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**RESEARCH TRUST FUND GUIDELINES AND APPLICATION**

(June 2013)

Please submit **one original** to:

Office for Research, Innovation and Partnership

Research and Innovation Centre, Room 109

**ALL APPLICATIONS MUST BE TYPED IN 10 POINT FONT**



**GUIDELINES:**

**1. INTRODUCTION**

 As quoted from the University of Regina / URFA Collective Agreement 2008-2011:

“There shall be a fund at the University called The University of Regina Research Trust Fund, the proceeds of which are to be used solely for legitimate expenses incurred by academic staff members in research and scholarly pursuits. The money in the Fund is vested solely in the University. The signing authority for the Fund is the Vice-President (Research), or the designate for that title.”

<http://www.uregina.ca/hr/assets/docs/pdf/employee-relations/2008-2011-Faculty-Contract-WEB.pdf>

**2. DONATIONS TO THE FUND**

 As stated in the University of Regina / URFA Collective Agreement 2008-2011:

“16.2.1 Academic staff members may donate to the University of Regina Research Trust Fund by:

16.2.1.1 Indicating to Human Resources in writing that they wish to donate the total sum payable for the teaching of an extra-session or overload class (such election to be indicated within one week of commencement of teaching the class);

16.2.1.2 Indicating in writing to Human Resources that the monthly sum received as part of the administrative stipend shall henceforth be remitted to the Fund, until such time as written notice is forwarded indicating that the donations cease;

16.2.1.3 Indicating in writing to Human Resources that the balance in the Accountable Professional Expense Account at the end of a fiscal year is to be remitted to the Fund;

16.2.1.4 Making a lump sum donation (not to exceed $600 in any calendar year);

16.2.1.5 Indicating in writing to Human Resources that a monthly sum be deducted from payroll (not to exceed $50) and remitted to the Fund, until such time as written notice is forwarded to Human Resources indicating that such donations cease.

16.2.2 A charitable donations receipt for income tax purposes shall be issued for all donations to the Fund, except for donations from an Accountable Professional Expense Account.

16.2.3 An academic staff member may stipulate that the funds donated are to be made available for specific research and only a person or persons engaging in such research qualify for reimbursement of expenditures from the Fund. Any funds so designated remaining in the account five years after the date of last deposit or expenditure shall revert to the general University of Regina Research Trust Fund”.

Donation forms are available on the Office for Research, Innovation and Partnership website: http://www.uregina.ca/research/grants/internal/rtf

**3. APPLICATION PROCEDURES**

As per the University of Regina / URFA Collective Agreement 2008-2011:

“16.3.1 An academic staff member shall make a prior application to the Vice-President (Research) to determine whether all, a limited portion, or none of proposed expenditures shall be reimbursed from the Fund upon formal application”.

Application forms are available on the Office of Research, Innovation and Partnership website: [http://www.uregina.ca/research/grants/internal/rtf](http://www.uregina.ca/research/Research_Funding/internal_opps.shtml)

 **One original** must be submitted to the Office of Research, Innovation and Partnership. All applications must be typed in 10 point font.

 All applications must be signed by the applicant, Department Head and Dean (or designate), as appropriate.

**4. CONSIDERATION OF APPLICATIONS**

 The Council Committee on Research will consider the completeness and clarity of the application. The scholarly record of applicants will be considered as part of the review process.

 **Expenditures:**

 As per the University of Regina / URFA Collective Agreement 2005-2008:

16.3.3 Expenditures which may be reimbursed must be related to the academic staff member's research or related scholarly and professional activities, and be in the general nature of:

16.3.3.1 Books, manuscripts, subscriptions, equipment, instruments, materials or course supplies (which become the property of the University);

16.3.3.2 Fees for professional training courses;

16.3.3.3 Travel or local expenses related to meetings or related to research activities not covered by normal travel grants;

16.3.3.4 Membership dues in professional associations or learned societies (but not the Faculty Club membership dues);

16.3.3.5 Payment to casual and part-time assistants who have been employed directly in the research or in the preparation of articles, manuscripts or books pertaining thereto;

16.3.3.6 Travel expenses incurred in bringing to the University bona fide research collaborators;

16.3.3.7 Expenditures associated with research assistance such as computer time.

**5. ADMINISTRATION OF FUNDS**

 The Office for Research, Innovation and Partnership (ORIP) will notify applicants about the results of their applications.

Expenditures may be made only for those specific purposes authorized by the Committee. All financial claims against the account (payrolls, travel, purchase requisitions, etc.) must be signed for by the recipient of the award and approved by the Vice-President (Research) by way of a reimbursement claim form.

As per Article 16.3.4 in the University of Regina / URFA Collective Agreement 2008-2011, “…expenditures may not be reimbursed which would result in a taxable benefit to the academic staff member. Furthermore, no salary, fees, stipends, etc., paid to the individual or to that person's immediate family shall be reimbursed, and no entertainment expenses may be reimbursed”.

 Overspending is not permitted. Reimbursement claim forms that exceed the approved amount become the personal responsibility of the account holder.

**6. ETHICAL APPROVAL**

 Approved funds may be ‘conditionally’ granted pending receipt of ethical approval.

An applicant has six (6) months from notification of a 'conditional' award to submit an ethical application.

Awards will not be placed in an account until all required ethical clearances have been obtained.

**7. REPORTING**

 Recipients will complete a report for any approved funds and submit it to the Office for Research, Innovation and Partnership at the completion of the project or within two years of the funds being approved. These reports, which will be available on request to each Committee member, are to describe the use of the funds and any results of the research for which the funds were granted.

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Research and Innovation Centre, Room 109

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**Complete A**

**A. Applicant Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department / Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a term appointment? Yes [ ]  No [ ]  If yes, what are the dates of the term? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no, what is the year of your appointment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Complete B**

**A. Research Support**

1. Amount Requested in this Application (to nearest dollar): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Title of Research Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. a) Is this a new project? Yes [ ]  No [ ]

 b) Estimated time for completion of project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. It is expected that applicants will take every opportunity to seek external sources of funding in support of their proposed research. Indicate the additional source(s) of external funding that have or will be applied to in support of the application. Please provide the source, the amount and the date of each application.

5. Does this project involve research with human subjects? Yes [ ]  No [ ]

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**B. RESEARCH PLAN (One page)**

 Describe objectives, scope, method of approach and design of research, budget justification, training opportunities for graduate students, time frame and proposed forum for dissemination of results.

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**C. PERSONAL DATA** (Can attach a brief CV) Include details on research funding and dissemination.

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**D. BUDGET - THIS APPLICATION** (to nearest dollar)

 a) Personnel (list student level, number of hours) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Students

 Non-Students

 b) Travel (include destinations, estimated fares, subsistence, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 registration fees, if applicable)

 c) Supplies/Equipment (include specific items and costs) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 d) Other (include details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **TOTAL** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**E. BUDGET - TOTAL PROJECT** (to nearest dollar)

 What is the relationship between Sections D and E?

 a) Personnel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Students

 Non-Students

 b) Travel (include destinations, estimated fares, subsistence, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 registration fees, if applicable)

 c) Supplies/Equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 d) Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TOTAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Required Signatures (must be obtained prior to submission):**

Your signature means that you have read the grant application. The application is accurate and the applicant has the time and facilities to carry out the research.

Applicant: Date:

Department Head: Date:

Dean: Date: