



FNUniv Board of Governors Research Award

Research Office
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Guidelines

1. Introduction

These awards provide First Nations University of Canada (FNUniv) faculty with modest research funding to undertake research and scholarly work that has the potential to be developed into larger scale, externally funded research programs.

2. Eligibility - Applicants

- FNUniv faculty members are eligible to apply.
- Awards will be dispersed annually based on funding.
- Only **one** application as principal investigator may be submitted. There is no limit to the number of applications as a co-investigator.

3. Eligibility – Research Projects

- Must support the vision and mission of FNUniv and must be informed by Indigenous Research Methodologies.
- Small-scale, early stage research/creation projects. Funding maximum is **\$5,000**. Projects must be completed in 2 years.
- Projects should support the development of a larger scale research program which will be developed into a major external grant application. Activities could include undertaking pilot studies, collecting and analyzing initial data, validating new methodologies or approaches, or developing new partnerships, etc.
- If requesting partial funding to add-on to an existing project, the applicant(s) must make a persuasive argument for the need for additional funding. The committee will use this information to determine whether the funds are warranted.

4. Application Procedures

Deadline is March 22 at 11:59 pm.

Application forms are available on the Research Office website.

Submit to: researchoffice@firstnationsuniversity.ca

Applications must include:

- 1) **Application Form**, including the Budget table, signed by the Program Coordinator of the principal applicant and VP Academic or Associate Dean Research, or designate. If the Program Coordinator is applying for the award, the Associate Dean Academic must sign in lieu of the Program Coordinator. If the AD Research is applying, the VP Academic must sign the application.
- 2) **Research Proposal**, following the accompanying instructions, maximum of 3 pages.
- 3) **List of References**, maximum 1 page.
- 4) **Current CV(s)** for the applicant and co-applicants. It recommended it be in a format accepted by Tri-Council. For example, Canadian Common CV or SSHRC Web CV.

5. Consideration of Applications

Applications will receive an administrative review by the Research Office upon submission. Incomplete applications will be flagged, and applicants will be given an opportunity to provide missing information. Any additional information provided beyond that requested will be removed and will not be shared with the review committee. Only complete applications will be forwarded for consideration in the competition.

The administrative review includes evaluation of the eligibility of proposed expenses. Ineligible expenses will be removed from the budget.

Applications are considered by a multi-disciplinary review committee appointed by the Vice-President Academic. Applications should be written as clearly as possible in order to persuade both specialists and generalists alike.

Assessment criteria must be addressed in your application. Proposals will be evaluated based on:

- Alignment with mission and vision of FNUniv;
- Aim and importance of the endeavor, including its originality/innovation and expected contribution to knowledge, Indigenous people, nations, and communities;
- Potential of the research to secure external funding and the plan to apply for funding;
- Quality and feasibility of the research design;
- Inclusion of Indigenous research methodologies in the research design;
- Appropriateness and justification of the requested budget;
- Scholarly record of applicant(s); and
- Completeness and clarity of the proposal.

6. Size of the Awards and Eligible Expenses

Maximum request cannot exceed **\$5,000**. Eligible expenses will directly support research activities outlined in the proposal. The review committee may also set other maximum limits for funding projects as deemed necessary. Ineligible budget items will be removed, and the committee may reduce an award if parts of the budget are excessive or not clearly justified.

	Eligible Expenses	Non-Eligible Expenses
Personnel	<ul style="list-style-type: none"> Specify whether students are receiving an hourly wage (salary) or a research award (stipend). Justify the rate of pay. For salaried students, use the rates as follows: PhD - \$24/hr; Masters - \$22/hr, 4th Year UG - \$20/hr, Other - \$18 (includes vacation pay). For stipends, explain how the amount was determined. Non-student personnel to undertake research activities must be supported with sufficient justification that they are needed for the project. 	<ul style="list-style-type: none"> Course release or stipends for principle or co-investigators
Travel	<ul style="list-style-type: none"> Travel for research activities (e.g. meetings with communities, fieldwork, interviews, visits to archives, libraries, or special research centres) 	<ul style="list-style-type: none"> Conference travel
Supplies & equipment	<ul style="list-style-type: none"> Must be specialized research supplies, equipment, software 	<ul style="list-style-type: none"> Laptops, computers, and non-specialized software Office supplies
Ceremony & cultural protocols	<ul style="list-style-type: none"> Tobacco, cloth and other ceremonial costs Honoraria for Elders 	
Other	<ul style="list-style-type: none"> Honoraria for research participants or other incentives Data sets Other expenses necessary to undertake research activities 	<ul style="list-style-type: none"> Open access publication costs Costs related to dissemination or knowledge mobilization

7. Administration of Funds

The Research Office will notify applicants about the results of their applications. A research account will be created for each award. The use of funds must align with the budget submitted and conform to the FNUniv policies and procedures (<https://www.fnuniv.ca/about-us/policies>) and the Tri-Agency Financial Administration Guide (NSERC - Inter-Agency, Tri-Agency Financial Administration, Tri-Agency Guide on Financial Administration ([nserc-crsng.gc.ca](https://www.nserc-crsng.gc.ca))). All financial claims against the account (i.e., payrolls, travel, purchase requisitions, etc.) must be signed for by the recipient of the award and approved by the

appropriate Program Coordinator and VP Academic or Associate Dean CRGP (or designate). Overspending is not permitted on these accounts. Overspent accounts become the personal responsibility of the account holder.

8. Research Certifications

An award may be conditionally granted pending receipt of approval from the appropriate committee where the research involves humans, animals, biohazards, radiation, etc. An applicant has six (6) months from notification of a conditional award to submit an application to the appropriate committee. Awards will not be placed in an account until all required certifications have been obtained.

9. Length of the Award

The funds may be used for the period of the grant, or two years. Research accounts will be closed automatically after two years unless request for an extension of the grant is received. Unused balances will also be recovered if no longer required for activities outlined in the application.

10. Reporting

Recipients of grants will complete a report for each award and submit it to the Research Office at the completion of the project or within two years of the time that a grant is authorized. These reports are to describe the substantive results of the research for which the grant was made. Information from these reports may be used when compiling reporting for external funders and internal purposes. Subsequent applications to this funding program will not be accepted until a report has been received.