

Brandon University Research Committee (BURC) Policies and Procedures – 2011/2012

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I. Introduction

A. OBJECTIVE OF BURC

The goal of the Brandon University Research Committee (BURC) is to encourage research through the provision of research grants to Brandon University faculty.

B. SOURCES OF FUNDING

BURC receives funding annually from the Social Sciences and Humanities Research Council of Canada (SSHRC) and from a variety of internal restricted and unrestricted funds, which include the McKenzie, Sanders, and MacDowell funds. Actual amounts and percentages will differ from year to year. SSHRC currently uses a formula which makes their Institutional Grant dependent on the amount of money received by Brandon University scholars for their own individual or group projects. Restricted trust funds have clauses that preclude funds from being used for any purpose other than research; unrestricted trust funds have no such provision. The Board of Governors annually sets the value of endowed and operating funds allocated to BURC.

C. POWERS AND COMPOSITION OF BURC

The Powers and Composition of BURC are set out in Article 23 of the Collective Agreement between Brandon University and Brandon University Faculty Association (BUFA). Particular attention is brought to 23.2, which reads, “the Committee shall establish its own procedures, and develop criteria for the administration of the funds which are just and equitable and consistent with the objective of nurturing and stimulating research and scholarship at Brandon University.”

II. Procedures for Application

A. ELIGIBILITY

Individuals eligible to apply for BURC grants include Professional Associates (PA), Instructional Associates (IA), Lecturers, Assistant Professors, Associate Professors, Professors, Adjunct Professors, and Professors Emeriti.

BURC members cannot be either a principal investigator or a co-investigator on a BURC funded project.

B. WHEN TO APPLY

BURC will normally hold only one annual competition. Completed application forms must be filed by November 15th of each year. Where the 15th falls on a weekend, the deadline will move to the following business day. In years when a second competition is held, BURC will announce the call for proposals and application deadline.

C. HOW TO APPLY

All applications must be made on prescribed forms that may be downloaded from the Research Office website at:

<http://www.brandonu.ca/administration/vpacademic/research/committees/committees.asp>. One

copy of the **application** and supporting documentation must be submitted to the Office of the Vice-President (Academic & Research) by e-mail to murkink@brandonu.ca. **A Progress/Final Report** for the most recent BURC Research Grant must also be submitted with the application (see III C). First time applicants are encouraged to contact the Vice-President's office in order to be matched with a mentor.

The Research Office will acknowledge receipt of all applications.

D. BUDGET APPROVAL

Where a proposed budget has budgetary implications for, or contributions from, a department/faculty/school/etc., written approval is required from the appropriate budget unit head and is to be included with the application to BURC.

E. HUMAN, ANIMAL, AND BIOHAZARD APPROVALS

Research involving human participants, animal subjects, or biohazards must be approved by the appropriate Brandon University committee prior to commencement. A successful BURC applicant will secure the required approval **within two (2) months** of award notification. Where no approval is secured within six (6) months of award notification, the award shall be forfeited. Under no circumstances will the researcher(s) have access to BURC funds prior to the required approvals being obtained. Although approvals are not required prior to the BURC submission deadline, BURC encourages early application to the appropriate committee.

*Please note that each committee has its own policies, procedures, and timelines.

- 1) Brandon University Research Ethics Committee (BUREC)
 - Proposals that involve human subjects as research participants must be approved by the Brandon University Research Ethics Committee (BUREC). For more information on the BUREC policies and procedures, please visit the Research Office website at: <http://www2.brandonu.ca/administration/vpacademic/research/committees/ethics.asp>.
- 2) Brandon University Animal Care Committee (BUACC)
 - Proposals that involve experimental animals must be approved by the Brandon University Animal Care Committee (BUACC). For more information on the BUACC policies and procedures please, visit the Research Office website at: <http://www2.brandonu.ca/administration/vpacademic/research/committees/animalcare.asp>.
- 3) Brandon University Biosafety Committee (BUBC)
 - Proposals that involve the use of Biohazardous materials must be approved by the Brandon University Biosafety Committee (BUBC). For more information on the BUBC policies and procedures please, visit the Research Office website at: <http://www2.brandonu.ca/administration/vpacademic/research/committees/biosafety.asp>.

F. NOTIFICATION OF RESULTS

Notification of results will be sent out by January 15th.

III. The Decision-Making Process

BURC acts as a committee of peers in reviewing all applications. It may assign all or any of the applications to sub-committees who, after evaluation, make their recommendations to BURC.

