 **College of Education**

**John Ranton McIntosh**

**Grant Submission Support Program**

**Guidelines for Applicants**

Early in 1987, the University of Saskatchewan received a generous bequest from the late Dr. John Ranton McIntosh to be used for furthering the work of the College of Education. Awards and benefits will be appropriately publicized each year in memory of Dr. McIntosh and to further the work of the College.

The John Ranton McIntosh **Grant Submission Support Program (GSSP)** allows two streams of funding as outlined below. Applicants choose from one of two streams, depending on the amount of funding required. **Applications will be accepted for any Tri-agency or non-Tri agency external grants submissions, larger than $50,000.**

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|  | **Amount** | **Intent** |
| **Stream A** | up to $8400 | **A-I**. Teaching time release from one 3 credit-unit course to allow the faculty member time for a) preparing a conventional external grant, larger than $50,000 (such as SSHRC IDG or IG or other non-Tri agency grants) and b) working on a research project[[1]](#footnote-1). OR **A-II.** Teaching time release from one 3 credit-unit course to allow the faculty member time for preparing a large-scale institutional grant (such as a SSHRC Partnership Grant) OR **A-III.** Hiring a professional grant writing service for preparing a large-scale institutional grant (such as a SSHRC Partnership Grant) |
| **Stream B** | up to $4200 |  **B-I.** Hiring a professional grant writing service for preparing a conventional external grant, larger than $50,000 (such as SSHRC IDG or SSHRC IG or other non-Tri agency grants) |

**Deadline and Number of awards:**

* December 1st (if the date falls on a weekend or statutory holiday, the deadline moves to the next business day).
* Generally, 3 awards per year. The number of awards is dependent on the availability of funds.

**Eligibility**

* College of Education faculty members who are (or will be) the Principal Investigator on a grant application (and, in the case of A-I, the research project) for which a funding through the GSSP is being sought.
* College of Education faculty members who have fulfilled the reporting requirements for College of Education Faculty Research Grants and Awards for those grants received after July 2019 (if applicable).
* Preference will be given to applicants who(se):
	+ have not received a GSSP within the previous two years;
	+ do not already have a course release for research from another source;
	+ are working on projects that already have received funding from an external source; and
	+ work aligns with the priorities and signature areas of research of the College.

**Submit** to the Office of the Associate Dean (Research, Graduate Support, and International Initiatives) (edadr@usask.ca)

* Completed and signed GSSP application (a pdf copy)
* a) SSHRC CCV or b) SSHRC Web CV with 4 pages of research contributions document
* If a resubmission is proposed, then please attach a copy of the unsuccessful grant application, including reviewers’ comments and ranking in committee, as available.
* If the hiring of a professional grant writing service is proposed, then include any attachments pertaining to the justification of expertise and/or cost.

**Evaluation**

* Strength of the proposed research project for the grant submission (i.e., likelihood of success)
* Clarity of the proposed use of funds (i.e., consistency with budget details/justification)
* Applicant’s research grant track record
* Approval of the full requested amount depends on the budget justification and availability of funds

**Reporting**

* Proof of submission to a granting agency as indicated in the proposal is required within 18 months of receiving the GSSP funding to the Office of the Associate Dean (Research, Graduate Support, and International Initiatives) (edadr@usask.ca)
* A brief report consisting of a listing of expenses and a single page summary of activities explaining the use of funds must be submitted to the Office of the Associate Dean (Research, Graduate Support, and International Initiatives) (edadr@usask.ca) within 18 months of receiving the GSSP funding.

**Eligible and Ineligible Expenses**

Eligible expenses may include:

* Sessional instruction stipend
* Grant writing services

**Conditions:**

* Internal grant funding must be used for the purposes described in the application. The award recipient is responsible for the use of the funds and for any over-expenditure of research accounts. Expenditures must comply with University regulations and must be made in accordance with standard University financial procedures.
* Applicants will be required to participate in their Unit's Internal Review process (where available), and/or work with a Research Facilitator on their applications.
* Previous recipients of a GSSP grant are eligible to receive a future GSSP grant if all criteria have been fulfilled for the previous GSSP grant award and a report is submitted. Failure to comply with the requirements of the GSSP grant award may make the researcher ineligible for participation in future GSSP grant competitions.

