SENATE RESEARCH COMMITTEE
Research Development Fund
Guidelines and Procedures

The Senate Research Committee recommends financial support for proposals that will enhance research capacity, facilitate successful external grant applications, and increase the scholarly productivity of Lakehead University faculty members. Funds are for the support of short-term research activities that fall within the funding mandates of NSERC, SSHRC, and CIHR. Funding is given to tenured and tenure-track faculty members of Lakehead University. Limited funds are available; therefore, faculty members are expected to develop their research projects to the point where applications can be made to external funding sources. Senate Research Committee funds should be regarded as seed funding.

The Committee considers requests from eligible faculty on the basis of merit, need, and the availability of funds. All funds are awarded on a competitive basis, although support is preferentially awarded to new faculty and to those who currently hold, or are currently applying for, external funds. In those instances where all allocated funds for a given competition date are not used, the funds will be retained for the next internal competition. Please note that these internal funds are generated through the success of Lakehead University faculty in Tri-Agency (NSERC, SSHRC, CIHR) competitions; preference being given to applicants who are committed to applying for Tri-Agency funding.

Applicants should be aware that the Senate Research Committee operates under Senate-approved guidelines. All funding for internal research competitions is limited and designated for specific uses. Due to the volume of applications reviewed for most funding opportunities, the Senate Research Committee does not provide applicants with feedback or justification for its decisions. All decisions are made internally through a peer review process and all decisions are final.

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Eligibility Criteria

1. Grants are awarded to support the following eligible research initiatives:

    a) To support the research programs of new, full-time, faculty members (typically within three years of their initial appointment);
    b) To support efforts by faculty members to gain or regain funding by a major funding agency;
    c) To support new initiatives by faculty members who are fundamentally changing their direction of research and are seeking appropriate external support; and
    d) To support new collaborative initiatives between faculty members who are also seeking appropriate external support.

    Note: If the applicant does not have external funding and has not applied for it, they must explain why such funding cannot reasonably be expected for the proposed project.

2. Requests must be made through the Romeo Research Portal. To access the portal, log into myInfo and select "Romeo Research Portal" on the left-hand side of the screen.

    Applications must be submitted no later than 11:59 p.m. on January 20 of each year. Should this date fall over a weekend, applications will be due the following business day. Late applications will not be accepted. Normally, applicants will be advised of the Committee's decision within eight (8) weeks.

3. The maximum award for research initiatives (a - d) will be $7,000.

4. An RDF grant will not normally be recommended for the same research project more than once. Exceptions include new faculty who require continued seed money to complete projects that will result in external funding. The following conditions for a second application are:

    a) Applicant must be applying for external funding;
    b) Applicant must submit a progress report; and
    c) Applicant must submit a rationale to justify why additional funding is required.

5. Preference will be given to those applicants who have not received a Research Development Fund grant in the previous two years.

6. Following the first successful application for funds, subsequent applications must be submitted with evidence of external peer-reviewed scholarly activity conducted since the previous application. **A final report outlining evidence of project deliverables and projected research outcomes must also be**

submitted within two months of completion. Researchers will be ineligible to submit future funding applications until the final report has been submitted.

7. In general, research grants are provided for the direct costs of the research. Eligible expenses include, but are not limited to: research personnel, materials and supplies, equipment and research travel, including data collection (see 'Budget Tab' when completing the online application). Expenditures related to conference and dissertation-related travel, visiting scholars, and publications are not eligible through this program. Please refer to the Senate Research Committee's other funding programs.

8. Faculty submitting joint research proposals normally are not eligible to submit an individual research request within the same competition.

9. **Funds must be used within one year of the date of the award.** For funds not spent within the year, the balance will be returned to the Research Development Fund for redistribution. In extenuating circumstances, **requests for an extension may be made by completing the request for extension form on Romeo, and must be submitted in advance of the grant's one-year expiry to the Chair of the Senate Research Committee. The length of the extension will be at the discretion of the Chair and will not exceed 6 (six) months.** Justification must also be presented in writing for approval to make changes to budget items not listed in the original application.

10. **Funds will not be released until all research ethics approvals (human participants, animals, biosafety, and environmental assessment) are in place.** *Note: Ensure that your ethics application makes reference to the SRC RDF.*