FCS SEED GRANT POLICY

PURPOSE

The SEED Grant supports research initiatives, such as pilot and feasibility studies, that will provide the foundation for external funding applications. In addition to being used to support external funding applications, it is expected that outcomes from SEED Grants will be disseminated via peer reviewed conferences and/or journals OR via a report or workshop to public, non-profit, professional associations, or groups. Mentoring and training student Research Assistants should comprise a significant portion of the budget.

MAXIMUM REQUEST: **$6,000**

ELIGIBILITY

- SEED Grant applicant eligibility is reserved for Pre-Tenure TFA for whom research related activities are part of their contractual obligations. Limited Term Faculty (LTF) are not eligible to apply for FCS Internal Grants. A maximum of 3 SEED Awards ($6,000 max each) will be awarded each competition round.

- As Applicant, Pre-Tenure faculty may be awarded only 1 SEED Grant during the entirety of their pre-tenure period. Awards from different Internal Grants opportunities can be held simultaneously.

- Research assistantships offered through internal grants should prioritize support for FCS students and their training/mentoring/CV and skills building. Applicants who plan to hire research assistants outside FCS and/or TMU must provide a strong rationale.

- All grants are conditional on continued employment at TMU.

- The timeline for the eligibility of activity and expenses on SEED Grants is for two years (24 months) from the start date of the award.

INELIGIBLE COSTS: Publications or activities of a commercial nature including costs associated with contract research are not eligible.

APPLICATION REQUIREMENTS

- Applicants must complete all sections of the online form. Incomplete proposals will not be reviewed.

- Applicants are required to submit a recent CV.

- Applicants must provide a detailed budget* and justification.

- Quality of student training and mentoring opportunities.

- If applicants intend to apply or have applied to other funding sources, a list of the other funding sources and their respective levels of funding must be provided. Applicants are also requested to indicate areas of overlap between these and the current request for funding.

*When developing your budget, please refer to <u>HR's Pay Information</u> page. Current minimum RA salary rate is $20.49 plus 18% benefits. **_Minimum rate of pay increases to $21.11/hr. plus 18% benefits, effective 1 July 2024._

EVALUATION CRITERIA

- FCS SEED Grant proposals will be reviewed by the FCS SRC Committee composed of faculty members who are representatives of FCS Schools. To assist committee members to constructively review proposals, enough detail needs to be provided with regard to the research being proposed (i.e., objectives, theoretical framework, context, methods, expected outcomes, and timelines for research and knowledge dissemination activities).
- All proposal requirements have been provided in full.
- Originality, significance, and expected outcomes of the project.
- Appropriateness of literature review/context.
- Appropriateness of theoretical framework.
- Quality of student training and mentoring opportunities.
- Feasibility of completing the project within the timeline provided.
- Appropriateness of budget allocation and justification.

RESPONSIBILITIES

- SRC activities that will involve the use of human subjects or require certification (animal / controlled goods / biohazards) must receive approval by the REB <u>before full funds will be released</u>. If a portion of SEED Grant funds are being requested to obtain ethics approval, then proof of an approved Request form for Release of Research Funds Prior to Human Ethics Review and Approval must be forwarded to the Research Accounts Support Officer (RASO) upon receipt.
- Recipients of a SEED Grant cannot transfer the grant or any part of it to other research or operating accounts within the University. Funds from the SEED Grant cannot be transferred to a faculty member's Professional Development (PD) fund or an OVPRI cost centre.
- A final report must be submitted to the Office of the Dean 3 months after the completion of the project, or 27 months after the grant is awarded, whichever comes first. The report describes the outcomes and future plans of this project. Subsequent funding will be conditional on timely submission of the final report.
- Recipients of FCS grants are expected to present their work at the Faculty of Community Services' Faculty Achievement Event, which is usually held annually in April. They are also expected to disseminate their work in peer-reviewed scholarly journals and other venues.
- All dissemination should acknowledge the support of the Faculty of Community Services, TMU. The following wording is suggested: "This research has been supported by an SRC SEED Grant, Faculty of Community Services, TMU."
- Funds cannot be used as matching funds for a proposed or existing project. If you are

receiving internal RU funds for the same project the project may not be funded or the budget may be adjusted.
- Funds must be spent according to the budget approved by the SRC Committee's and within two years of receiving the funds.
- Any changes to the approved budget must be approved by the Associate Dean, SRC, Faculty of Community Services.

APPLICATION DEADLINES AND SUBMISSION

Applications must be submitted electronically via TMU's Research Information System (RIS).

Timeline	Competition Open	Competition Close	Funding Available
Spring	March 18	April 18 at 4:00 p.m.	June
Fall	September 17	October 31 at 4:00 p.m.	December

Award recipients may receive only one (1) FCS SEED grant during their Pre-Tenure period.

For more information, please contact:
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