## **Queen’s University and Queen’s University Faculty Association**

Fund for Scholarly Research and Creative Work and Professional Development (Adjuncts) Application Form 2024-25)

## **Guidelines**

**Follow the submission instructions carefully**. Applications and supporting documents must be submitted electronically in **one (1) PDF file** to: [FRO@queensu.ca](mailto:FRO@queensu.ca). Any questions regarding this process should be directed to this email.

**If you click on the link to the fillable pdf application form through the website to complete the form, it will not save the information.  You must open the form and download it, or save to your computer, then complete and save and attach to your email to FRO.**

Applications deadlines and deadlines for submission of receipts are:

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| ***Period\**** | ***Application Deadline*** | ***Deadline for Submission of Receipts*** |
| Spring/Summer Session  (May 1 – August 30, 2024) | June 3, 2024 | April 30, 2025 |
| Fall Term  (September 1 – December 31, 2024) | October 7, 2024 | August 31, 2024 |
| Winter Term  (January 1 – April 30, 2025) | February 3, 2025 | December 31, 2025 |

*\*While applicants do not need to be teaching in the term in which they apply for the Adjunct Scholarly Fund, they* ***do*** *need to hold an active QUFA Adjunct appointment for a period during the term that correlates with their application.*

**Applications will only be accepted from QUFA Members who hold an adjunct appointment at Queen’s University during the current term.**

This fund is intended for adjunct faculty at Queen's who do not hold a tenured or tenure-track position at another university.

Adjuncts who also hold a Post-Doctoral Fellowship are not eligible to apply, as defined in Article 36.2.8 of the QUFA Collective Agreement.

This Fund does not support the pursuit of an academic qualification (e.g., a degree).

Please note that, when funds requested exceed funds available, the Committee will give priority to Members who are presenting at a conference over those simply attending. It is important to clarify in your application what your role will be.

Please submit only one (1) application, even if the request is for more than one project. If the project is a collaborative project and funding is sought for more than one Member, include a separate cover sheet for each applicant and clearly outline the role each collaborator will have and ensure that the budget estimate is linked to this role.

If there are extenuating circumstances such that a Member’s project cannot be completed as described in their application and the Member wishes to use the funds for a modified or a different project, the Member must submit a new proposal to request the Sub-committee’s authorization for the change. Failure to request a project change prior to using the funds for a new proposal may result in disqualification from future applications.

Best efforts will be made to notify applicants of the JCAA Sub-committee’s decision within one month of the application deadline. The names of successful applicants will be posted on the Faculty Relations Website.

***Section 1: General Information***

Complete all fields and check the appropriate boxes on this application as it applies to you in order for the Committee members to assess your application completely. Please ensure that you double check your application as it will not be checked by us for completion after submission.

***Section 2 – Description of Project***

Provide a brief description of your research, scholarship, creative work and/or professional development projects to be undertaken. Box 2 is the Member’s opportunity to “sell” their application. Please ensure that your project relates to your teaching at Queen’s.

If you are seeking funding to attend a meeting, please make sure your description clarifies whether its main purpose for you is as a conference or workshop for professional development.

Applicants should indicate whether they have other funding for the proposed research or work, and if so, how that funding relates to the amount requested in this application.

***Section 3 – Budget Form(s) – Research Grant***

Claims for transportation, accommodation, registration fees, meals, etc. (often associated with conferences and workshops) must be submitted as a research grant.

A TRAQ # is **no longer required** at the time of submission. Once your application is approved, step-by-step instructions will be outlined in your decision letter and will then follow the electronic approval process.

For support of RAs, please indicate number of hours and rate per hour – also specify that RAs who are students at Queen’s MUST be paid through Queen’s payroll. Note: Graduate Student RAs are part of the PSAC 901, Unit 1 Collective Agreement.

As of **January 1, 2022**, Staff/faculty will not be reimbursed for personal funds they’ve used to make payments to individuals or payments for services provided such as honorariums, speaker fees, translations, etc. through ERS or acQuire, regardless of when the expense was incurred. No exceptions.

Claims requesting reimbursement for these types of payments will be returned to the claimant. It is the responsibility of the claimant to request their money back from the third-party service provider and have the third-party service provider issue an invoice to Queen’s University to be entered and paid through the acQuire system.

