



PROGRAM GUIDELINES

Seed Fund

RIS DEADLINE: WEDNESDAY MAY 15TH, 5:00 P.M.

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 funds used for this competition draws from the larger *Seed, Bridge, Multidisciplinary Fund* which supports innovative research that is at a stage where it would be difficult to acquire funding for under traditional funding bodies and Tri-Agency funding programs. Each of these awards: 1. Seed, 2. Bridge, and 3. Multidisciplinary draw from the larger fund, but are distinct, categories with different goals and terms of reference. This package deals exclusively with the **Seed Funding**.

COMPETITION OVERVIEW

The purpose of the Seed Fund is to support researchers to undertake the earliest stages of research in new directions which represent significant deviations from their existing research activities. Also, the initial stage of the new research activity would make it too early to seek external funding support. The Seed Fund provides assistance to a maximum of \$10,000 towards projects lasting a maximum of 24 months (shorter terms are also welcome).

The proposed research should focus on obtaining proof of concepts to support future external funding. Applications are also sought for projects that involve relationship building in community-based research, including relationship building with Indigenous groups.

*The number of projects funded through the Seed Fund will be contingent on the number and quality of applications, as well as the funding available.

ELIGIBILITY CRITERIA

The award will be made available for up to 24 month period with **no extensions permitted**. Within the grant term, a principal applicant may not also hold grants from the Seed, Bridge, or Multidisciplinary Fund.

ELIGIBILITY OF APPLICANT

Eligible applicants:

- ✓ All persons with academic tenure, probationary appointments, and persons on sabbatical leave are eligible. Term contracts (research and teaching components) are eligible as long



as the applicant maintains their affiliation with Memorial University for the term of the grant.

- ✓ Post-doctoral Fellows who hold an appointment with Memorial are eligible to apply as long as the applicant maintains their affiliation with Memorial University for the term of the grant.
- ✓ Professors Emeritus and persons with teaching term appointments are eligible as long as the applicant maintains their affiliation with Memorial University for the term of the grant.
- ✓ 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.
- Adjunct Professors and Honorary Research Professors

ELIGIBILITY OF EXPENSES

Eligible Expenses:

- ✓ Conference travel for undergraduate and students or Post-doctoral Fellows.
- ✓ Except as noted below, all other 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 Financial and Administrative Services guidelines. The following Tri-Agency link contains 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

Non-eligible expenses:

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

GRADUATE STUDENT REGULATIONS

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](#).

This also requires adherence to Memorial's [Guidelines for the Awarding of SGS Baseline Fellowships and Graduate Student Support](#). Research and graduate assistantships must follow Memorial University union rates.

TERM OF AWARD

For successful applicants, the start date of the award is dependent upon the requirement for research clearances. If required, the research grant account will be established for an award once RIS receives documentation that necessary clearances have been obtained for the project. The end date of the research grant will be a maximum of 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 on the following criteria:

- The degree to which the project and applicant aligns with the purpose of the Seed Fund.
- Excellence of the research proposal, including scope and objectives of the proposed project and milestones to be achieved.
- Impact that receiving Seed Funding will have on the applicant's overall research program.
- Use of funds to engage Memorial University students and other highly qualified personnel (HQP) in research projects.
- The feasibility of a significant impact generated via the awarding of funds.
- An excellent track record of research that is appropriate to the stage of the career of the applicant.
- The relevance of the proposed project to Memorial's [Strategic Research Themes](#).
- The potential for the applicant to leverage additional funds, particularly funding for (graduate) students and other HQP, based on completion of the research proposed.
- Exhibit a clear commitment to and integration of EDI-AR-related evidence into the research proposal, published/creative work, and research team and personnel composition (this includes the applicant, collaborators, and HQP).
- Where the Seed Fund is to be used to support of relationship building with a community, a plan for relationship building, details of any community-based research protocols, community goals and objectives associated with the research, and a discussion of why the applicant is well-positioned to conduct the proposed research must be included.

APPLICATION PROCESS

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. Researchers will be able to view the status of the file anytime.



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

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.

NEW: Applications must adhere to stated page limits. **Applications which do not follow the page limit guidelines will not be considered.** Supplemental materials such as appendices, interview questions, cover letters will not be permitted, except for letters of support and/or ethics certifications.

Submitted application package must be completed using the English language. **Late and incomplete applications will not be considered.**

ADJUDICATION PROCESS

For each competition, a Review Committee will be constituted by the Vice-President (Research) to select candidates. The Committee will be chaired by the Vice-President (Research) or Designate. The review committee will include individuals with active research programs although these may not be in the direct research area of the applications. *Therefore, proposals should be written such that it can be evaluated by a non-specialist reviewer.*

Application tip: The strongest applications tend to make the clearest case for (1) why the seed financing is required and (2) how the funding will be beneficial. Applications from early career researchers will be assessed based on promise in regard to these elements, as the Adjudicators understand time is needed to develop and produce these criteria.

