# 2017 Ryerson Creative Fund Competition Guidelines and Application Form

**Deadline:** Friday, March 24, 2017 before 4 p.m.
Submission is online via the University Research Information System (RIS)

<table>
<thead>
<tr>
<th>Overview</th>
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| **2017 Award Funding** | Maximum $10,000 per award for ONE year  
NOTE: You will not be penalized if your budget request is less than the maximum amount. |

<table>
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<tr>
<th>University Application Deadline</th>
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Applications uploaded to the RIS site after 4 p.m. on Friday, March 24<sup>th</sup> will be considered late applications and will not be accepted. |

<table>
<thead>
<tr>
<th>How to Apply</th>
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| **SEE BELOW FOR SPECIFIC DETAILS ON SUBMITTING VIA RIS (the University Research Information System)**  
Application includes:  
1. Project Description – maximum 3 pages  
2. Dissemination and Anticipated Outcomes – maximum 1 page  
3. List of References – maximum 1 page  
4. Budget and budget justification – maximum 1 page  
5. Canadian Common CV (CCV) or OCGS CV (the approved Ryerson University CV format) |

<table>
<thead>
<tr>
<th>Eligibility</th>
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| Full-time Tenured or Tenure-Track professors are eligible for support.  
1. Eligible projects will combine creative and academic research practices, and propose the development of knowledge and innovation through artistic expression, scholarly investigation, and experimentation. Projects and activities may include, but are not limited to: architecture, design, creative writing, visual arts, performing arts, film, video, interdisciplinary arts, media and electronic arts, and new artistic practices.  
2. This competition is open to faculty members who engage, or wish to engage, in creative activity, where it can be demonstrated that such activity is relevant to their discipline.  
3. The applicant must commit to apply as a Principal Investigator to an (external) granting program within the next two years if successful  
4. The applicant may only apply to **ONE** of the following Internal Funding Programs for the 2017 competition: **SSHRC Institutional Grant (SIG), Creative Fund, Health Research Fund** |

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<tr>
<th>Review Process</th>
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<tr>
<td>The University Internal Review Committee will assess the submitted applications and recommend a ranked list to be forwarded to the Vice President, Research &amp; Innovation (VPRI) for final approval and dissemination of funds.</td>
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<tr>
<th>OVPRI Contact</th>
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</table>
| Maria Medeiros, Research Programs Administrator  
m2medeir@ryerson.ca or 416-979-5000 ext. 7219 |
Ryerson University 2017 Creative Fund Competition
RIS Online Application deadline: Friday, March 24 by 4 p.m.

APPLICATION GUIDELINES

DESCRIPTION
The Creative Fund is intended to support projects that primarily or substantially involve the skillful creative arts, which include performing arts, visual arts, literary arts, musical arts, decorative arts, creative design, and media arts. These are the "imaginative, creative, and nonscientific branches of knowledge" as defined by the Collins English Dictionary. Their intent is experiential, not functional, although they may be related to functional purpose in many ways.

ELIGIBILITY
Full-time Tenured or Tenure-Track professors are eligible for support.
1. Eligible projects will combine creative and academic research practices, and propose the development of knowledge and innovation through artistic expression, scholarly investigation, and experimentation. Projects and activities may include, but are not limited to: architecture, design, creative writing, visual arts, performing arts, film, video, interdisciplinary arts, media and electronic arts, and new artistic practices.
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STREAMS* (New this year)
Emerging Scholar: An emerging scholar is someone who has not yet had the opportunity to establish an extensive record of SRC achievements but is in the process of building one. To identify themselves as an emerging scholar, the Applicant must meet at least one of the following criteria:
   a) have completed their highest terminal degree no more than seven years before the competition deadline (Ryerson considers only the date of completion of the first terminal degree); or
   b) have held a tenured or tenure-track academic appointment for less than seven years.

Established Scholar: An established scholar is someone who has established—or who, since the completion of his or her highest degree, has had the opportunity to establish a record of SRC achievements. To identify themselves as an established scholar, an Applicant must meet at least one of the following criteria:
   a) have completed their highest terminal degree more than seven years before the competition deadline (Ryerson considers only the date of completion of the first terminal degree); or
   b) have held a tenured academic appointment for more than seven years.

