

**Office of Research Services**

**Laurentian University Research Fund for Retired Members, Sessional Members and Master Lecturers (LURF-R)**

**Call for Proposals 2018**

Deadline for application: Friday, March 30, 2018 at 4:00 p.m.

**FORM B – Publication Activities**

The primary purpose of the LURF-R is to help Retired Members, Sessional Members and Master Lecturers at Laurentian University enhance scholarly productivity with the objective of nurturing and stimulating research. The LURF- R is funded by the university as described in Section 6.25 of the 2017-2020 LUFA collective agreement.

The LURF-R funds two types of projects, research and publication. Applications for research grants may include requests for funds for publication. There is no predetermined allocation of funds to either of these two types of grants. The maximum award is $5000.00 per member. No member shall hold LURF-R grants totaling more than $5000.00 in any 24-month period and a LURF-R grant may only be held for a maximum of 24 months.

LURF-R funding should not be seen as a sustained source of funding and faculty with large amounts of other funding are discouraged from applying unless they can prove a real need for funding for a new direction in their research.

We suggest that applicants read the relevant sections of the Collective Agreement to better understand the administrative framework of LURF-R’s policies and rules.

**LURF-R GRANTS**

The LURF-R provides seed grants for new research projects. Applicants who are starting new research will be given priority. **If it is your intention to apply for assistance with a new project, complete only Form A.**

Furthermore, the LURF-R competition aims at supporting publication activities by providing assistance to researchers who are in the last stages of publishing. **If it is your intention to apply for assistance with publication aspects of a research project complete only form B.**

**POLICIES AND INSTRUCTIONS**

A member who has received a LURF-R research AND/OR publication grant in the past two years must justify the need for new funding and demonstrate how the past LURF-R grant(s) led to publication or brought additional funding and new research activities.

**ELIGIBLE EXPENSES**

Research Assistants

The current minimum wage for students is $11.00/hr for undergraduate students, $16.90/hr for Master’s students and $25.32/hr for Ph.D. students, with a higher wage appropriate (and justified on the application form) for those with more experience. Fringe benefits at 15% must be added.

Equipment

Computers and software are not eligible unless they are directly related to the research project.

It is imperative to provide as much detail as possible, and demonstrate how the software is pertinent to the needs of the research or publication.

Supplies

It is imperative to provide as much detail as possible, and demonstrate how the supplies are pertinent to the needs of the research or publication.

Travel and daily allowance

Travel expenses are permitted for the purposes of research only. Travel costs should be budgeted at the lowest cost possible allowed by Revenue Canada, and justified on the basis of the needs of the research. It is expected that applicants will use their Professional Allowance for part of the travel costs. Travel expenses are partially allowed for conferences if the conference presentation leads to a publication.In such case a letter from the meeting organization acknowledging that the applicant will give a talk/poster must be provided.

Publication Process and Costs

Publication process includes for example the cost of manuscript preparation including but not limited to publication fees, reprint fee, translation and transcription. Applicants must submit a letter from the editor acknowledging the cost of publication.

Other expenses may be considered where they can be justified.

**HOW TO APPLY**

The application must be signed by the Dean of your Faculty where space requirements need the Dean’s approval. The application with the Dean’s signature must be submitted in PDF format to the Office of Research Services (c/o Pauline Zanetti, pzanetti@laurentian.ca) by 4:00 p.m. on the due date.

**The application must include the following:**

* the completed application form (maximum of 7 pages)
* A report on your previous LURF-R grant (if applicable, the form is at the end of this document)
* your CV (including your publication record/ pieces of arts over the past 6 years)

Form

The application, excluding the report on past grants (if applicable), should not exceed 7 pages. The basic format of the form cannot be modified. Only the text component of the table (in the budget justification) can be adjusted if you need to describe the proposed project or the budget. A Times New Roman font of 12 points must be used.

\* As this is an internal competition, there is no need to include an RPAF (Research Proposal Approval Form)

**LURF-R QUESTIONS**

For all LURF-R related questions, please contact Andrée Noiseux at aj\_noiseux@laurentian.ca or at extension 3213.



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**Application Form – Publication Activities**

\* No additional pages or documents may be added to the form, which must be typewritten when submitted.

**Name**

**Department**

**Faculty**

**Title of proposed research paper/monograph:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**List the authors:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Where will your work be published?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL AMOUNT REQUESTED** **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please answer the following questions:**

1. Has the manuscript/monograph already been accepted for publication? Yes □ No □

If you answered yes, please attach the official acceptance letter.

