Arts Research Board Fall 2017 Application

Program Objective

The ARB Major Collaborative Project Seed Grants program is designed to provide critical seed funding to facilitate the subsequent development of strong, competitive proposals of an interdisciplinary and/or multidisciplinary nature for submission to external research sponsors.

Allocation of Funds

The goal of the program is to fund excellence and innovation; there is no guarantee of funding for each application submitted.

Award Value

The maximum allowable Major Collaborative Project Seed Grant is $15,000 for up to 24 months, commencing the January following receipt of the award. Any grant funds not used by the end of that period will be returned to the ARB.

Please Note: Depending on the number of high-quality applications received, the ARB may be unable to fund all applications at the level requested.

Application Process

Each year there is one Major Collaborative Project Seed Grants competition. A completed Major Seed grant application form must be received by ROADS by 4:30pm on the deadline date, October 31st.

Adjudication Process

Major Collaborative Project Seed Grant applications will be reviewed for the following:

- Are interdisciplinary and/or multidisciplinary and involve at least three investigators, one being the Principal Investigator on the project;
- A clear and specific plan for submitting an application for a major external grant request for over $100,000 within two years;
- Have a maximum requirement of 24-months funding and maximum support of $15,000 over the grant period;
- Clarity, focus and appropriateness of the research objectives, research plan, and the theoretical and methodological approach;
- Extent of scholarly content and originality;
- Overall contribution of the research to the candidates long range research plan; and
- Applicant’s scholarly contributions relative to the stage of career (e.g., publications, reviews, abstracts, conference presentations over the last five years)

Feedback to Applicants

Board members are not required to submit comments on the proposals. Feedback will be provided to applicants who request it. Deans will provide feedback to their own faculty. For faculty outside Social Sciences, Humanities,
Business and Science, the Board members will provide the information to the Chair who will convey it to the applicant. The ARB decisions are final; there is no appeal process.

**Additional information**

Additional information may be found on the Research Office for Administration, Development & Support (ROADS) website at: [http://roads.mcmaster.ca/funding/arb/arb-details](http://roads.mcmaster.ca/funding/arb/arb-details)

Researchers who intend to apply for ARB grants are encouraged to contact their Faculty Deans and the Research Office for Administration, Development & Support (ROADS), for proposal development guidance.

**Eligibility Criteria**

To be eligible for ARB funding an applicant must be affiliated with McMaster University and must be eligible for SSHRC funding under the SSHRC Institutional Grant (SIG) Program. The following will be considered affiliated with McMaster University:

- Faculty members of McMaster University with a tenured or tenure-stream academic appointment.
- Former faculty members of McMaster University who have retired while holding a tenured academic appointment.
- Persons holding at least a one-year appointment at McMaster University. In the event the grantee’s appointment at McMaster ends, unspent funds remaining at that time will be returned to the Arts Research Board.
- Postdoctoral fellows who are conducting scholarly activity in the Humanities or Social Sciences and who are supervised by a faculty member of McMaster University who holds a tenured or tenure-stream appointment.
- Other persons, including Adjunct Professors and Professional Librarians, who hold permanent appointments at McMaster University and who meet SSHRC eligibility criteria for SIG funding.

**NOTE:** To be eligible for future ARB funding, researchers who have been awarded ARB funds previously must submit a final report to ROADS.

**New Scholars**

Applicants may request consideration as new scholars. Applications from new scholars will be adjudicated separately from all other applications. To have their applications adjudicated as new scholars, applicants must demonstrate that they have not been the principal investigator on a previous successful research grant from Tri-Agency (SSHRC, NSERC, CIHR) and that one or more of the following applies:

- They completed their highest university degree within five years of the competition deadline;
- They have held a tenure-track university appointment at any university for five years or less;
- They have held an appointment at a university where tenure-track positions are offered, but never a tenure-track position; or
- They have had their career interrupted or delayed for family reasons.

