

Queen's University and Queen's University Faculty Association

Fund for Scholarly Research and Creative Work and Professional Development (Adjuncts) Application Form (2019 - 2020)

Guidelines

Follow the submission instructions carefully. Applications and supporting documents must be submitted electronically in **one (1) PDF file** to: FRO@queensu.ca. Any questions regarding this process should be directed to this email or call (613) 533-6000, ext. 79532.

Applications deadlines and deadlines for submission of receipts are:

<i>Period*</i>	<i>Application Deadline</i>	<i>Deadline for Submission of Receipts</i>
Spring/Summer Session (May 1 – August 30, 2020)	June 3, 2019	April 30, 2020
Fall Term (September 1 – December 31, 2019)	October 7, 2019	August 31, 2020
Winter Term (January 1 – April 30, 2020)	February 3, 2020	December 31, 2020

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.

TRAQ #: In order to obtain your TRAQ Number, which is required at the time of application, when applying for a research grant, the TRAQ DSS Form is available in the TRAQ Researcher Portal. See TRAQ website (www.queensu.ca/traq) for sign on information and training materials.

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.

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/sites/webpublish.queensu.ca.uslclwww/files/files/policies/Travel%20and%20Expense%20Reimbursement%20Policy%20Mar2017v3.pdf>

Relevant dates must be included.

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.

"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).

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>. 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 Jackie Cleary for further information at FRO@queensu.ca or call (613) 533-3133.