

## EUC Small Research Grant Guidelines

### Preamble

The Faculty of Environmental and Urban Change Small Research Grants program is the adjudicated process through which EUC disburses the YUFA Faculty/Library Research Grant Funding. (See section 19.29 (a) of the YUFA collective agreement). The Dean of the Faculty may add to these funds in any given year.

### Applicant Eligibility

- Full-time (tenured/probationary appointments) YUFA faculty members affiliated with the Faculty of Environmental and Urban Change may apply to the EUC Small Research Grant program as long as the project for which they are seeking funding is not already funded by an external grant.
- CLAs and SRCs in EUC will also be considered. (Appointments for the grant period must have been confirmed by the application deadline).
- Retired YUFA faculty members from EUC or its antecedent units 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.
- Team applications are eligible for consideration as long as all applicants are YUFA faculty affiliated with EUC. Team applications should indicate how any funds awarded would be divided up among the applicants.
- Applications must be for future research expenses and not for expenses already incurred.
- Members of the committee/sub-committee that adjudicates this award who submit an application for funding, must recuse themselves from discussion and voting on the award.

### Prioritization

- The quality and impact of the proposed project will be considered in the selection process and in the quantity of funding that is allocated.
- Applications from junior (i.e., untenured) faculty members will be prioritized.
- Applications for new research initiatives/opportunities will be prioritized over existing activities.
- Applications for projects that have previously received funding through this program will be given lower priority and must demonstrate advancement in the project.

### Amount and Frequency

The awards allocated in this process will be determined by the funding assigned by the University in accordance with section 19.29 (a) of the YUFA collective agreement, and any additional funds contributed by the Dean of EUC.

The EUC Small Research Grant competition will be adjudicated twice per year, with application deadlines on September 15<sup>th</sup> and February 15<sup>th</sup>.

Applicants who receive any level of funding cannot apply again until a 2-year fiscal period expires. (For example, an applicant who was successful in the September 2020 deadline cannot apply again until the September 2022 deadline).

Applicants are informed in writing about the decisions of the adjudicating committee/sub-committee. Barring review on procedural grounds, the decisions of the committee/sub-committee are final. Should the project require ethics clearance, funds will not be released until ethics approval is submitted. Small Research Grant funds that are unclaimed due to missing ethics approval will expire one year after the applicant is notified of the application's success.

### Eligible Expenses

The following expenses are eligible through this program:

- Research assistance, data compilation and analysis, payment to research subjects
- Research travel expenses, including plane/train/bus/taxi fare, accommodation, per diems (at university rate)
- Research equipment not available through the university
- Publication expenses related to preparing a manuscript (both journal and book manuscripts) that are the financial responsibility of the researcher. Possibilities include, but are not necessarily limited to: permissions fees; reproduction costs for images; textual translation costs; editorial assistance; indexing. In such cases, supporting documentation is required, for example, correspondence or contracts with the publisher.
- Subvention demands from scholarly or textbook publishers, or page charges associated with scholarly journals. Applicants seeking funds through the grant for subvention/page charges must include 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. Please note that the release of funds will be pending upon receipt of an invoice prepared by the publisher which must include the specific amount awarded through the grant. The invoice must include both the name of the faculty member and the name of the university.
- Drafting, photocopying, and cartographic work, etc.
- Purchase of research materials (e.g., research data, films/video/dvd, books)
- Transcription, translation and interpretation, editing services
- Other justifiable research expenses (in line with tri-council eligible expense guidelines)

### Ineligible Expenses

Expenses that will not be allowed through this program include:

- Conference and workshop expenses related to organizing an event
- Travel to learned societies, conferences, colloquia, workshops and related expenses
- Typing costs (except in exceptional circumstances)
- Travel costs within commuting distance of Toronto
- Research costs associated with completion of a degree or other professional or personal training
- Projects that will likely bring applicant commercial profits
- Computer equipment (e.g. laptop, software)

### Submission Process

An e-copy of a complete application form should be submitted to the Faculty Research Officer ([rreyes@yorku.ca](mailto:rreyes@yorku.ca)) by 4:30 pm on the deadline date.

### Progress Report

A one-page research report must be submitted within six (6) months for any papers or publications, conference/ workshop or media presentations, exhibits/works of art produced, and/or other research outcomes following completion of the project.