PROGRAM GUIDELINES

Vitamin Research Fund
RIS DEADLINE: August 25, 2023 - 5:00 pm

To ensure fairness in what is becoming a very competitive environment for research grants, completed full applications packages must be received by Research Initiatives & Services (RIS) by 5:00 p.m. If the deadline falls during a weekend or University closure day, the deadline shall be the first working day following the deadline. **Note: Please consult with your academic unit as they may set their own unit deadlines prior to the competition deadline noted above.**

The Ocean Frontier Institute (OFI) is a transnational institute that will serve as a global hub for ocean exploration, discovery and co-creation of solutions for safe and sustainable ocean development. Funded by the Canada First Research Excellence Fund (CFREF), the OFI will link and leverage Canadian resources and expertise with those of world-leading international partners in the European Union and the United States by facilitating the exchange of personnel and data among partners and supporting shared access to world-class infrastructure.

The Research Program of the OFI has three goals: 1) Build scientific understanding of the changes that are underway in the globally significant Northwest Atlantic Ocean and adjacent Canadian Arctic Gateway; 2) Create strategic and effective solutions for safe and sustainable ocean development in the region; and 3) Deliver strategically relevant ocean data science and technology tools.

The Vitamin Research Fund was committed as matching funds for the OFI to support research at Memorial University that aligns with the objectives of the fund and the OFI. To be eligible for funding under this call, research must be for activities related to vitamin products (includes vitamins A, B1, B2, B3, B4, B5, B6, B8, B9, B12, C, E, H, beta carotene, canthaxanthin, and methionine, and products containing or derived from vitamins, including animals that consumed vitamins) such as food and nutritional research or education, food related programs, and/or consumer services or consumer protection activities. Proposals fitting these eligibility requirements should also demonstrate a general fit with the marine focus of the OFI.

AWARD CONDITIONS

- ✓ One (1) award of up to $50,000 is available for a three-year period, <u>with no extensions permitted</u>.
- ✓ Principal Applicant cannot hold active Vitamin Research Grant award at the time of application.
- ✓ Proposals submitted for the August 25th deadline are anticipated to have awards available in October.

AM I ELIGIBLE TO APPLY?

Eligible Applicant/Co-Applicants:

- All persons at Memorial University 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 award is taken up at the time the appointment is held.

Non-eligible Applicant/Co-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. Researchers located at other OFI partner institutions are <u>not</u> eligible to receive funding through this opportunity.

ELIGIBILITY OF EXPENSES

Eligible Expenses:

- ✓ Except as noted below, all 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 including but not limited to Memorial's FAS guidelines. The following Tri-Agency link will direct you to the most up-to-date version of the Tri-Agency Financial Guide which will also outline any current and, subsequent future updates: https://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp
- ✓ Graduate Student Regulations:
  - o The use of this fund for recruiting graduate students should align with all relevant Tri-Agency expectation of stipend amounts as outlined in the [Tri-Agency Financial Administration Guide](#).
  - o This also requires adherence to Memorial's [Guidelines for the Awarding of SGS Baseline Fellowships and Graduate Student Support](#).
  - o Research and graduate assistantships must follow union rates.

Non-eligible expenses:

- Internal research grants do not provide support for faculty members' thesis work, university curriculum development, or preparation of textbooks.
- Funds cannot be used for release time stipends, course release, or course buy-outs.

TERM OF AWARD

- For successful applicants, the research grant account will be established for a 3-year period.
- No timeframe extensions will be entertained.
- Residual funds remaining at the end of the term of the award will be returned to the source accounts.
- At the time of Application, the Principal Applicant is not eligible to apply if they hold an active Vitamin Research Fund Award.
- <u>Note</u>: RIS cannot proceed with the establishment of a research grant account until such time as documentation has been provided by the Principal Applicant to RIS outlining research clearance requirements for the awarded project.

HOW DO I APPLY?

Researchers submitting an application to the above-noted program opportunity must use the Memorial Researcher Portal, 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 RIS 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 RIS 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://rpresources.mun.ca/ to arrive at RIS by the published deadline.