**Award Process**

Processing of the teaching release award will occur as follows:

* The Department Head will review the course load to determine the course from which the award recipient will be released and for which term.
* In consultation with the Office of the Associate Dean (Research, Graduate Support, and International Initiatives), the department will arrange for the hire of a sessional instructor, for which expenses up to $8,400 will be covered under the terms of this grant.

**Extensions**

**Extensions may be permitted under special circumstances with approval from** Associate Dean (Research, Graduate Support, and International Initiatives).

**For further information please contact:**

**Dr. Sanjukta Choudhury**

**Research Facilitator**

**Office: ED 3053**

**(306) 966-1736**

**sanjukta.choudhury@usask.ca**

***JRM*** ***Grant Submission Support Program***

* Deadline:  **December 1**
* Email a signed pdf version of the complete application to: Associate Dean (Research, Graduate Support, and International Initiatives) (edadr@usask.ca)
* **Late or incomplete applications will not be considered.**

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| Applicant Name:       |
| Email:       | Telephone:       |
| Department:       |
| Position:       |

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| Reason for application:  [ ]  **A-I**. Teaching time release from one 3 credit-unit course to allow the faculty member time for a) preparing a conventional External grant, larger than $50,000 (such as SSHRC IDG or IG or a non- Tri agency grants) and b) working on a research project. [ ]  **A-II**. Teaching time release from one 3 credit-unit course to allow the faculty member time for preparing a large-scale institutional grant (such as a SSHRC Partnership Grant) [ ]  **A-III**. Hiring a professional grant writing service for preparing a large-scale institutional grant (such as a SSHRC Partnership Grant) [ ]  **B-I**. Hiring a professional grant writing service for preparing a conventional External grant, larger than $50,000 (such as SSHRC IDG or IG or a non- Tri agency grant) For which grant do you plan to apply?Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For which competition do you plan to apply? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you proposing the resubmission of a grant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Have you received a JRM grant in the past? \_\_\_\_\_  If yes, which grant and when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Did you submit the final report? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If not, why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **For Teaching Time Release**Determination of which course to be released will occur through discussions with Department Heads.  |

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| **For grant writing services**Who will be hired (name and contact information): Provide a justification through summary of expertise: |

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| Applicant Signature:  |
| Date:       |

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| **Instructions:*** Please complete the sections below following the guidelines
* Handwritten applications will not be accepted
* Text must be single spaced; font must be 11 points
* Avoid using acronyms and abbreviations or explain them fully
* Failure to complete the application and provide all the required information will render your application ineligible
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1. **Briefly describe the reason for application, stated above, with the objective of your proposed grant application. In case of the resubmission of a grant, please indicate how you plan to amend the previous grant application (max. 500 words).**
2. **Describe your plan for how you would use the proposed Teaching Time Release or Grant Writing Services to increase the likelihood of success for the grant.**
3. **Describe your research grant track record.**
4. **Budget table:**

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| **Please provide a detailed budget with justification (include what, who, how much and why):** |
| **Personnel Costs** |  |
| **Should required funds exceed the requested JRM funds then please list the other sources of funding** |  |
| **Total funds requested from JRM Fund** |  |
| **Justification:** |

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| **Attachment checklist:**[ ]  Completed and signed GSSP application (a pdf copy) [ ]  a) SSHRC CCV or b) SSHRC Web CV with 4 pages of research contributions document [ ]  If the resubmission of a grant is proposed, then please attach a copy of the unsuccessful grant application, including reviewers’ comments and ranking in committee[ ]  If the hiring of a professional grant writing service is proposed, then include any attachments pertaining to the justification of expertise and/or cost  |

***JRM Grant Submission Support Program Final Report***

* Deadline: **Within 18 months of receiving the GSSP funding**
* Email a signed pdf version of the completed report to: Associate Dean (Research, Graduate Support, and International Initiatives) (edadr@usask.ca)



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| **Describe the impact of this JRM GSSP grant on your grant proposal development and research project.**       |

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| Signature of Faculty applicant: |
| Date:       |

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| **Describe your next steps for continuing this research, particularly if the submitted grant application is unsuccessful.**       |

1. *This component labeled 'b) working on a research project' in Category A-I is there to ensure that the workload in both Category A-I and A-II is comparable, making both categories eligible for a $8400 compensation. In another words, without this adjustment, both Category A-I and A-II would provide teaching time release for a single 3-credit unit course. However, there is a significant difference in the nature of the work involved. This 'b) working on a research project' component can be any research project an individual is involved in.* [↑](#footnote-ref-1)