Please note that this does not affect payments to **Research Study Participants**, payments to **Indigenous Elders**, or payments for **Research Fieldwork Services Provided in Remote Areas**.

* For instructions on issuing cash, near-cash, or non-cash items to **Research Study Participants**, please refer to the [Payments to Research Study Participants Procedure](https://www.queensu.ca/secretariat/policies/finance/payments-research-study-participants).
* For instructions on issuing cash, near-cash, or non-cash items to **Indigenous Elders**, please refer to the [Payments to Indigenous Elders/Participants Procedure](https://www.queensu.ca/financialservices/sites/webpublish.queensu.ca.finwww/files/files/procedures/makingpayments/Payments%20to%20Indigenous%20Elders%20Participants%20Procedure.pdf).
* For instructions on issuing cash, near-cash, or non-cash items for **Research Fieldwork Services provided in Remote Areas**, please refer to the Payment Form for [Research Fieldwork Services Provided in Remote Areas](https://www.queensu.ca/financialservices/forms) (PDF fillable form).

It is recognized that for some research projects, there may be a requirement that payments to Research Study Participants (i.e., subject payments) be referred to as “Honorariums”. When submitting these subject payments, please add a note to the claim indicating the honorariums are in fact subject payments.

For instructions on how to have third-party payments paid through acQuire, please contact [acquire@queensu.ca](mailto:acquire@queensu.ca)

If you are unsure about whether you will be reimbursed for an expense, please review the [Travel and Expense Reimbursement Policy](https://www.queensu.ca/secretariat/policies/finance/travel-and-expense-reimbursement-policy) and contact [expenses@queensu.ca](mailto:expenses@queensu.ca) prior to using personal funds to make a payment.

Members applying for a research grant must include an itemized estimate of the intended use of the funds following Queen’s University Travel and Reimbursement Policy which can be found at: <https://www.queensu.ca/secretariat/policies/finance/travel-and-expense-reimbursement-policy>. Relevant dates must be included.

“Miscellaneous” is not an eligible expense. Books, computers, or membership fees for professional societies will not be reimbursed as an expense, unless the Member successfully makes a case for this (e.g., a book is not available in the library).

Members applying for a combined stipend and research grant must complete both Budget Forms, and indicate the proportion of funds requested for each purpose.

For example, if a Member is eligible for a $2500 award and anticipates having receiptable travel expenditures for $600 and a stipend for research time of $1900, then the Member would apply for $600 in a Research Grant. It is usually more advantageous to a Member from a tax perspective to apply for a grant if it is anticipated that direct expenses can be supported by receipts (e.g., supplies, travel costs, conference fees).

Any funds remaining in accounts after the award deadline will be returned to the fund for redistribution.

***Section 4 – Budget Form - Stipend***

Salary Stipend: This amount is considered taxable income and a T4 slip will be issued. An application for a stipend is most appropriate if a Member intends to conduct research/scholarly work that requires the Member’s time rather than direct expenses supportable by receipts.

***Section 5 – Curriculum Vitae***

Include with your application an abbreviated curriculum vitae (3 pages maximum). It should include education, work experience (including courses taught), and highlights of recent publications, especially those relevant to your proposed project.

***Section 6 – Research Ethics Board (REB)***

All research studies involving human participants, both living and deceased require human ethics approval from the appropriate Research Ethics Board prior to the start of the project. See [*http://www.queensu.ca/urs/research-ethics*.](https://www.queensu.ca/customsearch?term=URS%20ethics#gsc.tab=0&gsc.q=URS%20research%20ethics) Applicants must confirm that such approval has been received or will be sought prior to the start of the project. A copy of the Research Ethics Board approval letter is required. Funds will be held until the REB approval letter is received by the Faculty Relations Office.

***Section 7 – Previous Award(s)***

Adjunct Members who receive awards from the Fund for Scholarly Research and Creative Work and Professional Development (Adjuncts) shall submit a report to the Sub-committee of the JCAA on the progress or completion of the scholarly or creative work, or professional development as set out in their application to the Fund.

Please contact [FRO@queensu.ca](mailto:FRO@queensu.ca) for further information.

***Section 8: Signatures and Approvals***

**Do not leave this section until the application deadline, as it can take some time to obtain these signatures.**