

**Memorial University of Newfoundland – Research Grant and Contract Services (RGCS)
Seed, Bridge and Multidisciplinary Fund**

APPLICATION DEADLINE: May 1st and November 30th, 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

Descriptions of Competition:

The Strategic Research Intensity Plan 2014-2020 builds on the University's Research Strategy Framework to support the university's vision to "... be one of the most distinguished public universities in Canada and beyond..." The Strategic Research Intensity Plan 2014-2020 recommends supporting this vision, in part, through the creation of a Seed, Bridge and Multidisciplinary Fund and through research-based graduate student support.

The Seed, Bridge and Multidisciplinary Fund provides assistance to a maximum of \$10,000 towards short-term (normally up to 24 months) research projects undertaken by eligible faculty members from Memorial University.

The fund will seed new "early days" innovative research projects, provide valuable bridge funding for researchers between grants, and encourage the development of multidisciplinary research activities which align with the priority research themes of the Research Strategy Framework, including oceans-related research. Normally, the fund will stimulate research intensity through (graduate) student engagement, thereby enhancing the student research learning and training experience.

Each year, approximately 40 projects selected from across the University through a competitive application process will be funded with the expectation that the funds will be used to stimulate research intensity, ideally through student engagement.

Eligibility Criteria:

The Award will be made available for up to a two year period with no extensions permitted. The Principal applicant is eligible to reapply to this program after two years, provided the previous award is complete at the time of application submission.

Eligibility of Applicants: Principal Applicant/Co-applicant(s)

Eligible Applicants:

- All persons with academic tenure, probationary appointments, and persons on sabbatical leave are eligible. Term contracts (research and teaching components) other than those on a per course basis are eligible as long as the applicant maintains their affiliation with Memorial University for a minimum of 2 years from the competition deadline date.
- Post-doctoral Fellows who hold an appointment with Memorial are eligible to apply as Co-Applicants, as long as the Fellow maintains their affiliation with Memorial University for a minimum of 2 years from the competition deadline date.
- 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.

Non-eligible Applicants:

- Persons on leave without pay from the university for non-academic reasons.
- Persons with teaching term appointments.
- Adjunct Professors, Honorary Research Professors and Professors Emeritus.

Eligibility of Expenses:

Non-eligible expenses: (For Seed or Multidisciplinary Fund applications)

- Conference travel for the Applicant or Co-Applicant.

Non-eligible expenses: (For Seed, Bridge or Multidisciplinary Fund applications)

- Payment in support of Post-doctoral Fellowship salary if the Post-doctoral Fellow is included as Co-applicant on application submission.

Eligible Expenses: (For Seed, Bridge or Multidisciplinary Fund applications)

- Conference travel for undergraduate or graduate students.

Eligible expenses: (For Seed, Bridge or Multidisciplinary Fund applications)

Except as noted above, all other budgetary expenses must conform to the current Tri-Agency Financial Administration Guide and are subject to normal University policies and procedures for the administration of research funds. The following Tri-Agency link will direct you to the most up-to-date version of the 2017 Tri-Agency Financial Guide which will also outline any current and, subsequent future updates:

http://www.science.gc.ca/eic/site/063.nsf/eng/h_97415.html.

Term of Award:

- Up to 24 months from the date on the letter of notification of award.

Note: For successful applicants, the start date is of the research grant account established for an award will be dependent on receipt of documentation pertaining to research clearances required for the project. The end date of the research grant will be 24 months from the date of the letter of notification of award.

- 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.

Evaluation Criteria:

Applications will be adjudicated based upon the following criteria:

- Excellence of the research proposal, including scope and objectives of the proposed project as well as milestones to be achieved.
- Degree to which the proposal constitutes a request for Seed¹, Bridge², or Multidisciplinary³ funding (See page 3 of the guidelines for definitions).
- Impact that receiving a Seed, Bridge, or Multidisciplinary Funding will have on the overall research program of PI/ Multidisciplinary Group
- An excellent track record of research that is appropriate to the stage of the career
- A track record of educating, training, and supervising students and other highly qualified personnel in research
- Use of funds to engage Memorial University students and other highly qualified personnel in research projects. Normally, the students must be graduate students, unless the principal applicant does not have access to such, in which case, the principal applicant must discuss the extenuating circumstances which prevent him/her from having access to graduate students.
- The relevance of the proposed project to Memorial's [Strategic Research Themes](#), while acknowledging the [guiding principles](#) of the Research Strategy Framework, which include "[v]aluing and supporting the freedom of researchers to pursue research excellence that is based on their individual and collective intelligence, curiosity, ingenuity and creativity."
- The proposal's potential to leverage additional funds, particularly funding for (graduate) students and other highly qualified personnel
- For multidisciplinary projects, evidence that the project is cohesive.

Definitions for Seed, Bridge and Multidisciplinary Funds:

¹ *Seed funding is intended for the preliminary study phase of a larger project. “Seed funding” should enable early results, with the expectation that such results may increase the chance of securing funding for a larger project. Activities performed during a preliminary phase should be aimed at obtaining proof of concept. The purpose of seed funding is to provide unfunded applicants with a means of obtaining external funding. While proposals from principal applicants who already hold grant funds will be entertained, principal applicants in this case must demonstrate how the current proposal will add significant value over the funding already in place.*

² *Bridge funding sustains the research programs of productive researchers through the difficult period of a funding gap, to give the researcher an opportunity to regain external funding. Bridge requests are considered when an investigator’s funded project has not been renewed and temporary support is required to maintain project momentum or to retain key personnel. In the latter case, requests must provide support for existing key personnel, and cannot be used for new personnel. Bridge requests can also support researchers who have had a longer funding gap, and who need to regain momentum to secure external funding; in such cases, the principal applicant must outline, using his/her most recently-submitted application for external funding, how the bridge funding will be used to improve his/her scores on a future external funding application. The principal applicant must be clear about what is being bridged from and to, and must clearly articulate the consequences of not funding the proposal.*

³ *Multidisciplinary Funding: Multidisciplinary research draws on knowledge from different disciplines, but stays within the boundary of one primary field. Interdisciplinary research is “research that involves the interaction among two or more different disciplines” and occurs in the interface between disciplines. Such research may range from the sharing of ideas, to the full integration of concepts, methodology, procedures, theory, terminology, data, organization of research and training. In this document “multidisciplinary” is used to refer to both interdisciplinary and multidisciplinary research. Preference will be given to applications that propose new multidisciplinary collaborations.*

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://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.

Applications should be completed using the attached PDF form fillable application package and must be submitted using the Memorial Researcher Portal to arrive at RGCS by the published deadline. If the deadline falls during a weekend or holiday, the deadline shall be the first working day following the deadline.

Submitted application package must be completed using the English language.

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 arrive at RGCS by the specified deadline date.

Adjudication Process:

For each competition, a peer-review committee normally composed of 5 or more members from at least five distinct Academic Units will be constituted by the Vice-President (Research) to select candidates. The committee will be chaired by the Vice-President (Research) or designate.

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.

Completed application package consists of:

- 1) PDF form fillable application- completed sections 1, 2, 3, 4, 6, 13, 14.
- 2) Additional Pages - free form pages (page limitations – see applicable section)
 - a. Details of Multidisciplinary Research Group, if applicable – Section 3
 - b. Budget and Budget Justification – Section 5
 - c. Project Proposal – Section 7
 - d. Letter from Principal Applicant – Section 8
 - e. Relationship to Other Research Support – Section 9
 - f. Impact to Overall Research Program – Section 11
 - g. Benefits from previous award to research program, if applicable – Section 12
- 3) Research Clearance Certification(s), if applicable - Section 6
- 4) Curriculum Vitae: Short curriculum vitae (maximum of six pages) – Section 10

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 mbutt@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:

- a) June 1st for results of the May 1st application deadline
- b) January 30th for results of the November 30th application deadline

Assessing Your Funding:

If awarded, documentation requesting the establishment of a research grant account will be prepared upon notification of your award.

Conditional Awards:

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.

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 Seed, Bridge and Multidisciplinary Fund Program. If you have questions about the collection and use of this information, contact Research Grant and Contract Services at rgcs@mun.ca.

**Memorial University of Newfoundland – Research Grant and Contract Services
Seed, Bridge and Multidisciplinary Fund**

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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://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.

