.

To apply for this grant the applicant must include the following as part of the proposal description:

- an outline description of the manuscript including title and chapter headings;
- confirm whether a publisher has been obtained for the manuscript;
- identify any extraordinary costs, and if so, describe them in detail i.e., articles having a considerably longer than average length; extraordinary publication costs e.g., unusual type characters required or expensive photographic plates; or a complete lack of supplementary financial resources to meet extraordinary costs.

### **E. Travel to International Scholarly Conferences - outside of North America & Mexico**

**Award value:** up to \$1000

To be eligible, individuals must be presenting a refereed paper. Poster presentations are not eligible. Only one presenter per paper will be considered for a Special Purpose Grant. As part of the proposal

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description, individuals must demonstrate need, that is, lack of research or professional development funds or subsidy from their respective departments/faculties or conference organizers. Support will not be provided for attendance at association or society executive meetings or board meetings.

Provide a copy of the preliminary conference program, copy of the call for papers, or justification for “invitation only”.