

Memorial University of Newfoundland – Research Grant and Contract Services (RGCS)
ARTISTIC CREATIVE RESEARCH GRANTS COMPETITION
DEADLINES: FEBRUARY 28, 5:00 p.m.

If the deadline falls during a weekend or holiday, the deadline shall be the first working day following the deadline.

Guidelines

Description of Program:

Although open to all members of faculty, *this program will be of interest primarily to applicants from such areas as the School of Fine Arts, the School of Music, and from the Theatre/Drama Specialization of the Department of English, and would cover projects that would not qualify for funding from the Social Sciences and Humanities Research Council of Canada.* It is intended that in so far as is possible, these grants will be used to initiate projects which will be ongoing beyond the period of the initial grant through funding gained from extramural agencies.

This funding program provides assistance to a **maximum** of \$2,500 towards artistic/creative initiatives.

Eligibility Criteria:

Preference will be given to projects which have not previously received funding under this program.

Eligibility of Applicants:

- All persons with academic tenure, probationary appointments, and persons on sabbatical leave are eligible. Term contracts other than those on a per course basis are eligible as long as the applicant maintains their affiliation with Memorial University for the duration of the grant period.
- Persons on leave without pay from the university for academic reasons must demonstrate that they have no access to research funds in order to be eligible.
- Persons on leave without pay from the university for non-academic reasons.
- Adjunct Professors, Honorary Research Professors and Professors Emeritus are not eligible.

Eligibility of expenses:

Eligible expenses are subject to normal University policies and procedures for the administration of research funds. Some examples of eligible expenses include:

- a) Partial costs (maximum 50%) associated with invited performances and presentation/recitals at Canadian or international events or conferences in order to present new works by faculty members or associates.
- b) Costs associated with the creation or development of artistic/creative works including video and audio recordings.
- c) The incorporation of new technology into the creative process.
- d) Research in the development of techniques and methods in the creative process (although the SSHRC/VP Research Grant program may be a more appropriate vehicle for this).

Term of Award:

- 18 months from the date on the letter of notification of award.

Note: RGCS cannot proceed with the establishment of a research grant account until such time as documentation has been provided by the Principal Applicant to RGCS outlining research clearance requirements for the awarded project.

- No timeframe extensions will be entertained.
- Residual funds remaining at the end of the term of the award will be returned to the source account.

Application Process:

With the previous launch of phase two of the Memorial Researcher Portal, effective August 1, 2018, Researchers submitting an application to the above-noted program opportunity must use the [Memorial Researcher Portal, https://rresources.mun.ca/](https://rresources.mun.ca/). Once submitted, the application will pass through the principal investigator's department and faculty approvers. The Researcher will be able to view the status of the file anytime.

Unless otherwise specified, all information must be completed on the PDF fillable application package. Only the most up-to-date application package will be accepted into the competition. Adherence to the guidelines will have an impact on the adjudication of the application.

To ensure fairness in what is becoming a very competitive environment for internal awards and to achieve the shortest turnaround time possible for announcement of awards, the complete signed application package must be received by RGCS by the specified deadline date.

Submission Process:

Applications should be completed using the attached PDF form fillable application package and must be submitted using the [Memorial Researcher Portal, https://rresources.mun.ca/](https://rresources.mun.ca/) to arrive at RGCS by the published deadline.

Complete application package consists of:

- 1) PDF form fillable application- completed sections 1,2,6,8.
- 2) Research proposal - free form pages (page limitations – see applicable section)
 - a. Section 3 – Proposal
 - b. Section 4 – Budget and Budget Justification
 - c. Section 7 – If applicable, summary of benefits of the most recent Artistic Creative Grant Award
- 3) Research Clearance Certification(s), if applicable – Section 6
- 4) Curriculum Vitae – Section 5

Notification of Receipt of Application:

The Principal Applicant will be notified of receipt of the application at RGCS by email, via their MUN e-mail as provided in the application.

