

# Royal Roads University Internal Grants for Research (IGR) Guidelines

## Purpose

Royal Roads University (RRU) Internal Grants for Research (IGR) support projects that undertake research and those that mobilize knowledge. IGR funding is separate from the Personal Professional Development Fund (Article 27.4) and the Professional Development Pool (otherwise known as the Professional Development/Scholarly Activity Pool, Article 27.5) as outlined in the RRU Faculty Association Collective Agreement, and separate from other internal awards such as the Buttedahl Skene Fund, Cahoon Global Advancement and Diversity Fund, and the SSHRC Internal Grants. IGRs can be used to complement activities being undertaken with these internal, or other external, funding sources.

Proposals are encouraged from a broad range of research topics while keeping in mind the three university research themes – innovative learning, thriving organizations, and sustainable communities, livelihoods and the environment.

## Duration and Value

The value of each award will be up to \$3,000 and will be for one year.

## Deadline and Submission

The deadline for submission of applications is midnight July 31<sup>st</sup> of each year. If July 31<sup>st</sup> falls on a weekend or holiday, the applications will be due on the following business day. Late or incomplete applications will not be considered. Applications must consist of one (1) document submitted in electronic form to the Research Advisory Committee via [RRUInternalAwards@RoyalRoads.ca](mailto:RRUInternalAwards@RoyalRoads.ca). Results will be announced by the October 1<sup>st</sup> start date. No expenses may be incurred before the start date.

## Inquiries

For questions, please contact the Office of Research Services, at [RRUInternalAwards@RoyalRoads.ca](mailto:RRUInternalAwards@RoyalRoads.ca).

## Eligibility

Applicants may hold only one IGR at a time (but may hold this award simultaneously with internal grants noted above). Funds will not be released for a new award until applicants have submitted their final written report for a previous grant. Eligible applicants include: core faculty, deans, librarians

## Selection Criteria

Recommendations for the grants by the Research Advisory Committee will be based on the following criteria:

1. The quality of the proposed research/activity, as reflected in the research design of the research/activity (e.g., clarity of objectives and goal, well crafted research question, clear methodology, well-articulated research design in terms of methods, realistic and clear outcomes);
2. Feasibility of the project; and
3. Contribution of the proposed research/activity to knowledge creation or practice and to society.

## Guidelines and application

Applicants should complete the [RRU Internal Grant Application form](#). The project should fall under one of the following categories: undertaking research; or knowledge mobilization.

### 1. Project Description (no more than 2 pages)

*For projects that undertake research*, include the title, significance of the research, goals and objectives, research question, context, theoretical framework(s) or underpinnings, methodology and methods, expected outputs and outcomes, a summary of how you plan to use the findings, how the research fits within your

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research agenda, and how the research will contribute to knowledge creation or practice and to society. Be sure to indicate how the proposed project reflects the selection criteria. A list of works cited must be included and does count towards the 2-page limit.

*For **knowledge mobilization**:* include the title, significance of the research, goals and objectives, research question, context, theoretical framework(s) or underpinnings, methodology and methods, outputs and outcomes, a summary of the findings, and the contribution to knowledge creation or practice, and to society. Describe, if applicable, the current status of the publication, the activities required for completion of the publication or dissemination, proposed publishers or other method of distribution, and estimated date of publication. Note that all conference proposals should include details about the research being presented in order to address the selection criteria below, as well as a rationale for the choice of the conference. Please note that conference attendance alone is not an eligible expense under this funding opportunity. Co-authoring a conference presentation is allowed but you must be co-presenting in order to access this funding opportunity. If your conference presentation has not yet been accepted, this award may be given conditionally until acceptance of your presentation is confirmed. Be sure to indicate how the dissemination activity reflects the selection criteria. A list of works cited must be included and does count towards the 2-page limit.

2. **Budget:** List all expenses related to the request. Please note that tuition is not an eligible activity under this funding opportunity<sup>1</sup>.
3. **Justify each budget item** in terms of (a) how it will help you achieve your research objectives, and (b) the calculation of the cost. Funds requested may be used only for the purposes described in the application.

### Follow-up and Award Requirements

The applicant will be notified by the committee of the results and successful applications will be listed in Crossroads. Successful applicants will be assigned a cost centre for their project expenses. If an ethical review is required for the project, or if a conference presentation is not yet confirmed, a cost centre will be assigned upon confirmation of these activities.

Recipients of funds will be expected to submit a **short written report** to the Research Advisory Committee within two months of the completion date.

### Extension Requests

Should award recipients not be able to complete the research within one year, they may request a one-year extension with justification and revised timelines and budgets as applicable to the Office of Research Services prior to the termination date of award. There will normally be no further extensions.

### Post-Award Project Change Requests

Any significant changes to the proposed project in terms of subject matter and budget expense categories require approval and should be due to exceptional circumstances. A change request form must be submitted to the Office of Research Services prior to any change being undertaken.

**Please note: Once the activities of a funded project are complete, any unused grant money will be reclaimed by the University and is not eligible to be used for new activities.**

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<sup>1</sup> The IGRs do not fund the costs associated with tuition (e.g. PhD tuition) or travel to attend coursework. Instead, faculty may choose to access their Personal Professional Development Fund (Article 27.4) or apply to the Professional Development Pool (Article 27.5), as outlined in the RRUFA Collective Agreement, for this purpose. Travel to conduct or disseminate PhD or doctoral research falls within the scope of the IGRs.