Completed application packages consist of:
- ☐ Completed application (Sections 1 and 3)
- ☐ <u>Additional free-form pages:</u>
  - o Section 2 - Additional page for record of previous funding
  - o Section 4 - Additional page(s) for project proposal
  - o Section 5 - Additional page for budget justification
  - o Section 6 - CV
  - o Section 7 - Description of Multidisciplinary Group
  - o Section 9 - If applicable, Signature Page for Co-Applicants
  - o *Copies of clearances, if required (uploaded to *Attachments* tab as part of RIS Application in ROMEO Researcher Portal)

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.

WHAT HAPPENS TO MY APPLICATION ONCE SUBMITTED?

<u>Submission Process:</u>

Applications must submit using the attached Application Form format; submissions will be evaluated on the following:

□ 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 funds to support the objectives of the Vitamin Research Fund and the OFI.

□ 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 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.

Adjudication Process:

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

Note: The committee will not be required to commit all funding available. Any funds not committed will carry forward for a future call for proposals.

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:

- August 25th deadline should have awards available in October 2023

Accessing Your Award:

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 RIS outlining research clearance requirements for the project.

- End of Guidelines -

APPLICATION FORM

Vitamin Research Fund
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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) Complete applications packages 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. APPLICANT INFORMATION

Name of Principal Applicant: _____

Faculty/School/Department: _____ Position: _____

Contact: Telephone: _____ E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

Emerging Scholar (per SSHRC definition)?

☐ Yes

☐ No

http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx

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(S) / DEAN (S) / VICE-PRESIDENT(S) OR DESIGNATE(S), ARE REQUIRED - SEE SIGNATURE PAGE (PAGE 5)

MEMORIAL UNIVERSITY

2. ADDITIONAL APPLICANT INFORMATION

Record of Previous Funding from Vitamin Research Fund:

Funds will be made available for a three-year period with no extensions permitted. Within this three-year period, a principal applicant may hold only one (1) award from the Vitamin Research Fund.

☐ Using 1 page, list awards received, including award date, in the last 5 years by the applicant or co-applicants from the *Vitamin Research Fund* program. Summarize the benefits accrued through previous Vitamin Research Fund awards.

PROJECT INFORMATION

3. Project Title:

4. Project Proposal (See Guidelines):

Using additional pages (maximum of 6 pages, exclusive of references and appendices) provide a comprehensive description of the project.

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.

5. BUDGET AND BUDGET JUSTIFICATION *See Guidelines*

Budget and Budget Justification (See Guidelines):

Using additional pages (maximum of 3 pages**), include a budget proposal providing justification of all expenses requested, which is clearly linked to the research proposal.**

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.

6. CURRICULUM VITAE

Attach an up-to-date short curriculum vitae (maximum of 6 pages) for the Principal Applicant and each Co-applicant. The CVs should include:

- ☐ work experience,
- ☐ academic background,
- ☐ funded research received in the last 6 years,
- ☐ publications (please indicate if peer-reviewed) in the last 6 years,
- ☐ HQP graduated and current in the last 6 years,
- ☐ and any other pertinent information

7. Multidisciplinary Research Groups

Using 1 additional page, please provide details of your multidisciplinary research group. Preference is given to new collaborations.

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    - o *Copies of clearances, if required (uploaded to *Attachments* tab as part of RIS Application in ROMEO Researcher Portal)

8. SIGNATURE PAGE CO-APPLICANTS

CO-APPLICANT:

Name: _____

Signature: _____ Date: _____

Approvals:

Department Head (if applicable): _____ Date: _____

(Dean at Grenfell)

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

CO-APPLICANT:

Name: _____

Signature: _____ Date: _____

Approvals:

Department Head (if applicable): _____ Date: _____

(Dean at Grenfell)

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

CO-APPLICANT:

Name: _____

Signature: _____ Date: _____

Approvals:

Department Head (if applicable): _____ Date: _____

(Dean at Grenfell)

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

9. COMPLETION APPLICATION CHECKLIST

Complete the Application Package into 1 PDF file with the following:

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