If the Principal Applicant has not received confirmation of receipt within two business days of the application deadline, please contact Michelle Butt at internalgrants@mun.ca immediately.

Review Process

Applications will be reviewed by a panel established by the Vice-President (Research). The panel will advise the Vice-President (Research) on the final selection of awards.

Requests will be adjudicated using the following criteria, among others:

- a) How does the creative work or activity proposed relate to the larger creative goals of the applicant?
- b) How does the proposal relate to or evolve out of previous work by the applicant?
- c) The significance of the proposed activity including how it will advance work in the field and/or contribute to the training of students.
- d) If applicable, how will the work be disseminated and what is the appropriate scope of such dissemination?
- e) Creative and artistic quality.
- f) Feasibility of proposed project.

Notification of Receipt of Application:

Acknowledgement of receipt of the application through the Researcher Portal will be provided to the Principal Investigator, via email notification within 2 working days of submission. If the Researcher has not received confirmation of receipt within two business days of the Program deadline, please contact Michelle Butt, internalgrants@mun.ca immediately.

Notification of Results of Application:

The Principal Applicant will be notified of the results of their application by e-mail, via their MUN e-mail account as provided in the application. The anticipated notification time period will be approximately 8 weeks from the competition close date.

Conditional Awards:

Final award notification will only be released to the Awardee, once required documentation (confirmation of required clearances or request for partial release of funds) has been received by RGCS from the Applicant.

Accessing Your Award:

Once final award documentation is in place, RGCS will proceed with the account request.

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With the previous launch of phase two of the Memorial Researcher Portal, effective August 1, 2018, Researchers submitting an application to the above-noted program opportunity must use the [Memorial Researcher Portal](https://rpresources.mun.ca/), <https://rpresources.mun.ca/>. Once submitted, the application will pass through the principal investigator's department and faculty approvers. The Researcher will be able to view the status of the file anytime.

Acknowledgement of receipt of the application through the Researcher Portal will be provided to the Principal Investigator, via email notification within 2 working days of submission. If the Researcher has not received confirmation of receipt within two business days of the Program deadline, please contact Michelle Butt, internalgrants@mun.ca immediately.

Please Note:

- 1) Submitted Portal Application must be completed using the English language.
- 2) Applications must be submitted using the Memorial Researcher Portal and arrive by the Program Deadline in order to be considered in the program adjudication process

1] General Information:

Eligibility of Applicants:

- All persons with academic tenure, probationary appointments, and persons on sabbatical leave are eligible. Term contracts other than those on a per course basis are eligible as long as the applicant maintains their affiliation with Memorial University for the duration of the grant period.
- Persons on leave without pay from the university for academic reasons must demonstrate that they have no access to research funds in order to be eligible.
- Persons on leave without pay from the university for non-academic reasons.
- Adjunct Professors, Honorary Research Professors and Professors Emeritus.

Name of Principal Applicant: _____

Faculty/School/Department: _____ Rank: _____

Contact: Telephone: _____ MUN E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

Time commitment: _____ hours per week

Eligibility Criteria:

Only one grant per applicant will be awarded. Preference will be given to projects which have not previously received funding under this program.

List awards received in last 5 years from Artistic Creative Research Grants Program:

Co-Applicant Information (if applicable):

Name of Co-Applicant: _____

Rank: _____

Faculty/School/Department: _____

Contact: Telephone: _____ MUN E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

Time commitment: _____ hours per week

Name of Co-Applicant: _____

Rank: _____

Faculty/School/Department: _____

Contact: Telephone: _____ MUN E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

Time commitment: _____ hours per week

Name of Co-Applicant: _____

Rank: _____

Faculty/School/Department: _____

Contact: Telephone: _____ MUN E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

Time commitment: _____ hours per week

For signature of Co-applicant/ Applicable Head/ Dean/Vice-President/ Designate, see Signature page at the end of the application (page 5)

2] Project Information:

Title of Project:

3] Proposal:

Using additional pages and a maximum of 2000 words [approximately eight (8) pages], the proposal should describe the following:

The proposals should be made as clearly and concisely as possible but should contain sufficient detail to allow appropriate adjudication and evaluation of approach and merit by the review panel. Similarly, the budget must contain sufficient detail to convince the panel of its appropriateness.