As postdoctoral fellows satisfy the eligibility criteria, they may be considered new scholars.
Applications from postdoctoral fellows and individuals holding contractually-limited appointments must include a work plan showing how the work for which funds are being sought will be completed within the contract period.

**Students and visiting fellows or scholars are not eligible to apply for ARB funding. However, SSHRC encourages the employment of students in SIG-funded research.**

Individuals who hold teaching track or non-tenure track positions are eligible to apply for ARB funding for research, provided they obtain explicit permission from their Faculty Deans.

**Application Instructions**

All applications must be reviewed and signed by the Department Chair or their delegate prior to submission to ROADS. The application will undergo administrative review for completeness by the Research Administration Analyst in ROADS. Any additional information or documentation beyond the requested page limits and/or requested documents will be removed from the application prior to review, ensuring all applications are evaluated in an equal context.

**A Complete Application consists of:**

- ARB Application Form (signed by Department Chair); and
- Supporting Documentation:
  - Budget Justification (maximum 1 page)
  - Detailed Description (maximum 2 pages)
  - Interdisciplinary Justification/Future Funding Summary (maximum 1 page)
- SSHRC CV
  - With list of publications from previous 5 years attached

*Note: Applications from scholars holding contractually-limited appointments and postdoctoral fellows must include a workplan (maximum one page) to demonstrate that the activities for which they are requesting funding will be completed before their appointment ends.*

*Note: Applications from postdoctoral fellows must also include a letter of support (maximum one page) from their supervisors.*

**Application Sections**

**Part A: Researcher Project Information**

Complete all fields with pertinent information for yourself as the project leader. If there are co-applicants involved, include their information as requested. Add more rows if required.

Provide the full title and complete all responses for Certifications as appropriate to your project.

**Part B: Budget**

Provide estimated costs for eligible expenditures as appropriate for your project. Proposed expenditures will need to be justified in the Budget justification section. Ensure you have factored in costs such as benefits, taxes, shipping and delivery fees, and ensure all travel is estimated in adherence with McMaster’s “Reimbursements to
Individuals for University Business“ Policy (http://www.mcmaster.ca/bms/policy/accounts_payable/ap01-rem_univ_bus.pdf)

**Part C: Other Funding**

List other sources of funding and related details, which have been applied for in the past 5 years (awarded, pending or declined).

**Part D: Supporting Documentation**

The following documents must be submitted as requested. Please attach the following supporting documentation as one (1) PDF document, including the completed application form. Please adhere to the stated format and page length. Any additional materials will be removed prior to review by the Board.

1. **Budget Justification**

A detailed explanation and justification for each budget item identified in Part B: Budget is required. Sufficient information to allow reviewers to assess whether the resources requested are appropriate must be provided. This page should only contain information pertinent to the budget (**maximum 1 page**).

**Eligible Expenditures**

- **Travel:** Specify eligible Transportation, Accommodation and Meals expenses by category, following the McMaster Travel Policy.
- **Personnel:** Research assistance, both student and technical, essential to the initiation, development and/or achievement of the objectives of the proposed research is eligible for support. The task and/or role, salary rates and employment term of the assistant should be clearly defined in the Budget Justification. The following are the ARB standard rates for undergraduate and graduate student research assistants. Higher rates may be considered only if the need is well documented by the applicant:

<table>
<thead>
<tr>
<th>Category</th>
<th>Salaries</th>
<th>Benefits</th>
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<tbody>
<tr>
<td>Undergraduate Students</td>
<td>$11.60/hr</td>
<td>13.5%</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>$13.65/hr</td>
<td>13.5%</td>
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</tbody>
</table>
- **Materials, Supplies and Services:** Reasonable and justified amounts for requirements such as postage, copying, long distance telephone calls and specialized data directly related to the proposed research are eligible for consideration.
- **Equipment and Computer Services:** Equipment and computing needs are eligible for support only if clearly central to the research goals and the need is well documented. Equipment purchased with ARB funds remains the property of the University. McMaster’s policy with respect to ownership and disposition of equipment applies.
- **Other expenses:** List all items not relevant to previous categories, and provide a brief explanation for major items.