*This will be taken into account in the Review Process – see Selection Criteria Table.
APPLICATION REQUIREMENTS

Format
- Times New Roman, 12 point font
- Single spaced (no condensed/narrow fonts, type or spacing)
- One-half (0.5”) inch margins around the page

1. **Project Description (maximum 3 pages)**
Applications should describe the research in enough detail to allow informed assessment by the Committee members. Since not all Committee members will have an intimate knowledge of the subject matter of all proposals, the proposal should avoid jargon and highly technical content.

The project description should include:
- Evidence of past creative work
- Specific nature of the creative activity to be funded
- A brief literature review to situate the research within the relevant field
- Position the project, its importance and potential contributions to the field
- The methodology or theoretical approach to be used (if applicable)
- The time period within which the work will be undertaken, and expected completion date
- How the proposed activity will explore alternative funding sources and linkages

**Examples of Supported Activities (not limited to)**
- Pilot or feasibility studies
- Travel to premiers/exhibitions of the faculty member’s work
- Production of films, videos, exhibits, etc.

2. **Dissemination and Anticipated Outcomes (maximum 1 page)**
Outline plans for dissemination of results, citing possible venues for publication or creative output. For preliminary stages of a larger project, clearly demonstrate the anticipated outcomes from this particular pool of funding, even if it is preliminary research.

Can emphasize student training as an explicit outcome (HQP training).

3. **List of References (maximum 1 page)**

4. **Budget and Budget Justification (maximum 1 page)**
An itemized budget, explaining the relationship of the funds requested to the research proposed, with a clear statement indicating other funding sources to which applicants will be applying, and/or have applied. All budget items must conform to University policy regarding pay and benefit rates, and allowable expenses.

**Eligibility of expenses**
Grants can be used only for research related costs that are acceptable under Tri-Agency guidelines. See the [Tri-Agency Financial Administration Guide](#) for a complete list of eligible and ineligible expenses.
Examples of eligible expenses include:
- Research assistant;
- Technical services such as computer services;
- Manuscript preparation;
• Purchase of rental or software and equipment not available through the University;
• Disposable supplies such as stationary, postage, long distance phone/fax charges;
• Photocopying charges, and;
• Books, documents and duplicated material not available through Ryerson Library;
• Travel: related to data collection

Ineligibility of expenses
Ineligible expenses include expenses not incurred for research activities directly relevant to the approved project and expenses excluded by Tri-Council guidelines. Examples of ineligible expenses include:
• Purchase or rental of software and equipment available through Ryerson University;
• Membership in professional societies;
• Child care expenses;
• Costs related to the preparation of teaching materials or a text book;
• Publications or other activities of a commercial nature, including costs associated with contract researcher consultancies;
• Research leading to a degree or professional certification;
• Release time;
• Office equipment rental;
• Remuneration to the faculty member or co-applicant;
• Stand-alone conference travel; (Example: defined as any travel to a conference regardless of whether you are presenting a paper/poster etc... i.e. the Internal Creative Fund grants are not travel grants. The travel component of the grant, must be related to research project activities, not research dissemination, to be considered an eligible expense.

5. Canadian Common CV (CCV) (https://ccv-cvc.ca/) or OCGS CV (the approved Ryerson University CV format) (http://www.ryerson.ca/teaching/annual_reports/curriculum-vitae/)

ADDITIONAL INFORMATION

Ethics
Research activities that involve humans or animals, undertaken by Ryerson researchers, regardless of location, will be expected to adhere to Ryerson’s Policy and Ethics Review of Research Involving Humans or Animals. Approval by the Research Ethics Board or Animal Care Committee is required for all funded projects involving humans or animals prior to the disbursement of the grant.

For more information please contact one of our Research Ethics Coordinators:
Zakiya Atcha, ext. 4841 or zakiya.atcha@ryerson.ca
Toni Fletcher, ext. 7112 or toni.fletcher@ryerson.ca.

