2020-2021
Research Funds Guideline
Faculty of Management
Committee on Scholarship and Sufficiency

The aim of this document is to present the guidelines for utilizing the Faculty of Management (FoM) research funds to assist the faculty members to conduct and improve research activities and meet AACSB requirements. The research activities shall contribute to increase the number of publications in approved peer-reviewed journals[1]. This document contains: a) the different categories of research grants, b) the evaluation criteria for each category, and c) the application procedures. The following table summarizes different grant categories, the eligible amount of each category per academic year[2] and the application deadline.

	Grant categories	Documents to be submitted	Amounts	Deadlines
1	Support for Conferences	-Application for conference support -Proof of acceptance	Up to $1,000 per faculty per academic year	November 15th and April 15th
2	Research Project	- Application for research grant	Up to $1,500 per application. Only one application per faculty per academic year	April 15th
3	Seed Money	-Application for seed money grant -Proof of acceptance	Up to $1,500 per paper. Only one paper per faculty per academic year	April 15th

To apply for a grant, an ELECTRONIC version of completed application form (attached below) along with supporting documents, if applicable, must be submitted to the chair of the Committee on Scholarship and Sufficiency before the deadline, with a cc to the Dean's Business Manager.

1. Support for Attending Conferences

This portion of the Faculty of Management research fund is to support partially the travel expenses of the faculty members to attend conferences to present their research results. The deadlines for submission are November 15th and April 15th of each academic year. Submissions review will be examined as soon as possible. To start using the fund requires producing the acceptance letter. This grant will support one conference presentation per academic year and up to a Maximum of $1,000. Effective July 1st 2020, this fund is tied to the conference mentioned in the application and any leftover from this $1,000 budget cannot be used for a second conference presentation. In cases

---

[1] Generally referring to the ABDC journal list or journals proven to have an acceptance rate of $\leq 35\%$.

[2] Academic year is from July 1st to June 30th

of multiple authors, only one applicant per paper will be funded. The expectation is that the presented papers in conferences will eventually be published in approved peer-reviewed journals.

To apply for conference support grant, the applicant must fill out the *Application for Conference Support* form and submit the *acceptance letter*.

Please note that at the <u>third application</u> for conference support, if the applicant has not published at least one paper (not necessarily a paper presented at a funded conference) in an approved peer-reviewed journal, his/her new application will be rejected.

2.   Research Projects

This grant is to support research projects within the Faculty of Management. Such support recognizes the creativity and innovation that are at the heart of all research advances, whether made by individuals or by a group of researchers. A grant of up to $1,500 will be available for each research project per faculty member per academic year. The main evaluation criterion for the application is the publication potential of the research proposal. **Please note that new faculty members who have start up research fund are NOT qualified for this grant.**

2.1. Review Procedures and Selection Criteria

Applications are reviewed by the Faculty of Management Committee on Scholarship and Sufficiency (CSS). Applications are evaluated according to the following criteria: a) the merit of the research proposal and b) the need for financial support.

a.   to evaluate the merit of the research proposal, the CSS will look for the following aspects:
   i)   originality and innovation,
   ii) clarity and scope of objectives,
   iii) significance and expected contribution to research field,
   iv) clarity and appropriateness of methodology,
   v)   feasibility, and
   vi) extent to which the scope of the proposal addresses all relevant issues, including the need for varied expertise within or across disciplines.

b.   the needs for financial support: this criterion will consider basically the following aspects:
   i)   appropriateness of, and justification for, the budget,
   ii) availability of other sources of funding and their relationship to the current proposal; new faculty members who have start-up research fund are not qualified for this grant, and
   iii) special needs related to the nature of collaborative activities.

2. 2. Application Procedures for Research Projects

The applicants must submit an electronic copy of "Application for Research Grant" form. The deadline for submission is April 15th of each academic year. Submissions review will be examined as soon as possible and applicants will normally be notified of the decision before June 1st. The application form will include the following items:

a. **Applicant information**
b. **Project Information**

     i.   Project Title
    ii.   Description of Research Project and Review of the Literature
   iii.   Research Objectives
   iv.   Methodology
    v.   Anticipated Significance of Research Results
   vi.   Contributions

c.   Research Team Expertise and Information
     i.   List of the co-authors
    ii.   Nature of collaboration among team members
   iii.   Applicant recent progress in research activities related to the proposal
   iv.   Expertise and expected role and contributions of team members

d. Time Table and Expected Outcome

e. Budget Justification

The applicant must explain in details and justify each budget item.

i) Salaries and benefits: Give the names (if known), categories of employment and proposed salaries including non-discretionary benefits to students, postdoctoral fellows, assistants, etc. Briefly describe the responsibilities for each position for which support is requested. Fringe benefits should be added at 15%.

ii) Materials and supplies: Provide details and explain major items. The applicant has to justify the relation between the research proposal and the needs for materials and supplies. The FoM research fund cannot be used to purchase computers or any related components. The purchase of software and hardware for storage of data as required for ethics purpose are eligible under this category of budget

iii) Travel: The applicant must explain briefly how each requested travel relates to the proposed research. The research grant cannot be used for conference travel.

iv) Other expenses: List all items not included in previous categories and provide a brief explanation for major items.