2. **Detailed Description Section**

A **maximum of 2 pages of text** plus 1 page of references are allocated for a total of 3 pages for this section. Images and graphics are to be included in the page limitations. Please use the following headings:
1. Objectives
2. Context
3. Methodology
4. Communication of Results/Knowledge Mobilization

3. Interdisciplinary Justification/Future Funding Summary
An explanation of:
   a) why this project qualifies as interdisciplinary and/or multidisciplinary;
   b) how it contributes to your long-range research plans; and
   c) the external sponsor from which you plan to seek funds to develop this project further
Total: maximum 1 page

4. SSHRC CV Form
A complete, current and accurate SSHRC CV Form will be required as an attachment to the ARB application form, to provide the CV information, as well as funding history, student training history, and publication and/or creative & performing arts activity record. Please also include a list of publications from the last 5 years.

Part E: Departmental Approval
You must sign your proposal and submit it to your Department Chair for approval, in hard copy or electronically. The Department Chair is required to provide comments on the proposal and signature on the application form.

NOTE: IT IS THE RESPONSIBILITY OF THE RESEARCHER TO ENSURE THAT ROADS RECEIVES THE COMPLETED APPLICATION (WITH ALL REQUIRED ATTACHMENTS AND SIGNATURES) ON OR BEFORE THE DEADLINE
Submission Deadline: October 31, 2017

Submit one complete, signed application (as outlined above) by email to: Muriel Gervais, Research Administration Analyst, ROADS Email: gervaism@mcmaster.ca Tel: 905-525-9140, Ext. 21756

It is the responsibility of the researcher to ensure that ROADS receives the completed application (with all required attachments and signatures) on or before the deadline.

Part A: Researcher and Project Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Extension:</th>
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<tbody>
<tr>
<td>McMaster ID:</td>
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<td>Email:</td>
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<tr>
<td>Department or School:</td>
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<td>Faculty:</td>
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Name of Department Chair:
If the applicant is the Department Chair or the Department Chair is not available, please provide the name and position of the individual who will complete Part E of the application form (e.g. Associate Dean, Dean, etc.).

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<thead>
<tr>
<th>Rank (e.g. Professor, Assistant Professor, Lecturer, etc.):</th>
<th>Status (e.g. Tenure, Tenure-Track, Limited Appointment,</th>
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<tbody>
<tr>
<td>Have you had previous successful Tri-Agency grants?</td>
<td>□ yes □ no</td>
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<tr>
<td>Have you previously received ARB Funding?</td>
<td>□ yes □ no</td>
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<td>If yes, have you submitted your Final Report? (due within six months of completion of the project or conference travel)</td>
<td>□ yes □ no</td>
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Do you qualify as a new scholar? □ yes □ no

Applicants qualify as new scholars if they have not applied successfully as the principal investigator on any SSHRC funding opportunity and one or more of the following applies:
1. They completed their highest university degree within five years of the competition deadline;
2. They have held a tenure-track university appointment at any university for five years or less;
3. They have held an appointment at a university where tenure-track positions are offered, but never a tenure-track position; or
4. They have had their career interrupted or delayed for family reasons.

Research Team: List names of your team members (co-applicants and collaborators) who will take part in the intellectual direction of the research. Do not include assistants, students or consultants. (add rows if required)

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Role</th>
<th>Department/Affiliation</th>
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### Project Information

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<th>Title of Project:</th>
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**Keywords (maximum of 6):**

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<th>Material or Controlled Goods or Technology</th>
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**Does the project involve use of Humans, Animals, Biohazardous Materials or Controlled Goods?**

All research proposals involving human or animal subjects, biohazardous materials, radioactive substances, or controlled goods and/or technology must receive clearance from a McMaster ethics, animal-care, biohazards, radiation safety or controlled goods review board.