1. Does the publisher request payment to complete the publication? Yes □ No □

What is the estimated completion date of the project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Briefly describe the objective of the article-monograph and indicate how your proposed publication is a contribution to the issue it addresses or to the field in general (maximum 3.5 pages):** |

2. Estimated publication date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. If relevant, identify other Agencies from which funding has been requested for the project:

|  |  |  |
| --- | --- | --- |
| Agency | Date of Application\* | Amount Requested |
|  |  |  |

\*Please state if the amount is confirmed.

4. If no agencies have been approached for support, please indicate reasons:

5. If you have previously received grants from LURF-R, list below the particulars for the most recent grants awarded (up to the last two):

|  |  |  |
| --- | --- | --- |
| **Year** | **Descriptive Title** | **Amount Awarded** |
|  |  |  |

**N.B.** When you complete a LURF-R project, you must file a project report. If you have not filed your report yet, attach it to the application (report form provided below).

**BUDGET**

|  |  |
| --- | --- |
| **Summary of Proposed Expenditures** | **$ Expenditure** |
| 1. Personnel Costs: including salaries of technical and professional assistants and stipends for student assistants (including 15% fringe benefits)  |  |
| 2. Transportation and Living Expenses  |  |
| 3. Supplies |  |
| 4. Materials and Services |  |
| 5. Costs of Publishing |  |
| 6. Purchase or Rental of Equipment |  |
| 7. Other (specify): |  |
| TOTAL GRANT REQUESTED |  |

|  |
| --- |
| **Detailed Explanation of Proposed Expenditures** |
| **1.****2.****3.****4.****5.****6.****7.****Duties of research assistant(s):** |

**Signatures**

Signature/Approval of Principal Investigator (PI) indicates acceptance and willingness to carry out the work as described in the proposal, with respect of the various regulations and ethics regarding such work and within the established budget of the proposal. All research activity will be undertaken in accordance with the policies and procedures of Laurentian University. The PI also accepts responsibility for any over expenditure on the award and for reporting any changes or delays in the research. It is the responsibility of the researcher to complete on time all reporting required.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures of the Dean indicate awareness of the research project and acknowledgement that the academic unit/faculty will be able to accommodate the space requirements.

Signature of Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

N.B. A list of all approved projects will be posted on the ORS website.



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**Project Report – Publication Activities**

Members completing a LURF-R grant are required to complete the following report.

This report has three sections: 1) a summary of the results of the completed research project; 2) additional grant applications or other activities that this project allowed you to initiate; and 3) details on the use of the budget. Finally, part 4 is completed only by researchers who are requesting an extension of their grant.

**Date:**

**Name:**

**Department/unit:**

**Title of project:**

**Year for which grant was received:**

**PART 1: General Statement of Research Accomplishments**

Write in the following table (maximum 2 pages).

|  |
| --- |
| **a) Project accomplishments****b) Statement of the contribution of your project****c) Publications or presentations****d) Other support to this project coming from other sources** |

**PART 2: LURF-R Grant Received**

**Amount of grant received**: $

|  |  |
| --- | --- |
| **Summary of Expenditures** | **$ Expenditure** |
| 1. Personnel Costs including salaries of technical and professional assistants and stipends for student assistants (including 15% fringe benefits)  |  |
| 2. Transportation and Living Expenses  |  |
| 3. Supplies |  |
| 4. Materials and Services |  |
| 5. Purchase or Rental of Equipment |  |
| 6. Other (Specify): |  |
| **Total research expenditures**  |  |
| **Unspent Balance** |  |

**PART 3**

Either:

1. An **extension** of the unspent and uncommitted grant is required for the purpose for which the grant was made. If so, explain the reasons for the delay using a maximum of one page. **NOTE**: an extension can be requested only once and for 6 months after the initial 24 months of delay to use the funds. The request shall be formulated to the Director of the Office of Research Services before the end of the initial-regular 24 months. All amounts not used after this extension will be automatically retrieved in the LURF-R account of the university.

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OR

1. An extension is not required and any unspent and uncommitted balance should be refunded to the university.

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\*\*Unspent funds: All unspent amounts of 10% or less of the grant will be automatically returned to the University LURF-R account 24 months after the grant was received unless a request for extension has been made. Unspent amounts over 10% or $500.00 will be the object of a request of justification to obtain an extension.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_