

# MINOR RESEARCH GRANT TERMS OF REFERENCE AND GUIDELINES

## DEADLINE: April 15, 2025 and November 15, 2024

**Note:** The Committee Secretary provides a review for overall completeness only.

### **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED BY THE COMMITTEE ON RESEARCH POLICY AND PLANNING.**

*The Liberal Arts & Professional Studies Minor Research Grant program is the adjudicative vehicle through which LA&PS dispenses the YUFA Faculty/Library Research Grant Funding and the YUFA Junior Faculty/Librarian Fund. (See sections 19.29a and 19.29b of the YUFA collective agreement.)*

### **ELIGIBILITY**

- Full-time (tenured/probationary appointments) YUFA faculty members affiliated with the Faculty of Liberal Arts & Professional Studies may apply to the LA&PS Minor Research Grant program as long as the project for which they are seeking funding is not already funded by an external grant.
- CLAs and SRCs in LA&PS will also be considered. (*Appointments for the grant period must have been confirmed by the application deadline*)
- Retired YUFA faculty members from LA&PS or its antecedent faculties who are eligible to teach will also be considered but given lower priority.
- Visiting professors affiliated with YUFA are **not** eligible for funding through this program.
- CUPE Unit II and CUPE Exempt Contract faculty members are **not** eligible for funding through this program.
- Team applications are eligible for consideration as long as all applicants are YUFA faculty affiliated with LA&PS. Team applications should indicate how any funds awarded should be divided up among the applicants.
- Members of the Faculty Committee on Research Policy and Planning (CRPP) and/or its sub-committees are not eligible to apply for funding through this program while sitting on the committees.

***Please refer to the York Conflict of Interest Policy and Guidelines for Employees:***

<https://secretariat-policies.info.yorku.ca/policies/conflict-of-interest-policy-and-guidelines-for-employees/>

### **AMOUNT AND FREQUENCY**

The maximum amount eligible faculty members may receive from this program from the funds allocated in accordance with section 19.29a of the YUFA collective agreement is \$5,000 over a period of 2 fiscal years.

The maximum amount eligible faculty members may receive from this program from the funds allocated in accordance with section 19.29b of the YUFA collective agreement is \$5,000 over a period of 1 fiscal year. (The fiscal year runs May 1 to April 30).

Applicants who receive any level of funding cannot apply again until the 2-year fiscal period expires. (For example, if you were successful in the November 2013 deadline, you are not entitled to apply again until the November 2015 deadline).

Applications for projects which have external funding are not eligible under this program.

Applications for projects which have previously received funding through this program must demonstrate advancement in the project.

Applicants are informed in writing about the decisions of the sub-committee. Barring review on procedural grounds, the decisions of the sub-committee are final. Eligible applicants are encouraged to apply for a minor research grant in a subsequent round.

Should the project require ethics clearance, funds will not be released until ethics approval is submitted to [lapsfc@yorku.ca](mailto:lapsfc@yorku.ca). Unclaimed MRG funds due to missing ethics approval will expire one year after you are notified of your application's success.

## **ELIGIBLE EXPENSES**

The following research expenses are eligible through this program:

- Research Assistants
- Research travel expenses, including plane/train/bus/taxi fare, accommodation, per diems (at university rate)
- Data compilation and analysis
- Research equipment not available through the university
- Expenses related to preparing a manuscript (both journal and book manuscripts) through the press that are the financial responsibility of the researcher: possibilities include, but are not necessarily limited to, permissions fees, reproduction costs for images, textual translation costs, editorial assistance, indexing. Supporting documentation is required, for example, advance contract, contract, etc.
- Subvention demands from scholarly or textbook publishers, or page charges associated with scholarly journals. Maximum for subventions/page charges is \$2000. Applicants seeking monies through the grant for a subvention/page charges must include a letter from the publisher that states that the manuscript has been accepted, and identifies the amount needed and offers an explanation for why the subventions/page charges are a concern for the publisher. Please note that the release of funds will be pending upon receipt of an invoice prepared by the publisher which must include the specific amount awarded through the grant. The invoice must include both the name of the faculty member and the name of the university.
- Drafting, photocopying, and cartographic work, etc.
- Purchase of research material (e.g., research data, films/video/DVD, books)
- Language training directly connected to a research project
- Transcription
- Translation and Interpretation
- Editing
- Payment to research subjects
- Other justifiable research expenses

## INELIGIBLE EXPENSES

Expenses that will not be allowed through this program include:

- Conference and workshop expenses related to organizing an event
- Travel to learned societies, conferences, colloquia, workshops, and related expenses
- Typing costs (except in exceptional circumstances)
- Travel costs within commuting distance of Toronto
- Research costs associated with completion of a degree or other professional or personal training
- Projects that will likely bring applicant commercial profits
- Computer equipment (i.e., laptop, software)

## SUBMISSION PROCESS

- Please submit complete application package through the [online application form](#) before the deadline.
- For further information, kindly refer to the [Frequently Asked Questions](#) available on the [Minor Research Grant website](#).