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: Principal Applicant/Co-applicant(s)

Eligible Applicants:

- All persons with academic tenure, probationary appointments, and persons on sabbatical leave are eligible. Term contracts (research and teaching components) other than those on a per course basis are eligible as long as the applicant maintains their affiliation with Memorial University for a minimum of 2 years from the competition deadline date.
- Post-doctoral Fellows who hold an appointment with Memorial are eligible to apply as Co-Applicants, as long as the Fellow maintains their affiliation with Memorial University for a minimum of 2 years from the competition deadline date.
- 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.

Non-eligible Applicants:

- Persons on leave without pay from the university for non-academic reasons.
- Persons with teaching term appointments.
- Adjunct Professors, Honorary Research Professors and Professors Emeritus

Name of Principal Applicant: _____

Faculty/School/Department: _____ Rank: _____

Contact: Telephone: _____ E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

If applicable, Co-applicant(s) are to complete Page 2.

Emerging Scholar (per definition below): Yes No

An **emerging scholar** is someone who has not yet had the opportunity to establish an extensive record of research achievement, but is in the process of building one. In addition, s/he must meet at least one of the following criteria:

1. have completed his/her highest degree no more than five years before the competition deadline (the date of completion of the first doctorate); **or**
2. have held a tenured or tenure-track university appointment for less than five years; **or**
3. have held a university appointment, but never a tenure-track position (in the case of institutions that offer tenure-track positions); **or**
4. have had his/her career significantly interrupted or delayed for health or family reasons within the past six years.

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: _____

Name of Co-Applicant: _____

Rank: _____

Faculty/School/Department: _____

Contact: Telephone: _____ MUN E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

Name of Co-Applicant: _____

Rank: _____

Faculty/School/Department: _____

Contact: Telephone: _____ MUN E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

Signatures of Co-Applicant(s)/ Department Head/ Dean or Vice-President or Designate, are required - see Signature Page (page 6)

2] **Eligibility Criteria:**

The Award will be made available for up to a two year period with no extensions permitted. The Principal applicant is eligible to reapply to this program after two years, provided the previous award is complete at the time of application submission.

- 1) List awards received in the last 5 years from the Seed, Bridge and Multidisciplinary Fund program.

3] **Project Information:**

A) Type of funding request (Check the most appropriate category)

Seed Funding ¹

Bridge Funding²

Multidisciplinary Funding³

B) For Multidisciplinary Research Groups: Using one additional page, please provide details of your Multidisciplinary research group. Preference is given to new collaborations.

Definitions of Seed, Bridge and Multidisciplinary funding

¹ *Seed funding is intended for the preliminary study phase of a larger project. “Seed funding” should enable early results, with the expectation that such results may increase the chance of securing funding for a larger project. Activities performed during a preliminary phase should be aimed at obtaining proof of concept. The purpose of seed funding is to provide unfunded applicants with a means of obtaining external funding. While proposals from principal applicants who already hold grant funds will be entertained, principal applicants in this case must demonstrate how the current proposal will add significant value over the funding already in place.*

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4] **Project Title:**

5] **Budget and Budget Justification**

Non-eligible expenses: (For Seed or Multidisciplinary Fund applications)

- Conference travel for the Applicant or Co-Applicant.

Non-eligible expenses: (For Seed, Bridge or Multidisciplinary Fund applications)

- Payment in support of Post-doctoral Fellowship salary if the Post-doctoral Fellow is included as Co-applicant on application submission.

Eligible Expenses: (For Seed, Bridge or Multidisciplinary Fund applications)

- Conference travel for undergraduate or graduate students.

Eligible expenses: (For Seed, Bridge or Multidisciplinary Fund applications)

Except as noted above, all other budgetary expenses must conform to the current Tri-Agency Financial Administration Guide and are subject to normal University policies and procedures for the administration of research funds. The following Tri-Agency link will direct you to the most up-to-date version of the 2017 Tri-Agency Financial Guide which will also outline any current and, subsequent future updates:

http://www.science.gc.ca/eic/site/063.nsf/eng/h_97415.html.

Using up to 2 additional pages, include a budget proposal providing justification of all expenses requested, which is clearly linked to the research proposal.

