

DISCRETIONARY FUND POLICY

PURPOSE

To support urgent unanticipated costs associated with conducting research such as:

- Research Assistants: wage rates and benefit costs must be verified with Human Resources
- Small equipment and supplies required for conducting research
- Open access fees for refereed journals
- Honoraria
- Translation and/or interpretation fees

DEADLINE: Continuous

MAXIMUM REQUEST: \$1,500 Applicants may only receive one Discretionary Grant in a fiscal year.

ELIGIBILITY

- The Discretionary Grant is for tenure and tenure-track faculty members for whom research related activities are part of their contractual obligations. Limited Term Faculty (LTF) are not eligible to apply for Discretionary funds.
- Research assistantships offered through internal grants must 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 at the time of application.
- All grants are conditional on continued employment at TMU.

Ineligible Expenses include: matching funds; conference travel; refreshments; teaching-related costs.

APPLICATION REQUIREMENTS

- Applicants must complete all sections of the online form. Incomplete proposals will not be reviewed. Application includes: a brief project description; clear justification as to why the funds are required immediately and why the funds were not budgeted for in previous internal or external grant applications; budget details including specific costs estimates; and detail about all other funding sources and amounts.
- Applicants are required to submit a recent CV.
- Applicants must provide a detailed budget description and justification.

When developing your budget, please refer to HR's Pay Information page. Current minimum RA salary rate is \$20.49 plus 18% benefits.

EVALUATION

The Associate Dean SRC will review submitted requests and will consult members of the SRC Committee when additional expertise is needed. Evaluation criteria include:

- All proposal requirements have been provided in full.
- Clear rationale provided as to why funds are needed immediately (i.e., cannot wait for next internal grant intake), why costs were not anticipated or budgeted for in prior internal or external funding applications.
- Quality of student training and mentoring opportunities if applicable.
- Feasibility of completing the project within the timeline provided.
- Appropriateness of budget allocation and justification.

RESPONSIBILITIES

- Recipients of a Discretionary Grant cannot transfer the grant or any part of it to other research or operating accounts within the University. Funds from this grant cannot be transferred to a faculty member's Professional Development (PD) fund or an OVPRI cost centre.
- Any equipment purchased is the property of the Office of the Dean, Faculty of Community Services and must be returned to the Associate Dean, SRC.
- 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 Associate Dean SRC and within **one year** of receiving the funds.
- Any changes to the approved budget must be approved by the Associate Dean, SRC, Faculty of Community Services.
- A final report must be submitted to the office of the Associate Dean, SRC, 3 months after the completion of the project or within 18 months from the time 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.

APPLICATION DEADLINES AND SUBMISSION

Deadline: Continuous (Award recipients may apply for a Discretionary grant once annually)

Application Process: Application form is available [HERE](#).

For more information, please contact:

Jennifer Martin, Associate Dean, SRC at extension 556314 or by email at jjmartin@torontomu.ca