

Research Initiation Grant Guidelines

**Faculty of Arts and Science
Queen's University**

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I. Background

The Faculty of Arts and Science offers one-time start-up research funding, referred to as a Research Initiation Grant (RIG), for new academic appointees who meet the eligibility requirements described in the *Eligibility* section below. The RIG program is intended to provide funding, for up to three (3) years at the start of an appointment while awaiting approval of external research funding. It is not intended to replace applications to either internal or external research granting committees/agencies.

II. Eligibility

RIGs are available to new faculty members with the following types of appointments:

- Tenure-track or renewable term appointments
- Appointments with Tenure
- Special Geographically Full-time appointments of three (3) years or longer
- Special Appointments (as defined in the prevailing Collective Agreement; currently Article 25.1.4.3 Collective Agreement 2015-2019) of three (3) years or longer

In accordance with the [Queen's University Faculty Association \(QUFA\) collective agreement](#) (section 25.9.5), RIGs are offered to all candidates on an equitable basis.

III. Terms of the RIG

- New faculty members are expected to seek external research funding and use the RIG funding to develop their research program in support of applications to external funding agencies.
- At the time of recruitment or recommendation of a new appointment, approval of RIG funding must be obtained from the Faculty Office, on the recommendation of the Department Head.
- New faculty members must submit a budget to the Department Head showing the intended use of the RIG funding over the three (3) year term and demonstrate how the RIG funding will be used to support an application for external funding.
- RIG funds are to be used within three (3) years of being made available and once the RIG term has been reached all unspent RIG funding will be returned to the home department of the faculty member, unless the time for expenditure is extended on the recommendation of the Department Head and approval from the Dean.
- If the faculty member resigns, retires, or ceases to work at Queen's, or takes a leave other than a sabbatical, maternity/paternal leave, any unspent RIG funding will be returned to the home department of the faculty member.
- RIGs are one-time funding and are not renewable.
- Overspending will not be permitted.

IV. Responsibility

- The provision of RIG funding is the sole responsibility of the RIG recipient's home department.
- Eligible faculty members who hold joint appointments shall receive RIG funding in proportion to the appointment held in each department.
- RIG project holders are responsible for:
 - Regularly monitoring the balance of their RIG project account to prevent any overspending.
 - Using the RIG funding in accordance with Queen's policy and procedures.
 - Submitting any requests for an extension of their RIG funding timeline in writing to their Department Head and Dean or applicable Associate Dean for approval.
- Signing authority rests with the faculty member (or delegate).

V. Policies Governing RIG Accounts

- All expenditures must be in support of research activities.
- Equipment, software, and other assets purchased using RIG funds are the property of Queen's University.
- RIG funds are subject to all relevant Queen's University policies, regulations and guidelines, including but not limited to:
 - [Research Administration Policy](#)
 - [Queen's Travel and Expense Reimbursement Policy](#)
 - [Hospitality Policy](#)
 - [Policy on Approval and Execution of Contracts and Invoices \(Signing Authority\)](#)
 - [Procurement Policy](#)

VI. Establishment of a RIG Project Account

- The Department Head shall submit a written request to the Dean to obtain approval to offer RIG funding, at the time of recruitment or recommendation of a new appointment.
- The appointment letter shall indicate the amount of RIG funding approved by the Dean.
- After the appointee has accepted the appointment, the relevant Department Administrator or Manager will assist the new faculty member with requesting a RIG project account via the *Tools for Research at Queen's (TRAQ) Researcher Portal*. The faculty member will be required to prepare and submit a budget showing the planned use of RIG funding.
- Financial Services will send an email notification, once the RIG project account is created.
- The Department Administrator or Manager will transfer the pre-approved RIG funding to the new RIG account and notify the faculty member once the transfer is complete.

VII. Closure of a RIG Project Account

- The RIG project will be closed on the earlier of one of the following two dates unless an extension is granted by the Faculty Office:
 - a) Three years after the date that the funds were first transferred to the RIG project.
 - b) The faculty member leaves the employ of the University or takes a leave other than a sabbatical or a maternity/parental leave.
- Upon notice of termination of employment with Queen's, the Department Administrator or Manager shall notify Research Accounting of the intent to close the RIG project account.
- Any remaining RIG fund balances will be redistributed to the faculty member's home department(s), in proportion to the department's share of the original RIG funding.

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