

## Glendon Research Grant and Junior Faculty Fund

### GUIDELINES AND CRITERIA / DIRECTIVES ET CRITÈRES

1. Eligibility:
  - YUFA faculty members (tenured/probationary appointments) affiliated with Glendon College may apply to the Glendon Research Grant program if the project for which they are seeking funding is not already funded by an external grant. Postdoctoral Visitors (PDVs) who are YUFA members will also be eligible for the GRG, but not the Junior Faculty Fund.
  - CLAs and SRCs at Glendon will also be eligible to apply for the GRG. (Appointments for the grant period must have been confirmed by the application deadline).
  - Retired YUFA faculty members from Glendon who are eligible to teach will also be considered but given lower priority.
  - Visiting professors affiliated with YUFA are not eligible for funding through this program.
  - CUPE Unit II and CUPE Exempt Contract faculty members are not eligible for funding through this program.
  - Members of the committee/sub-committee that adjudicates this award who apply for funding, must recuse themselves from discussion and voting on the award.
  - Tenure-track but not yet tenured YUFA members may also apply for the Junior Faculty Fund in January/February.
2. Priority  
Grants should be used for the following purposes:
  - seed money for the initiation of a research program for which outside grant applications will be submitted.
  - supplementary funding to cover limited additional costs of a project in progress and already supported by outside funds.
  - limited bridging support of research projects.
  - Applications for projects that have previously received funding through this program will be given lower priority and must demonstrate advancement in the project.
  - The quality and impact of the proposed project will be considered in the selection process and in the quantity of funding that is allocated.
3. The maximum amount that any recipient can receive over a three-year period is \$4,000 from the Glendon Research Grant fund. Eligible faculty members may also apply for a maximum of \$4000 from the Junior Faculty Fund. This maximum can be requested in one application once every three years or in multiple applications in the three-year period.
4. The Committee does not accept retroactive or prospective applications. There will be only 2 competitions and 2 deadline dates: end of September (GRG only) and beginning of January (GRG and JFF). Junior faculty members may apply to both the GRG and JFF simultaneously.

5. Ineligible Expenses
  - participation in conferences or workshops
  - course preparations
  - administrative projects
  - typing and word-processing
  - salary of the applicant
  - purchase of books and magazines
  - office supplies
  
6. Eligible Expenses
  - salary of research assistants, consultants, technicians, and participants in experiments, in accordance with University Policy
  - software and computer peripherals as per University Policy on Procurement of Goods
  - meals and accommodation for Research.
  - the most economical fares for transportation (mileage allowance for applicant's own car at the applicable rate).
  - Transcription, translation and interpretation fees
  - Language training directly connected to a research project
  - photocopying
  - Expenses related to preparing and publishing a manuscript (both journal and book manuscripts) through the press that are the financial responsibility of the research. Possible expenses include: permissions fees, reproduction costs for images, textual translation, editorial assistance, indexing. Supporting documentation is required (e.g. advance contract).
  - Subvention fees from scholarly publishers or page charges associated with scholarly journals. Maximum for subventions/page charges is \$2000. Supporting documentation is required in the form of a letter from the publisher that states that the manuscript has been accepted, and identifies the amount needed and offers an explanation for why the subventions/page charges are a concern for the publisher.
  - Other justifiable research expenses
  
7. Applications must be presented on the official forms. Only completed applications duly signed, and accompanied by the required piece of the documentation (updated CV, other) will be accepted. The competition deadline must be respected.
  
8. Incomplete submissions will not be considered.
  
9. A simple report summarizing the activities undertaken with the funds, any outputs resulting from the funds and the current status of the project must be sent to the Council Office following the awarding of the grant. A copy of the report must accompany any subsequent request for Glendon Research Grant funds.