SUBMISSION PROCESS

Applications must 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 consists of:

- PDF form fillable application – completed sections 1,2, 3, 7 (if applicable)
- Additional Pages – free form pages (**page limitations – see applicable section**)
 - Budget and Budget Justification – Section 4 (**maximum 3 page**)
 - Project Proposal – Section 5 (**maximum 5 pages**)



- Curriculum Vitae: Short curriculum vitae - Section 6 (**maximum 6 pages**)

NEW: Applications must adhere to stated page limits. **Applications which do not follow the page limit guidelines will not be considered.** Supplemental materials such as appendices, interview questions, cover letters will not be permitted, except for letters of support and/or ethics certifications.

WHAT HAPPENS TO MY APPLICATION ONCE SUBMITTED?

The Principal Applicant will be notified of receipt of the application at RIS by email, via their MUN email 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.

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. Results are anticipated to be disseminated approximately eight weeks after the competition deadline.

Detailed comments about individual applications will not be provided by RIS.

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.

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 competition. If you have any questions about the collection and use of this information, contact Research Initiatives & Services at ris@mun.ca



APPLICATION FORM

Seed Fund

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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.

Please note: Submitted application package must be completed using the English language.

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 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, they must meet at least one of the following criteria:*

- 1. have completed their highest degree no more than six 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 six 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/their career significantly interrupted or delayed for health or family reasons within the past six years.*



Co-Applicant Information (if applicable):

Name of Co-Applicant: _____

Position: _____

Faculty/School/Department: _____

Contact: Telephone: _____ MUN E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

Name of Co-Applicant: _____

Position: _____

Faculty/School/Department: _____

Contact: Telephone: _____ MUN E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

Name of Co-Applicant: _____

Position: _____

Faculty/School/Department: _____

Contact: Telephone: _____ MUN E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

Name of Co-Applicant: _____

Position: _____



Faculty/School/Department: _____

Contact: Telephone: _____ MUN E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

2. RECORD OF PREVIOUS FUNDING FROM SEED, BRIDGE OR MULTIDISCIPLINARY FUND

Funds will be made available for a two-year period with no extensions permitted. Within this two-year period, a principal applicant may hold only one award from the *Seed, Bridge or Multidisciplinary Fund*.

Using 1 page, List awards received, including award date, in the last 5 years by the **applicant or co-applicants** from the Seed, Bridge and Multidisciplinary Fund program. Summarize the benefits accrued through previous Seed, Bridge or Multidisciplinary Fund awards

3. PROJECT TITLE

4. BUDGET AND BUDGET JUSTIFICATION (SEE GUIDELINES)

Use up to 3 pages for a budget proposal providing justification of all expenses requested for the proposed research.

Explain any relationship and/or overlap (conceptual or financial) between work supported by other funding sources and work supported by the current application. 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.

5. PROJECT PROPOSAL (SEE GUIDELINES FOR EVALUATION CRITERIA)

Use up to 5 pages (references are excluded from the page limit and may be included as additional pages), to present the project proposal with consideration of the Evaluation Criteria discussed in the Guidelines. The review committee is comprised of individuals from a wide array of subject matter expertise who may not be familiar with the subject of the application. Therefore, the proposal should be written for a non-specialist reviewer avoiding discipline-specific jargon, acronyms or technical terms that are not explained in the proposal.

Applicants should describe the impact that receiving Seed funding would have on their overall research program, discuss the relevance of the proposed project to [Memorial's Strategic Research Themes](https://www.mun.ca/research/extraordinary-research/research-strategy-themes/) (<https://www.mun.ca/research/extraordinary-research/research-strategy-themes/>), and describe potential to leverage additional funds, particularly funding for students and other HQP.

6. CURRICULUM VITAE

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

- work experience,
- academic background,
- funded research received in the last 6 years,
- publications and/or presentations and/or patents (please indicate if peer-reviewed) and/or other evidence of research impact in the last 6 years, (research impact includes the evidence of how published and/or creative work has influenced thinking or practice in the researcher's field or how the research has led to other forms of knowledge mobilization, such as innovation based on research, influence on policy, or understanding of the issues of importance to society).
- HQP graduated and current in the last 6 years,
- And any other pertinent information



7. SIGNATURE PAGE FOR CO-APPLICANTS

Signature Co-Applicant: _____ Date: _____

Approvals:

Department Head/
Dean - Grenfell (if applicable): _____ Date: _____

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

Signature Co-Applicant: _____ Date: _____

Approvals:

Department Head/
Dean - Grenfell (if applicable): _____ Date: _____

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

Signature Co-Applicant: _____ Date: _____

Approvals:

Department Head/
Dean - Grenfell (if applicable): _____ Date: _____

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

Signature Co-Applicant: _____ Date: _____

Approvals:

Department Head/
Dean - Grenfell (if applicable): _____ Date: _____

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

8. CHECKLIST

Completed application packages consists of:

- PDF form fillable application – completed sections 1, 2, 3, 7 (if applicable)
- Additional Pages – free form pages (**page limitations – see applicable section**)
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