Program Objective

The objective of the ARB Standard Research/Creative and Performing Arts Grants program is to cultivate a strong research base through the support of high quality research and creative work. It is expected that funding will lead to increased individual and group participation and success in external grant competitions. Seed funding is the Board's priority. These grants support new faculty, new research initiatives and small-scale projects.

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 for the Standard Research and Creative & Performing Arts and Scholarly Publications grants combined is $7,000 per fiscal year (April 1 to March 31).

Awards are granted for a period of 24 months beginning January 1st. 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 Standard Research and Creative & Performing Arts grant competition. A completed Standard Research and Creative & Performing Arts grant application form must be received by ROADS by 4:30pm on the deadline date, October 31st.

Adjudication Process

Applications are adjudicated by the ARB annually. Each member of the Board ranks each proposal using the following scale:

1 – Best 2 – Middle 3 – Lowest

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
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.

Please note that requests for conference attendance and representational activities may not be included in a Standard Research/Creative & Performing Arts Grant application. A separate Conference Attendance and Representational Activities Grant application must be completed.

**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:
  - Summary (maximum 1 page)
  - Detailed Description (maximum 2 pages)
  - Budget Justification (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. This section can be left blank if there are no co-applicants.

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: 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. **Summary**
Provide a one page summary explaining: a) Why this project qualifies for funding; b) how it supports your long-term research plans; and c) the external sponsor from whom you plan to seek funds (*maximum 1 page*).

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. Students/Talent
   5. Communication of Results/Knowledge Mobilization

3. **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>
</tr>
</thead>
<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>
</tr>
</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.
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 D: 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**

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<thead>
<tr>
<th>Name:</th>
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<tr>
<td>McMaster ID:</td>
<td>Extension:</td>
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<tr>
<td>Email:</td>
<td></td>
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<tr>
<td>Department or School:</td>
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<tr>
<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 D of the application form (e.g. Associate Dean, Dean, etc.).

| Rank (e.g. Professor, Assistant Professor, Lecturer, etc.): |  |
| Status (e.g. Tenure, Tenure-Track, Limited Appointment, |  |

**Have you had previous successful Tri-Agency grants?**

- [ ] yes
- [ ] no

**Have you previously received ARB Funding?**

- [ ] yes
- [ ] no

If yes, have you submitted your Final Report?

- [ ] yes
- [ ] no

(due within six months of completion of the project or conference travel)

**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)

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

<table>
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<th>Title of Project:</th>
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<tr>
<th>Keywords (maximum of 6):</th>
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<table>
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<tr>
<th>Does the project involve use of Humans, Animals, Biohazardous Materials or Controlled Goods?</th>
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<tbody>
<tr>
<td>□ No</td>
</tr>
<tr>
<td>□ Yes - Please indicate below which approvals are required and their current status.</td>
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</table>

- **Human Subjects**
  - Status: □ Pending  □ Approved – Authorization #

- **Animal Subjects**
  - Status: □ Pending  □ Approved – Authorization #

- **Biohazards**
  - Status: □ Pending  □ Approved – Authorization #

- **Health Physics**
  - Status: □ Pending  □ Approved – Authorization #

- **Controlled Goods and/or Technology**
  - Status: □ Pending  □ Approved – Authorization #

### Part B: Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Transportation Costs (Specify):</td>
<td>$0.00</td>
</tr>
<tr>
<td>Accommodation:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Meals:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Personnel:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Materials, Supplies and Services:</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Equipment &amp; Computer Services:</strong></td>
<td>$0.00</td>
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<tr>
<td>---------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>Other Expenses:</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Amount Requested:</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td>The maximum allowable is $7,000 per fiscal year (April 1 to March 31).</td>
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**Part C: 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. **Summary** - an explanation of how this project contributes to your long-range research plans (maximum 1 page);
2. **Detailed Description** - a description of the project using the following sub-headings: Objectives, Context, Methodology, Students/Talent and Communication of Results (maximum 2 pages); plus up to one page of references
3. **Budget Justification** - a detailed explanation of the expenses itemized in Part B of the application form (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 D: 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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Chair’s signature  

Date