BROCK UNIVERSITY
OFFICE OF RESEARCH SERVICES

Brock University Advancement Fund (BUAF)
Brock SSHRC Institutional Grant (BSIG)
Adjudication Criteria

Revised March 2013

BUAF and BSIG Research Seed Grants

Adjudication criteria for BUAF and BSIG Research Seed Grants are similar to the research development initiative program criteria of Tri-Council Agencies. These Brock internal awards enable researchers to develop new research questions or proposals to the point that they are able to submit a fully developed innovative application to an external funding agency. The Adjudication Committee will ensure submissions meet eligibility criteria and will evaluate the quality of the proposed research project and the applicant's record of research achievement.

BUAF and BSIG Special Purpose Grants

The various components of the Special Purpose Grants provide modest financial support to Brock researchers for special pursuits related to research activities. The committee members will evaluate the quality of the proposed submission and the applicant's record of achievement and ensure the application meets program criteria.

BUAF and BSIG Research Seed Grants, BUAF and BSIG Special Purpose Grants

Eligibility Criteria

- BUAF is open to Brock researchers in all faculties.
- BSIG is open to Brock researchers whose research applications could be funded by SSHRC.
- Tenure or tenure-track faculty members are eligible; limited term appointment faculty may be considered in exceptional circumstances. Sessional instructors, professors emeriti, research associates, post-doctoral fellows and adjunct professors and students are not eligible.
- An applicant agrees to submit an application to a Tri-Council agency or equivalent external grant opportunity within 18 months of receiving an award for a BUAF or BSIG Research Seed Grant.

Adjudication Criteria

➢ **Significance of proposed research – Research Seed Grants**

- The applicant clearly describes the area of research and shows why it is important.
- The context/background answers the following questions:
  - What is known thus far about the area of proposed research?
  - What are the gaps?
  - What important questions remain to be answered?
  - What are the implications of the proposed work in the field?
  - How will the proposed research advance knowledge and understanding within its own field or across different fields?

➢ **Originality of proposed research – Research Seed Grants**

- To what extent does the proposed research suggest and explore creative and original concepts?

- Research goals and objectives are well defined and feasible.
- The research design and methodology are appropriate. Activities and procedures are clearly described and show how specific objectives will be achieved. A rationale for the approach is included. A schedule of research activities is provided.
- The role of students is well defined and applicable to the proposal.
- The communication of results is feasible and applicable to the proposal.

➢ **PI (and team members) qualifications – Research Seed Grants**

- Demonstrates capability to conduct proposed research.

➢ **Feasibility of proposed activities to meet program objectives**

<u>BUAF and BSIG Research Seed Grants</u>

- Funding will assist in the development of a full research submission to an external agency.

<u>BUAF and BSIG Special Purpose Grants</u>

- **Subvention for Scholarly Conferences and Scholarly Workshops**
  - ❖ Conferences must be hosted by Brock as a *one-time* opportunity.
  - ❖ Support provided for scholarly events that will bring together leading scholars or working groups to develop a peer-reviewed publication and/or a major research grant application.
- **Subvention for Peer-Reviewed Journals**
  - ❖ Applicants are required to identify the editorial board members and/or editorial advisory panel members and 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. Applicants are required to provide information on the number of manuscripts received, acceptance rates, etc.
  - ❖ Two copies of the journal are provided for the review committee's assessment.
- **Subvention for Scholarly Books**
  - ❖ Will not support trade books or textbooks.
  - ❖ Manuscripts must be published by reputable scholarly presses.
  - ❖ Aid to Scholarly Publishing Program (ASPP) peer-reviewed application 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-reviewed 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 to have their press apply to the ASPP for a subvention.
- **Manuscript Preparation**
  - ❖ 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; identification of whether a publisher has been obtained for the manuscript; and identification of any extraordinary costs, and if so, a detailed description of them. Extraordinary costs may include such things as 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.

- **Travel to International Conferences**
  - Outside of North America and Mexico.
  - Applicants must be presenting a refereed paper.
  - Must demonstrate need or lack of research or professional development funds or subsidy from conference organizers.
  - Support will not be provided to attend association or executive meetings or board meetings.
  - Preliminary conference program, copy of call for proposals, or justification for "invitation only" is attached.

➢APPROPRIATENESS OF BUDGET

<u>BUAF and BSIG Research Seed Grants</u>

- Maximum award level: $5000

<u>BUAF and BSIG Special Purpose Grants</u>

- **Subvention for Scholarly Conferences and Scholarly Workshops**
  - Maximum award level: $5000
  - Conferences must be self-financing.
  - Funds may be used to support travel and accommodation costs associated with special speakers and/or to subsidize the attendance of Brock students (excluding meals). Travel costs must be at excursion rates.
  - Costs of conference peripherals such as conference bags, etc.
- **Subvention for Peer-Reviewed Journals**
  - Maximum award level: $2000.
  - Term of award: up to 3 years.
  - Provides support for journals edited at Brock; does not include release time or payment for editor.
  - Expenses for student editorial assistants and manuscript handling costs, including mailing, photocopying, etc., are allowed.
- **Subvention for Scholarly Books**
  - Maximum award level: $1500
- **Manuscript Preparation**
  - Maximum award level: $1500

- **Travel to International Conferences**
  - Maximum award level: $1000.