<table>
<thead>
<tr>
<th>Human Subjects</th>
<th>Status: Pending</th>
<th>Approved – Authorization #</th>
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<tr>
<td>Animal Subjects</td>
<td>Status: Pending</td>
<td>Approved – Authorization #</td>
</tr>
<tr>
<td>Biohazards</td>
<td>Status: Pending</td>
<td>Approved – Authorization #</td>
</tr>
<tr>
<td>Health Physics</td>
<td>Status: Pending</td>
<td>Approved – Authorization #</td>
</tr>
<tr>
<td>Controlled Goods and/or Technology</td>
<td>Status: Pending</td>
<td>Approved – Authorization #</td>
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### Part B: Budget

- **Transportation Costs (Specify):** $0.00
- **Accommodation:** $0.00
- **Meals:** $0.00
- **Personnel:** $0.00
- **Materials, Supplies and Services:** $0.00
**Equipment & Computer Services:**

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**Other Expenses:**

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**Total Amount Requested:**

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The maximum allowable is $15,000

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**Part C: Other Funding**

List all sources of support (internal and external) awarded or applied for in the last 5 years. A one-page document may be attached if additional space is required to complete Part D.

**Support awarded in the last 5 years:**

<table>
<thead>
<tr>
<th>Project Title or Conference Name, Year and Location:</th>
<th>Project Period (date of conference or start and end date of research):</th>
<th>Funding Agency or Program:</th>
<th>Type of Support (e.g. research grant, strategic grant, conference grant, fellowship, etc.):</th>
<th>Amount Awarded (for multi-year grants please indicate the total amount awarded):</th>
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**Support applied for in the last 5 years (pending or denied):**

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<th>Project Title or Conference Name, Year and Location:</th>
<th>Project Period (date of conference or start and end date of research):</th>
<th>Funding Agency or Program:</th>
<th>Type of Support (e.g. research grant, strategic grant, conference grant, fellowship, etc.):</th>
<th>Status (pending or denied), Amount Requested and Duration of Grant:</th>
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Part D: Supporting Documents (to be included as part of one PDF file submitted to ROADS)

Please attach the following documents as a single PDF using these headers:

1. **Budget Justification** - a detailed explanation of the expenses itemized in Part B of the application form (maximum 1 page);
2. **Detailed Description** - a description of the project using the following sub-headings: Objectives, Context, Methodology, and Communication of Results (maximum 2 pages); plus up to one page of references;
3. **Interdisciplinary Justification/Future Funding Summary** - an explanation of a) why this project qualifies as interdisciplinary and/or multidisciplinary; b) how it contributes to your long-range research plans; and c) the external sponsor from which you plan to seek funds to develop this project further (maximum 1 page); and
4. Current **SSHRC CV Form** (including list of publications from the previous 5 years)

*Please use minimum 12pt font, single spaced, number pages and include your name in top right corner of each page.*

________________________  __________________________
Applicant’s signature               Date
Part E: Departmental Approval

Once Parts A through C of the application have been completed, applicants should forward an PDF of the complete application package to their Department Chair for comments and signature. Department Chairs should arrange to have one signed electronic copy of the application forwarded to the Research Office for Administration, Development & Support (ROADS).

In the space below please answer the following questions:

1. If the applicant is a new faculty member, please comment on the significance of this proposal for career development.
2. Is the applicant’s publication and research record (or equivalent recognition in the arts) at this career stage above, at, or below expectations?
3. How original is the research (or activity in the arts) and what is the possible impact on the field?
4. Are there other considerations that the Board should take into account?
5. Is the budget, in your opinion, justified for each item?

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<thead>
<tr>
<th>Chair’s signature</th>
<th>Date</th>
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