Term of Award
Research grants will be awarded for a period of ONE year. An extension of up to one additional year may be granted upon written request to the Director, Research Grants.

Acknowledgement
Recipients of Creative funds must acknowledge Ryerson University in the dissemination of research results. The following wording is suggested.
This research has been supported by Ryerson University.

Reporting Requirements
Recipients of grants must submit a written report to the Director, Research Grants, upon completion of the project delineating the project outcomes. The report is due at the conclusion of the grant.
APPLICATION SUBMISSION
1. Login to Ryerson’s Research Information System (RIS).
2. Create a new application [Grant Authorization Form - GAF].
3. Select “Internal OVPRI Program” and Internal Program: “2017 Internal Creative Fund”.
4. Upload the completed Application documents as PDFs to your application/GAF before 4 p.m. on March 24, 2017:
   - Completed Application Cover Page
   - Proposal Attachment (includes Project Description, Dissemination and Anticipated Outcomes, List of References, Budget/Budget Justification)
   - Canadian Common CV (CCV) or OCGS CV
5. When ready to submit, click the “Submit for Approval” button.

NOTE: Applications uploaded after 4 p.m. will be considered late and will not be accepted.

REVIEW PROCEDURES AND SELECTION CRITERIA
The University Internal Evaluation/Review Panel will be comprised of representatives from the Associate Deans (Research) and other faculty members as selected by the Associate Deans (Research).

Applications will be reviewed using the following criteria: (new this year)

1. Challenge—the aim and importance of the endeavour
   - overall quality of the proposed project, including the clarity, scope and originality of the objectives;
   - intellectual and artistic significance of the proposed research-creation within both artistic and academic disciplines;
   - appropriateness of the theoretical approach or framework;
   - appropriateness of the methods/approach;
   - quality of training and mentoring to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute.

2. Feasibility—the plan to achieve excellence
   - value and feasibility of plans to disseminate resulting artistic and other research knowledge within the university and the research community;
   - probability of effective and timely attainment of the research objectives;
   - appropriateness of the requested budget and justification of proposed costs;
   - quality of knowledge translation plans, including for effective knowledge dissemination, knowledge exchange and engagement within and/or beyond the research community; and
   - strategies and timelines for the design and conduct of the activity/activities proposed.

3. Capability—the expertise to succeed
   - quality, quantity and significance of past experience and published and/or other SRC-related outputs of the applicant, relative to the applicant’s respective stage of career (i.e. emerging scholar versus established scholar);
   - potential to make future contributions.
Selection Criteria Table:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Emerging Scholar Scoring</th>
<th>Established Scholar Scoring</th>
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</thead>
<tbody>
<tr>
<td>Challenge—the aim and importance of the endeavour</td>
<td>50</td>
<td>40</td>
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<tr>
<td>Feasibility—the plan to achieve excellence</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Capability—the expertise to succeed</td>
<td>30</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>/100</strong></td>
<td><strong>/100</strong></td>
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Notification of the results will be conveyed by email to applicants by the end of April 2017.

THE APPLICATION COVER PAGE FOLLOWS THIS PAGE
<table>
<thead>
<tr>
<th>Name of Principal Applicant:</th>
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<tbody>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Faculty:</td>
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<tr>
<td>Telephone:</td>
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Select the Program that you are applying for:
You may only apply to ONE program for the 2017 Competition.
Creative Fund ____ or Health Research Fund ____ or SSHRC Institutional Grant (SIG) ____

Select the Stream that applies to you*:
Emerging Scholar _____ or Established Scholar _____

*Please see application guidelines (under “STREAMS”) for criteria*

Title of Proposal:

Total Amount Requested from the 2017 Internal Program:

$ Application documents uploaded as three (3) PDF documents to Research Information System (RIS):
1. Completed Application Cover Page – (1 document)
2. Proposal Attachment (includes Project Description, Dissemination and Anticipated Outcomes, List of References, Budget/Budget Justification) – (combined as 1 document)
3. Canadian Common CV (CCV) or OCGS CV – (1 document)