Scholarship, Research and Creative Activities Growth Grants (SGG)

Description

Growth Grants are internal awards granted on a competitive basis for projects involving scholarship, research and creative activities (SRCA). The SGG program is intended to support SRCA at Sheridan by providing more opportunities for faculty members to pursue their scholarly, research and creative passions.

Eligibility

All full-time Sheridan professors and librarians are eligible to apply for a SGG. Applicants submitting multiple proposals and/or serving as a co-applicant on multiple proposals must demonstrate differentiation and novelty between proposals.

Applicants without existing research funding will receive priority consideration, as the goal is to encourage broad SRCA participation. Those who have not previously held a SGG are especially encouraged to apply. Applicants successful in previous years will be considered but will be given lower priority.

Sheridan is committed to cultivating and supporting a differentiated and inclusive SRCA culture. SGGs are intended to fund all types of scholarly, research, and creative activities, including the scholarship of teaching and learning. Grants will not be awarded for curriculum development, routine software development, or for routine testing/analysis.

Proposal

Proposals should be written in language that will be clear to reviewers who may not be subject matter experts in the given field of study. Proposals consist of four components; three are part of the application form and one is an attachment.

1. **Project Details**
The application form captures essential details about the SRCA project and the applicant(s).

2. **Timeline**
Complete the template in the application form to describe the major milestones for the project. If your project involves human participants, please allow for appropriate time for ethical review in your timeline.

3. **Budget**
Complete the template in the application form to describe how the funds will be used. Provide a costing and justification for each item. Please refer to the guidelines on the use of grant funds (below) when preparing the budget.

4. Project Description

The project description will be attached as a separate file. The file should be a maximum of three pages in length (single spaced, 12 point font, 1" margins) and include:

- **Project Synopsis:** This should be a concise description of the SRCA project in a paragraph. Please note that this paragraph may be used in communication to the wider Sheridan community, including the Sheridan website.
- **Objectives:** What do you intend to do? Clearly summarize the aims of your project.
- **Background and Significance:** Relate your project to the current state of knowledge in your discipline, and if appropriate, to any work currently in progress. How is the work innovative? What will the findings contribute to your field? Why is the work important and/or what benefits might be gained through the research and/or creative activities?
- **Research Methods/Approach:** How are you going to do the work? Outline your design and the methods to be used for data collection, analysis, and interpretation. For projects focused on creative activity please explain the specifics of the how the project will be carried out.
- **Anticipated Outcomes:** What are the expected outcomes of the project (e.g. preliminary stage of a larger project, technical report, publication or presentation, future application for external funding, etc.) and how will you disseminate them?
- **Student Benefit:** Provide a clear statement of the direct and/or indirect benefits that students will receive from your project.
- **Capacity of the Team:** What expertise and experience does the team or applicant have to help ensure the success of the project?
- **References/Citations:** These should be included within the page limit.

Use of SGG Funds

Applicants may request funding in any amount up to $10,000. Funds will be available beginning in the Spring/Summer 2019 semester and must be spent by March 31, 2020. Funds may not be carried forward to the next budget year.

All SGG funding will be administered by the Sheridan Research Office. Sheridan's finance processes and policies will apply to SGG funds.

Any items purchased with SGG funding are not the personal property of the recipient but remain the property of Sheridan. Any equipment purchased with a SGG should be made available to other users in support of SRCA work wherever feasible.

SGG funds are intended to be used to support SRCA activities in the manner that best suits the SRCA project. Sheridan is committed to supporting SRCA in many ways. Recipients and their Associate Deans are encouraged to discuss the SRCA work that is to be undertaken, and to work together to find creative solutions for balancing SRCA over the course of the year.

Eligible Expenses

Expenses should be directly related to the conduct of the project. While this is not an exhaustive list, the following are acceptable uses of funds:

- Salary costs for student research assistants or specialized research assistance
- Supplies or consumables
- Purchase of equipment or software to a maximum of 20% of the total budget
- Books, documents or duplicated material not available through the Sheridan library
- Travel directly related to conducting the SRCA work
- Costs of participant recruitment and modest remuneration for research participants, where approved by the Sheridan Research Ethics Board

Ineligible Expenses

While this is not an exhaustive list, the following are not acceptable uses of funds:

- Expenses associated with the preparation of applications for external funding
- Payments to an applicant, relatives of an applicant, or any full-time Sheridan faculty member
- Payments to project partners
- Prizes

Publication costs and travel for the purpose of attending a conference are not normally eligible.

Review Process

The Vice Provost, Research will strike a review panel to conduct the adjudication of SGGs. The review panel will be composed of no more than nine members; the members will include one faculty member from each of the five Faculties.

The project details, timeline, budget and project description will form the basis for the evaluation of the project's quality, potential impact/benefit, and feasibility. The review panel will make final decisions based on a review and ranking of all proposals, taking into consideration the eligibility criteria described in these guidelines.

Additional Requirements

Applicants are expected to be aware of and adhere to relevant Sheridan policies and procedures, including the Research Integrity Policy, Intellectual Property Policy, Conflict of Interest Policy, and the Human Participants Policy.

Any research involving human participants must be reviewed and approved by the Sheridan Research Ethics Board (SREB). Applicants engaging in research with human participants do not need SREB approval at the time of their application but must submit an approval letter of the SREB before they will be able to access any funding.

For projects that involve an industry or community partner, a collaborative research agreement may be needed to establish the intellectual property or other terms of the project. The Sheridan Research Office will advise accordingly at the time of award. Faculty and students participating in a SGG with industry or community partners will need to sign participation agreements that delineate/assign IP ownership.

Applicants are encouraged to have a conversation with any external project partners about intellectual property early on. It is typically the case that IP will rest with industry or community partners.

Conditions of Funding

The applicant(s) consent to have their name(s), grant title, grant amount and project synopsis publicized by Sheridan.

Successful principal applicants will be asked to provide a one-page report at the conclusion of the funded project.

Recipients are encouraged to share their work with the Sheridan community through Sheridan Creates, SOURCE or other avenues.

The applicant agrees to acknowledge their SRCA Growth Grant funding in any publications or other public documentation.

Deadline

The deadline for submissions is January 23, 2019 by 5:00pm. Please submit the application form and all related documentation via email to srca@sheridancollege.ca.

Questions?

For more information, please contact Cheryle Moreau at srca@sheridancollege.ca or 905-815-4212.