A. COMMITTEE-APPLICANT INTERACTIONS

To avoid misunderstanding, only the Committee Chair will discuss proposals with applicants.

B. TYPES OF GRANTS AND FUNDING MAXIMUMS

1. Research Grant – maximum \$4,000

- To support the development of research at Brandon University and, in so doing, to enhance the University's national competitiveness in terms of external research funding. A Research Grant is not intended to provide continuing support for ongoing research projects/programs or to serve as a substitute for external funding. Grant recipients are expected to use the funds awarded to develop their research to the point where applications for external funding can be made. Research Grants are to support the direct costs of research.

2. Continuation Grant – maximum \$2,000 (one-time)

- To support a project that received a BURC award in the previous competition where the applicant demonstrates additional support is required to pursue research that was not anticipated in the original proposal.

3. Travel Grant – maximum \$750

- To support the professional advancement of researchers and raise the profile of Brandon University by covering the costs associated with travel to national and international conferences and meetings. Eligible conferences and meetings are those in which the researcher is presenting/disseminating their research findings or creative works and that fall within the academic year, between September 1st and August 31st of the application year.

4. Publication Grant – maximum \$500

- To support the direct costs of manuscript completion and submission.

C. REPORTS

- 1) All researchers must submit a Final Report at the conclusion of their grant. A copy of the most recent Report (or a progress report if the project is not complete) must also be submitted with applications for new research grants. **For a spring competition, progress reports for projects funded in the previous fall competition are not required. The Research Grant Report form may be downloaded from the Research Office website at:**

<http://www2.brandonu.ca/administration/vpacademic/research/committees/committees.asp>

- 2) Reports should include the following:
 - a. title;
 - b. year grant was received;
 - c. objective of the research;
 - d. adequate details of the extent to which objectives have or have not been met and reasons;
 - e. funding received;
 - f. disposition of the funds;
 - g. work remaining in the project, if any;
 - h. results of the research (publication, presentation, collaborations, additional funding, etc.); and
 - i. future plans for the research

D. POLICY STATEMENTS

- 1) BURC will not fund requests from students, but they may be hired as research assistants by the principal investigator.
- 2) BURC will not accept funding requests for research projects that have already been completed.
- 3) BURC will not fund research that comprises part of an applicant's university degree.
- 4) BURC will not consider applications from individuals who have not included a Final Report (or Progress Report) for their most recent BURC grant. A copy of the Final or Progress Report for the last project funded by BURC must be included with the application (see section "C" above for details).
- 5) BURC **will not** consider applications submitted after the deadline.
- 6) BURC will only consider applications that are complete, submitted on prescribed forms, and accompanied by all required documentation. Application forms must include the roles of co-investigators and students in the proposed research.
- 7) BURC will only consider one application from a principal investigator per competition for each of the following: Research Grant, Continuation Grant, Travel Grant, and Publication Grant. An individual may apply for a second Research Grant if it is part of a collaborative project **and** provided that the individual is not the principal investigator.
- 8) BURC will not fund conference travel and expenses related to conferences in Research Grant applications. Funding for these items should be requested using the Travel Grant application.
- 9) A Travel Grant application must include the submitted abstract.
- 10) BURC will not consider applications where the primary purpose is student training.
- 11) BURC does not fund course design and curricular development.

- 12) Applications that the Committee deems to be in violation of the principles established in the Policy on Academic Integrity in Research, Scholarship, and Creative Activity will not be considered. The policy may be downloaded via the following link:
<http://www2.brandonu.ca/administration/senateoffice/Policies/ACADEMIC%20INTEGRITY.pdf>

E. DURATION OF AWARDS

Researchers are expected to expend their grants within two years of receipt. Under extraordinary circumstances, a researcher may apply to the Chair of BURC for a one-year extension. Unspent funds will revert to the Committee for re-distribution.

IV. Basis for Judging Research Proposals

The following criteria are used by BURC when adjudicating all applications:

1. The Committee stresses the importance of preparing a well thought-out, properly budgeted, clear, precise, well-organized, and methodologically sound proposal. BURC reserves the right to use spelling and grammar as a contributing factor when adjudicating an application where they intrude on one's ability to understand the proposal.
2. Proposals must be accompanied by information showing that the researcher has initiated efforts to formulate the issues, and is aware of available comparative literature.
3. All items in the proposed budget must be itemized and fully justified, and their need explained in the proposal.
4. Applicants should abide by the area guidelines appropriate to their discipline, as well as the headings included in the application forms.
5. Projects in the Fine and Performing Arts, that may include the composition of musical works, the preparation and presentation of concert performances and plays, the construction of art objects, the presentation of art exhibits, and the writing of literary works in Music and Art, merit the same consideration as research proposals (see Article 8 of the Collective Agreement – Scholarship & Research).
6. It is the responsibility of the applicant to provide sufficient information in lay terms to assist BURC with the adjudication of the proposed research.
7. If there is a connection to previously funded BURC research, the applicant is required to justify how this application is different and new.
8. Failure to demonstrate research outcomes resulting from prior BURC support shall be considered sufficient grounds for the denial of any application.