 Contributions from other sources:

f. Other Source of Financing
   Explain any contributions from other sources, if applicable.

g. Previous FM (formerly called CGA) Research Funds and Outcomes:

i) The applicants that have previously received grants from the FoM (formerly called CGA) research fund, to support their research projects, should indicate in their new application the results obtained with the previous grants (*i.e.* publications in peer reviewed journals, submission for publications, publications in conference proceedings, and chapters in books).

ii) The allocated FoM grants are for **a period of 36 months** from the date of approval. Observing the deadline is the responsibility of the researchers. The Committee on Scholarship and Sufficiency is not responsible to send notification of the expiry date.

iii) A researcher or a group of researchers are allowed to handle, simultaneously, a maximum of two FoM research projects. **A research project is considered to be completed when the paper related to the research project is accepted by a peer-reviewed journal or declared unfit for publication by the author(s).**

3. Seed Money

The conversion of conference presentations and proceedings to **an approved peer-reviewed journal** article(s) is a major activity supported by the Faculty of Management Committee on Scholarship and Sufficiency. In order to encourage the faculty members to publish their research in peer-reviewed journals, a grant of up to $1,500 will be awarded for a published paper (*i.e.* after a paper is published or accepted for publication) **in an approved journal** within five years before application. This grant applies whether the paper was previously presented at a funded conference or not. The deadline for submission is April 15th of each academic year. An electronic copy of the application for Seed Money Grant must be submitted.

Each author from FoM is eligible to receive a maximum of one seed money grant per academic year. In the cases that there are several authors, only one author can apply for that paper. The seed money will be used by the applicant to start a research project or advance their current research projects. This initiative is intended to promote a research culture within FoM and should lead to more peer-reviewed journal publications. The allocated seed money is for **a period of 5 years** from the date of approval. Observing the deadline is the responsibility of the researchers. The Committee on Scholarship and Sufficiency is not responsible to send notification of the expiry date. Expenses covered by Seed Money Grant must be related to the faculty members' research development and may be used to attend scholarly conferences, research visits, or workshops. The Seed Money grant, however, cannot be used to purchase computers or any related components.

4. Ethics Review

The funding of research proposals that involve human subjects is conditional on approval by the university's ethics committee. Please contact the University Research Office for more details regarding the ethics evaluation process.

5. Reporting

Each year and at application time, the applicants that have benefited from the FoM (formerly called CGA) research funds have to report to the Faculty of Management Committee on Scholarship and Sufficiency their progress in the research activities that were funded by the FoM (formerly called CGA) research grants.

By the end of each academic year the Committee on Scholarship and Sufficiency will prepare a report of the allocated funds and a copy of this report will be sent to faculty members and Dean of FoM.

Laurentian University
Faculty of Management
Committee on Scholarship and Sufficiency
<u>Application for Conference Support</u>

<u>Applicant Information</u>

Name:	Department:
Email Address:	Telephone Number-Extension:

<u>Conference Information</u>

Name of Conference:	
Date of Conference:	Location of Conference:

<u>Presentation Information</u>

Name of Co-Authors:
Title of Presentation:
Explain the Relevance of the Conference to Your Research:

<u>Previous FM/CGA Conference Travel Grants and Outcomes (last 3 years)</u>

Year Grant Received	Title of Paper	Name of Conference	Outcome

<u>Estimated Cost of Attending the Conference:</u>

Approximate Travel Expenses (CAD):	
Registration Fee (CAD):	

Approximate Accommodation Cost (CAD):	
Other Expenses (CAD):	
Estimated Total Cost (CAD):	

Please provide proof of acceptance.

Applicant Signature: _____

Date: _____

Laurentian University
Faculty of Management
Committee on Scholarship and Sufficiency
<u>Application for Seed Money Grant</u>

<u>Applicant Information</u>

Name:	Department:
Email Address:	Telephone Number-Extension:

<u>Journal Information</u>

Name of Journal:	
Year of Publication/Acceptance:	Volume and Issue (if available):

<u>Paper Information</u>

Name of Co-Authors:
Title of Paper:

Please provide proof of acceptance.

Applicant Signature: _____

Date: _____

Laurentian University
Faculty of Management
Committee on Scholarship and Sufficiency
<u>Application for Research Grant</u>

<u>Applicant Information</u>

Name:	Department:
Email Address:	Telephone Number-Extension:

<u>Project Information</u>

Project Title:
Description of Research Project/Research Questions and Review of Literature (should not exceed 2 pages):
Research Objectives:
Methodology:
Anticipated Significance of the Research Results:
Contributions:

Research Team Expertise and Information

Name of co-authors:
Discuss the nature of collaboration among team members:
Describe the applicant recent progress in research activities related to the proposal:
Describe the expertise and the expected role and contributions of team members:

Time Table and Expected Outcomes:

Expected time of completion:
Anticipated publication venues:

Budget Justification*:

Description	Estimate	Claim
	Total:	

Other Source of Financing:

Source:	Amount:

PreviousFM/CGA Research Funds and Outcomes (last 3 years)

Year Grant Received	Title of Paper	Name of Conference	Outcome

Applicant Signature: _____

Date: _____