

## **INTERNAL RESEARCH GRANT (IRG) Guidelines**

### **Annual Competition**

The IRG is intended to assist faculty members in the development of research programs that lead to externally funded projects. The IRG enables funding of up to \$5,000 for research projects that are considered to be significant and meritorious. The IRG is not a substitute for external grant funding and faculty members are expected to make every effort to obtain support from external funding sources for their research projects. The IRG is administered by the office of Graduate Studies and Research after approval by the IRG Selection Committee.

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#### Eligibility Criteria:

All Nipissing University faculty holding a tenure-track or tenured appointments or a three-year term position can apply. If the faculty is eligible to apply for a tri-agencies grant, he/she is eligible to apply for the IRG.

#### ***You are not eligible to apply if:***

1. You currently hold a Tri-Agency or other external research grant for the same research initiative.
  - a. Faculty members who hold external research funding, e.g. Tri-council funding, may apply provided they justify that the internal research grant funding will support a new direction of research or creative activity not currently supported by the external funding.
2. You are an Adjunct Professor and candidate for higher degrees at this or any other university at the time of application.

**Note: If the applicant currently holds an IRG and has not applied for external funding, they must explain why such funding cannot reasonably be expected for the proposed project.**

#### Selection Criteria:

- 1) Relevance and quality of the research proposal
- 2) Clear statement of the objectives and methodologies
- 3) Research record of the applicant
- 4) Soundness of the budget and precise budget justifications.
- 5) Potential results and dissemination of knowledge
- 6) A clear indication of intent to submit proposals to appropriate external granting agencies within the next 2 years. The external granting agencies and/or program are to be identified
- 7) Preference will be given to applicants who have not received previous grants.

Eligible Costs:

- 1) Research Assistants (***Students/Priority should be given to Nipissing students; only exceptionally and following written well founded justification could students from other universities be hired.***)
- 2) Software that is not duplicating Nipissing site licenses
- 3) Research tools and supplies not provided for in departmental budgets
- 4) Photocopying
- 5) Library Fees (Archive)
- 6) Travel for data collection (***Travel for attendance at conferences, symposia, etc., is not eligible***)

Application Package:

Application is available for completion in Romeo

<https://nipissing.researchservicesoffice.com/Romeo.Researcher/Login.aspx?ReturnUrl=%2fro meo.researcher%2fdefault.aspx>.

**Attach a PDF of your Common CV or CV format of SSHRC / NSERC / CIHR**

Deadline:

**There will be one annual competition where applications must be received no later than 4:00 P.M., by the deadline mentioned in the competition email. If the deadline falls on a weekend or a holiday, the application is due the following business day.**

*Late applications will not be accepted.*

Selection Process:

- 1) All applications will be reviewed and awards determined by the IRG Selection Committee chaired by the Dean of Graduate Studies and Research.
- 2) The standards to be applied by the Committee will be at the general level of those used by the national granting agencies (Tri-Council).

Availability of Grant:

- 1) Grant funds will be available for use in May of the application year.
- 2) If ethical approval is required by the Research Ethics Board and/or Animal Care Committee and/or Bio-Safety Committee, funds will be held until Research Services receives notification of approval for the funded project.
- 3) **Funds must be used within 2 years after the start date of the grant. Unused funds after May 31 of the second year will revert to the University.**
- 4) Grants will be made available in the form of a restricted research account administered by the Office of Graduate Studies and Research.
- 5) The research account access will be granted to the researcher and must be carefully monitored by the researcher. If a research account shows an over expenditure at the end of the fiscal year in which it was awarded, the faculty member responsible for the account will be required to provide another account for the overdraft.

- 6) A final report outlining evidence of project deliverables and projected research outcomes is due no later than two months after the end date of the project. The final report must be submitted through the Romeo Research Portal (Event) for all IRG Grants.
- 7) If an applicant's pending CIHR, NSERC, SSHRC or other external grant application is successful, and is for the exact same grant initiative, the remaining funds will revert to the university and the IRG account will be closed.

**FOR MORE INFORMATION AND/OR SUPPORT CONTACT GRADUATE STUDIES  
AND RESEARCH, AT [RESEARCH@NIPISSINGU.CA](mailto:RESEARCH@NIPISSINGU.CA)**