V. Priorities Set by the Brandon University Research Committee

BURC has identified the following categories in order of priority:

1. Research Grants from faculty members (including those holding term contracts of one or more years) who have received a letter of appointment by November 1 and who have not previously received research funding as principal investigators from BURC;
2. Research Grants for projects from faculty members who have previously received funding from BURC as principal investigators, but not within the last competition year;
3. Publication Grants;
4. Research Grants from faculty members who have previously received funding as principal investigators from BURC within the last competition year;
5. Research Grants where the principal investigator has also received funding from an external granting agency in excess of \$4,000 in the same fiscal year as the competition. This is exclusive of Canada Research Chairs funding and Canada Foundation for Innovation funding. NOTE: In cases where the applicant holds an external grant but also falls into one of the categories above, then the applicant will be considered as Category 4;
6. Continuation Grants;
7. Travel Grants; and
8. Any applications from professors Emeriti and Adjunct Professors, unless made jointly with an applicant in a higher category.

In a situation where a collaborative project falls within the above list of priorities, the principal investigator will be considered the sole investigator. At its discretion, BURC may allocate all or various portions of its available funds to categories selected from the above list. BURC may also choose to fund only a fixed percentage of the amount requested by all applicants within any given category. In the latter case, BURC may require successful applicants to submit a revised proposal and budget.

VI. Post Decision-Making

A. CONFIDENTIALITY

BURC will consider all applications confidential, with the following exceptions:

- 1) The applications and related materials will be made available to BUFA upon request (Collective Agreement Article 23.3);
- 2) If expert knowledge is required, the Committee has the authority to consult with experts in the field (Section III of the *BURC Policies and Procedures*); and
- 3) The University may publicize brief summaries of the successful applications.

B. RETENTION OF RECORDS

Applications, proceedings, statements, and correspondence will be kept in the Office of the Vice-President (Academic & Research) for seven years, after which time they will be destroyed.

C. DISCLOSURE

All Faculty Members who have received BURC grants are expected to:

- 1) Submit Final Reports; and
- 2) Acknowledge the support given by BURC in any publication resulting from a grant.
 - Suggested wording may include, “The author(s) wish to acknowledge the contribution of the Brandon University Research Committee...”

BURC undertakes to annually publish a list of successful applicants, containing project titles, purpose, amount awarded for each project, and source from which the project is funded. BURC award holders are encouraged to participate in the appropriate faculty lecture series where applicable.

D. BURC ACCOUNTS

- 1) BURC grants are to be used solely for the specific project for which funding is awarded.
- 2) Accounts established for BURC grants may not be used as depositories for other research funds.
- 3) Funds from BURC grants may not be transferred to other accounts without Committee approval.
- 4) Any unspent funds in the accounts of researchers who are no longer on staff at Brandon University will immediately revert to the General BURC Fund unless special provision is made with the Chair.

E. EQUIPMENT

Equipment purchased with BURC funds is the property of Brandon University.

VII. Appeals

Unsuccessful applicants who believe there are grounds for an appeal shall have recourse to an appeals procedure. Formal notice of an appeal must be submitted in writing to the Chair of BURC no later than one month after award notification. Within one week of receiving a notice of appeal, the Chair shall strike an Appeals Committee. Members of the Appeals Committee shall be selected in light of research experience and expertise. The Committee will consist of:

- One member appointed by BUFA;
- One appointment by the President; and
- A Chair chosen by the two appointed members.

The Appeals Committee shall establish its own procedures taking into account the provisions of Article 23 of the Collective Agreement and the published policies and procedures for grant applications of BURC. Should

the appeal be upheld, the appellant will either be given first priority for funding at the next competition or be provided with other appropriate remedies as identified by the Appeals Committee.

The decision of the Appeals Committee shall be final and binding on all parties. The Appeals Committee shall communicate its decision and reasons in writing to the appellant and the Chair of BURC within one month of hearing the appeal.

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