

## **FASS Research Committee Grant Fund Policy**

Responsibility: Chair, FASS Research Committee

Effective date: January 25, 2019

Supersedes: May 2013, September 2015, May 2016, May 2017

Approved by: FASS

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### **Policy:**

1. Grants cover the one-year period from May 1 to April 30, by which time any funds awarded but not used and claimed are forfeited.
2. Grant recipients must apply for reimbursement within six weeks of their final expenses or return from their final grant-related travel.
3. All unused and unclaimed funds at the end of the fiscal year (30 April) are rolled over to be added to the general funds available for the following year.
4. Individuals who expect to hold an initial FASS faculty appointment as of July 1 in a given year may apply for grants to be awarded in that year. If such an applicant succeeds, the eligible project period shall be July 1 to April 30. For individuals whose appointment ends 30 June, the eligible project period shall be 1 May to 30 June.
5. All members of FASS, including those on sabbatical leave, are expected to submit their applications by the mid-March deadline. The precise date is communicated to members of FASS each year.
6. A member of FASS may receive up to two grants in the same year, as long as one is a conference grant and the other a research grant.
7. Conference grants may cover expenses for: attendance at a conference to deliver a paper or poster [whether the presentation is a stand-alone presentation or part of a collection of presentations with a common theme] or attendance at a conference as a prime conference organizer. Research grants are available for any reasonable research expense justified by the project such as, but not limited to, research assistance, research equipment (such as computers, software or other research-related equipment), data processing or transcription expenses, publication expenses, visits to an archive, and resource material.
8. Lower priority projects [conference participation] may also be funded, depending upon availability of funds. Such projects are: attendance at conferences and limited

participation as a discussant or chair of a panel [in which a paper or poster is not being presented by the applicant].

9. Recipients of research grants must submit a report on their research when they submit their final expense claim, specifying how the disbursed funds were spent and attaching relevant receipts. Recipients of conference grants must submit a full statement of expenses claimed along with relevant receipts. The deadline for submissions of receipts and reports is no later than 30 April. [Receipts for expenses incurred while travelling, where the trip began prior to 30 April, are eligible for reimbursement in the fiscal year as long as they are presented within the first ten days of May.]
10. A member of FASS may apply before his or her paper or poster has been accepted for presentation. For funds to be disbursed, the Research Committee must subsequently receive confirmation that the paper or poster was accepted.
11. With the permission of the Research Committee, a member of FASS may change how they use their award. Requests should be made to the Chair of the Research Committee. The applicant will be notified by the Chair of the Research Committee as soon as a decision has been made.
12. If a grant recipient's actual expenses are lower than the funds granted, the difference returns to the fund.
13. Grant funds will not be released if any of the following applies: (a) if the recipient's FASS appointment is terminated prior to or during the eligible project period; (b) if the recipient failed to provide an adequate report on a research grant held in a previous grant period; (c) if the recipient failed to provide an adequate expense statement in a previous grant period.
14. In each grant period, the total available funds will be divided as follows: 90 percent for the competition for full-time members of FASS on limited-term, probationary, or tenured appointment (the "full-time" fund) and 10 percent for the competition for all other FASS instructors (the "part-time" fund).

## **Procedures:**

The Full-time fund will be allocated in the following manner:

1. All eligible requests for grants will be funded to the fullest extent possible.
2. If the eligible requests exceed the total fund, then lower priority funds (as defined in note #7 above) will be ranked by the Research Committee and excluded as necessary.
3. If, following step 2, eligible requests still exceed the total fund, then the mean eligible fund is calculated by dividing the total fund by the number of eligible applicants. All those whose requests are lower than the mean eligible fund receive their total request.
4. Following step 3, a new mean of the remaining eligible requests is calculated by dividing the new total fund (reduced by the amount awarded in step 3) by the new number of eligible applicants (reduced by the number of those receiving grants in step 3). If the new mean is lower than any of the remaining eligible requests, then the remaining fund is divided equally among all eligible requests.

5. If the new mean exceeds any of the remaining eligible requests, all those whose requests are lower than the new mean eligible request receive their total request and the process continues as in steps 3 and 4 until all funds have been disbursed.

The Part-time fund will be allocated in the following manner:

1. The amount awarded per grant shall not exceed the highest mean eligible funding calculated for the Full-time competition for a given grant period.
2. Within this parameter, calculation of the Part-time fund follows the same five steps as for the Full-time fund.
3. If, following these calculations, funds remain they will be disbursed according to note 14 above