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

Note: For successful applicants, the start date is of the research grant account established for an award will be dependent on receipt of documentation pertaining to research clearances required for the project. The end date of the research grant will be 24 months from the date of the letter of notification of award.

7] **Project Proposal**

Using 2 additional pages, exclusive of references and appendices, the project proposal should be written in non-technical terms and clearly understood by scholars with varied areas of expertise (i.e., minimal academic terminology and reference to methodology). In writing the detailed description of the proposal, avoid jargon, acronyms and highly technical terms. Not all committee members will have an intimate knowledge of the subject matter of all proposals.

Taking into consideration the program evaluation criteria, describe the nature of the research project to be undertaken. The following evaluation criteria should be included in the project proposal:

- a. scope and objectives;
- b. milestones;
- c. use of funds to engage Memorial (graduate) students and other highly qualified personnel in the research project. Please explicitly explain if you do not have access to qualified undergraduate or graduate students.**

** Other aspects of the evaluation criteria not addressed in the project proposal can be included in letter from the principal applicant (see Section 8 below).

8] **Letter from Principal Applicant**

Using up to 2 additional pages, include a letter from the Principal Applicant that addresses any of the evaluation criteria that have not been covered in the Project Proposal:

- For Seed Funding applications, the principal applicant must outline the new concept that being investigated. Seed funding is preferentially awarded to an unfunded principal applicant. A principal applicant who already has funding must demonstrate how the current proposal will add significant value over the funding already in place.
- For Bridge Funding applications, the principal applicant must outline the nature of the funding gap; what funding stream has been lost; whether other funding streams can be utilized to assist with the funding gap; and what future funding opportunity will be applied for. Where possible, the principal applicant must also use any available feedback from his/her most recently-submitted application for external funding to demonstrate how the bridge funding will be used to improve his/her scores on a future external funding application. Requests for funding of key personnel must be for support of existing personnel, and cannot be used for new personnel. Finally, the principal applicant must clearly articulate the consequences of not funding the proposal.
- For Multidisciplinary Funding applications, what is value added by the multidisciplinary approach (as opposed to a single-discipline approach)? Is this a new or existing collaboration? (Preference will be given to new multidisciplinary collaborations.)
- For all applications:
 - The relevance of the proposed project to [Memorial's Strategic Research Themes](#);
 - The proposal's potential to leverage additional funds, particularly funding for students and other HQP; and, for multidisciplinary projects, evidence that the project is cohesive.

9] **Relationship to Other Research Support (outlined in CV)**

Using up to one additional page, explain any relationship and/or overlap (conceptual or financial) between work supported by other funding sources and work supported by the current application. The onus is on the principal applicant to provide sufficient information to enable the reviewers to assess the relationship between this application and other sources of support, and the incremental value of additional support from the program. Other sources of support include grants and contributions from funding agencies, organizations, the private sector, institution start-up funds, research chairs, and other institutional research support.

For each source of other research support currently held or applied for, explain:

- The conceptual relationship, if any, with this application; and
- If there is any budgetary relationship.

10] **Curriculum Vitae:**

Attach an up-to-date short curriculum vitae (maximum of six pages) for the Principal Applicant and each Co-applicant.

The CV should include: a) work experience,

b) academic background,

c) funded research received in the last 6 years,

d) publications (please indicate if peer-reviewed) in the last 6 years,

e) HQP graduated and current in the last 6 years,

f) and any other pertinent information.

11] **Impact to overall research program:**

Using one additional page, please summarize the impact receiving a Seed, Bridge and Multidisciplinary Fund award would have to your overall research program.

12] If applicable, using one additional page, from the receipt of most recent Seed, Bridge and Multidisciplinary Fund award, please summarize the benefits to the Principal Applicant's research program (as listed on page 3 of the application).

13] **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: _____

14] **Checklist:**

Completed application package consists of:

- 1) PDF form fillable application- completed sections 1, 2, 3, 4, 6, 13, 14.
- 2) Additional Pages - free form pages (page limitations – see applicable section)
 - a. Details of Multidisciplinary Research Group, if applicable – Section 3
 - b. Budget and Budget Justification – Section 5
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- 3) Research Clearance Certification(s), if applicable - Section 6
- 4) Curriculum Vitae: Short curriculum vitae (maximum of six pages) – Section 10

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