- a) background
- b) project objectives
- c) outline of the approach
- d) brief statement of expected outcome
- e) a plan for:
 - i) how the project may proceed after its initial funding period; and,
 - ii) a statement of when and where continuing funding will be sought outside the University.

4] Budget and Budget Justification:

Eligibility of expenses:

Eligible expenses are subject to normal University policies and procedures for the administration of research funds. Some examples of eligible expenses include:

- g) Partial costs (maximum 50%) associated with invited performances and presentation/recitals at Canadian or international events or conferences in order to present new works by faculty members or associates.
- h) Costs associated with the creation or development of artistic/creative works including video and audio recordings.
- i) The incorporation of new technology into the creative process.
- j) Research in the development of techniques and methods in the creative process (although the SSHRC Explore Research Grant program may be a more appropriate vehicle for this).

Using two additional pages, please provide a detailed budget for the total project, indicating the breakdown of funding requested and funding that has been secured from other sources.

5] **Curriculum Vitae:**

Up-to-date curriculum vitae must be included for applicant and each co-applicant and must contain the following:

- a) list of degrees obtained and academic or relevant research positions held at MUN or elsewhere.
- b) artistic/creative contributions:
 - Provide complete citations for any documents listed.
 - Provide record of performances/creative works, i.e.,
 - ✓ number of performances given (solo and collaborative)
 - ✓ whether the work has been broadcast or recorded on CD
 - ✓ whether there have been invitations to perform or give masterclasses
 - ✓ whether lecture-recitals or other performances at conferences or other gatherings have been given.
 - Provide citations of performances reviews.
- c) List all sources of support held for the past 6 years as well as currently applied for using the following headings: a) Support Held, and b) Support Applied for:

Source	Year of Award	Title of Research	Amount of Grant
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6] **Research Clearance Certification Requirements:** Required Not Required

If required, the following clearance(s) categories apply:

Human Ethics:	Attached	To Follow	N/A
Animal Care:	Attached	To Follow	N/A
Biosafety/Biohazard:	Attached	To Follow	N/A

If awarded, the research grant account cannot be established until such time as documentation has been provided by the Principal Applicant to RGCS outlining research clearance requirements for the project.

7] If applicable, using one additional page, please attach a summary of the benefits to the Principal Applicant’s research program from the receipt of most recent Artistic Creative Grant (as listed on page 1 of the application).

8] **Completion Application Checklist:**

Complete application package consists of:

- 1) PDF form fillable application- completed sections 1,2,6,8.
- 2) Research proposal - free form pages (page limitations – see applicable section)
 - a. Section 3 – Proposal
 - b. Section 4 – Budget and Budget Justification
 - c. Section 7 – If applicable, summary of benefits of the most recent Artistic Creative Grant Award
- 3) Research Clearance Certification(s), if applicable – Section 6
- 4) Curriculum Vitae – Section 5

Access to Information and Protection of Privacy
 The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to assess your application to the Artistic/Creative Research Grants Program. If you have any questions about the collection and use of this information, contact the Research Grants and Contract Services at rgcs@mun.ca.

9] **Signature Page Co-applicants:**

Signature Co-applicant: _____ Date: _____

Approvals:

Department Head (if applicable): _____ Date: _____

Dean /Vice-President/Designate: _____ Date: _____

Signature Co-applicant: _____ Date: _____

Approvals:

Department Head (if applicable): _____ Date: _____

Dean /Vice-President/Designate: _____ Date: _____

Signature Co-applicant: _____ Date: _____

Approvals:

Department Head (if applicable): _____ Date: _____

Dean /Vice-President/Designate: _____ Date: _____

Signature Co-applicant: _____ Date: _____

Approvals:

Department Head (if applicable): _____ Date: _____

Dean /Vice-President/Designate: _____ Date: _____