

Carleton University International Research Seed Grant Guidelines

Source: Carleton International, Office of the Vice-President (Research and International) (OVPRI).

Purpose: To support the development of:

1) Initiation of a new research project with an international partner: innovative, globally focused research initiatives that lay the foundation for long-term international partnerships.

AND

2) Major funding proposal application OR joint publication by the international team, submitted within 2 years of being granted the award.

Deadline: 5 pm on the Friday of the Winter Term Reading Week in February

Value: Maximum award is \$10,000 (*See Terms and Conditions*)

Duration: Grants will be tenable for a period of two (2) years. No extension will be granted.

Funding Priorities

- Projects that are directly linked to Carleton's Strategic Integrated Plan and the International Strategic Plan
- Up to 40% of the funding envelope is reserved for proposals led by Early Career Researchers (ECR)

ECR Definition: Be within the first six (6) years of academic appointment at the time of application, minus the length of delays that have affected research productivity or outcomes, adjusted at a 2:1 ratio. The time added to the ECR window will be adjusted by month, semester, etc., as appropriate.

Eligibility

Subject Matter: Applications from any discipline and on any subject are eligible.

Team: A complete application must include at minimum:

1) An eligible Carleton University Principal Investigator (see eligibility below)

AND

2) A Co-Principal Investigator (Partner) from an eligible organization outside Canada

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Principal Investigator (PI) Eligibility:

- Hold a full-time faculty position at the rank of Assistant, Associate or Full professor at Carleton University at the time of application (i.e. appointment date on or before the applicant submission deadline).
- Have not been awarded an IRSG within the past three (3) years.
Note: Previous recipients of an IRSG proposing a similar research project must clearly explain how this proposal differs from the last and have submitted a final report for the previous grant.
- Do not hold a [CU SSHRC Exchange - Knowledge Mobilization Grant](#); CU Research Development Grant (SSHRC Explore, NSERC or CIHR); Multidisciplinary Research Catalyst Fund or a REALISE grant.

International Co-Principal Investigator Partner

- Be a full-time employee of the partner organization
- All legally incorporated organizations as per their countries regulations are eligible partners, including post-secondary institutions, public and private entities, as well as not-for-profits.

**A two pages (max) letter of engagement from the partner, written on official letterhead and signed by appropriate officials, is required. The letter should provide an overview of the organization's interest and role in the proposed project, as well as explain how the host institution/organization plans to be involved in supporting the partnership (e.g., infrastructure, [cash and/or in-kind support](#), services, training, etc.).*

Additional Team Members: Anyone is eligible, no CV submission is required.

Budget

Expenses: Expenses must be eligible under the [Research Financial Services Research Expense Guidelines](#).

- Eligible expenses include:
 - Stipends to students and postdoctoral fellows
 - Travel costs for Carleton and/or international partner institution personnel
 - Research, meeting, and communications costs or other costs associated with partnership development
 - Expenses associated with the development of funding proposals in collaboration with the international partner
 - Materials, supplies and services
 - Knowledge dissemination
- Non-eligible expenses include:
 - Equipment and renovations
 - Salaries of technical and professional staff
 - Expenses (such as travel and administration) on behalf of other Canadian universities.

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- Teaching Release
 - Costs for initiatives that have alternative sources of funding.
 - Costs normally covered by an organization.
 - [individuals who conduct research independently](#) as part of the terms and conditions of their employment, including but not limited to researchers in academia, hospitals and research institutes
 - individuals expected to work on the funded research/activities free of charge as a collaboration as per the program and funding opportunity literature and any relevant agency agreements
 - individuals employed and compensated by another organization for the time spent on the funded research/activities cannot be compensated from IRSG grant funds
- Note: International researchers may be compensated from IRSG grant funds, provided their employer can attest, by letter, that the individual is not being compensated by the employer for time spent on the grant-funded research/activities.
- Indirect research costs

Evaluation Criteria

Applications will be evaluated based on the following criteria:

1. Merit of the proposal

- Originality, significance and expected contribution to knowledge;
- Appropriateness of the scope and objectives and methodology
- Appropriateness of the proposed timeline and probability that the objectives will be met;
- Consideration of equity, diversity, and inclusion factors in the research design;
- Alignment with the [Strategic Integrated Plan](#) and the [International Strategic Plan](#);
- Demonstrated potential and plan for funding application or joint publication within 2 years of being awarded.

2. Synergy

- Expertise of the applicant/team in relation to the proposed research;
- Quality, quantity and significance of past experience and published and/or creative outputs of the applicant and any co-applicants, relative to their roles in the project and to peers in the same career stage;
- Demonstration of the project as a new international initiative;
- Capacity to sustain the initiative and/or partnership beyond the term of the award (i.e. institutional MOU, cotutelle agreement, scaling up of project, additional applications for funding or publication).

3. Budget—Cost effectiveness and value

- Appropriateness of the requested budget, justification of proposed costs, and, where applicable, other [financial and/or in-kind contributions](#);
- Matching funds (cash/in-kind contributions) from the international partner(s)
- Feasibility of the budget in relation to the proposed activities and objectives

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Adjudication

A merit review committee, chaired by Carleton International, reviews all applications based on academic excellence and the selection criteria as laid out above and make recommendations regarding funding.

Application Package

Application Form

- CV(s):** PI and co-PI (if applicable) - CV must include currently active and applied for research grants, publications, student supervisions and record of knowledge mobilization activities.
- References** (1 page max)
- Letter from Partner** (see page 3 for requirements)

Save as SINGLE pdf file, using naming convention: **PIlastname.PIfirstname.IRSG.pdf**.

Submission Steps

- Log in to the [cuResearch portal](#)
 - Choose “Apply New” from the top right menu, then under Section A: Research Funding, select “Approval Form”
 - Project Info Tab: Enter your project title and SAVE
 - Project Sponsor Info Tab: click on “Add New”, then click on “Agency” and select: *Internal – Internal (Carleton) Grants/Awards, select appropriate Program, and SAVE
 - Attachments Tab: Upload your completed application package
 - Approval Form Tab: Complete all required fields and SAVE

“SUBMIT” on or before the deadline day. (Your application will be routed for electronic approval by your Department Chair/School Director and Associate Dean, Research (ADR). To view the signing authority routing for your file, consult the “Approvals” tab.)

Late or incomplete applications will not be accepted.