

Office of the Dean, Faculty of Community Services
FCS PROPOSAL DEVELOPMENT GRANT POLICY

PURPOSE

FCS Proposal Development Grants aim to provide support to FCS RFA members for the development of grant applications for external funding agencies.

AMOUNT: FCS Proposal Development Grants are up to \$4,000.

ELIGIBILITY

Applicants for the FCS Proposal Development Grant must be the Principal Investigator (PI) or the Lead PI for an interdisciplinary research team for the external proposal application. The FCS Proposal Development Grant is targeted for faculty members for whom research related activities are part of their contractual obligations.

APPLICATION REQUIREMENTS

- FCS Proposal Development Grant proposals will be reviewed by the FCS SRC Committee comprised of faculty members who are representatives of FCS Schools. To assist Committee members to constructively review proposals, please use plain language.
- A detailed budget and budget justification specific to how the requested FCS Proposal Development Grant funding will be used. For example, roles and responsibilities for research assistants, editorial support, and timeline.
- All sections must be complete. Incomplete proposals will not be reviewed.
- Please include a recent CV. The Canadian Common CV is a highly recommended submission format.

*Please note that minimum RA salary rate is currently at \$18.16/hour, and 18% benefits cost should be included in the budget calculation.

*Please note that editorial support typically ranges between \$45.00 and \$65.00 per hour.

EVALUATION CRITERIA

- All proposal requirements have been provided in full.
- Significance and quality of the proposal.
- Appropriateness of budget allocation and justification.
- The appropriateness and relevance of specified funding to the stated project objectives.

RESPONSIBILITIES

- Recipients of an FCS Proposal Development Grant cannot transfer the grant or any part of it to other research or operating accounts within the University. Funds from an FCS Proposal Development Grant cannot be transferred to a faculty member's Professional Development (PD) fund or an OVPRI cost centre.

- 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.
- Recipients of FCS Proposal Development Grants are expected to submit a full copy of their application to the Associate Dean, SRC, Faculty of Community Services at the time of submission to the external funding agency (i.e. 6 months following receipt of the funds).
- Recipients of FCS Proposal Development Grants who are successful in attaining an external grant are expected to present their work at the Faculty of Community Services' Faculty Achievement Event, which is usually held annually in April. Subsequent funding will be conditional on timely submission of the funding application and a copy of the completed application.
- Should recipients' applications be funded, they are also expected to disseminate their work in peer-reviewed scholarly journals and venues.
- All dissemination should acknowledge the support of the Faculty of Community Services, Ryerson University. The following wording is suggested: "This research has been supported by a SRC Proposal Development Grant, Faculty of Community Services, Ryerson University".
- Funds must be spent according to the SRC Committee's approved budget and within one year of receiving the funds.
- Any changes to the approved budget must be approved by the Associate Dean, Faculty of Community Services.

APPLICATION DEADLINES AND SUBMISSION

- The competition for the spring competitions open on March 18th and close on April 18th at 4:00 pm.
- The competition for the fall competitions open on October 1st and close on October 31st at 4:00 pm.
- The funding for successful applications for the spring competition will be available on June 1st.
- The funding for successful applications for the fall competition will be available on December 15th.
- Applications must be submitted electronically via Ryerson University's Research Information System (RIS).

For more information, please contact:

- Jennifer Martin, Associate Dean, SRC at extension 6314 or by email at jjmartin@ryerson.ca.