

APPLYING FOR EXTERNAL RESEARCH FUNDING?

The Office of Research Services assists researchers with up-to-date access to information on the funding programs of major national and provincial granting agencies as well as a multitude of other research funding sources. We also serve as the central contact for all major research funding agencies, keeping you informed of changes in the funding environment and associated guidelines and application procedures, as well as new funding directions and initiatives. The Office of Research Services is the first point of contact for faculty members who are seeking financial support for their research or assistance in administering their program of research.

1. FINDING THE RIGHT OPPORTUNITY

The application process begins with the search for funding opportunities related to your program of research. There are several resources that can help you location relevant funding agencies:

- Information on major upcoming funding opportunities can be found in the Research Services External Funding Opportunities tab.

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2. GRANT VS. CONTRACT

Researchers should be aware of the differences between a research grant and a research contract:

Research Grants: Are awarded to the recipient for self-directed research, where there is no contractual obligation on specific research outcomes. A grant will also include some of the following characteristics:.

- objectives are defined in a general fashion;
- no limitations or restrictions on publication;
- no specific transfer of results to grantor; however a final report stating the results of the research is usually submitted to the grantor;
- payment to the university is generally made in advance of expenditures;
- high level of research trainee involvement, and
- no direct remuneration to principal investigator or co-investigator.

Research Contracts: Are funds for research purposes through a legally enforceable agreement which may include conditions and specific terms governing the conduct, direction and scheduling of the tasks to be performed; designating ownership of proprietary rights to the

research results; laying out the financial requirements; and other restrictions required by the research. Contracts include some or all of the following characteristics:

- scope and nature of research is specifically defined;
- set time period for the activity;
- ownership of intellectual property, patent rights and licensing arrangements are established;
- deliverables are strictly defined;
- provision for confidentiality of information supplied and created;
- limitations on publication, perhaps prior review of material for publication to check for confidentiality or patent issues;
- budget approvals and payment schedules;
- acceptance and termination clauses;
- limited liability of participants (hold harmless and indemnity clauses), and
- possible remuneration to principal investigator.

3. COMPLETING THE APPLICATION

Researchers are expected to review the relevant funding agency guidelines/application instructions. However, the Office of Research Services is pleased to provide assistance to researchers as they prepare their submissions in the following ways:

- The ORS provides assistance in the interpretation of a funder's guidelines and grant submission instructions.
- The ORS reviews draft applications submitted on time in order to ensure compliance with: 1. a funding agency's guidelines, eligibility and selection criteria, and submission instructions; and 2. Nipissing University policies and other internal procedures.
- Providing advice on an application's budget/budget justification.
- Providing technical assistance with electronic forms (for example, NSERC, SSHRC and CIHR electronic submission systems).
- Acquiring Letters of Support if required by the funder. Requests for letters of support from the University must be submitted well in advance of the funding agency's deadline in order to allow enough time for the preparation of a letter.

4. REVIEW RELEVANT NIPISSING UNIVERSITY RESEARCH AND FINANCE RELATED POLICIES

Questions regarding everything from obtaining ethics approval or the amount of overhead (if allowed by a funder) that needs to be included in an application budget can be answered well in

advance by reviewing and being aware of Nipissing University's Research and Finance related policies.

5. SUBMIT APPLICATION TO THE ORS (10 BUSINESS DAYS PRIOR TO EXTERNAL AGENCY DEADLINE) FOR REVIEW

Faculty members are required to submit applications to the ORS 10 business days prior to the external agency deadline for review. This is in order for the ORS to have sufficient time to review the proposal. Applications submitted after the internal deadline will only be checked for completeness. All applications by faculty members for external funding should be processed through the ORS and approved by the PVPAR before being submitted to a granting agency by ORS.

6. ORS PROVIDES FEEDBACK TO RESEARCHER ON SUBMISSION

All research grant applications submitted on time are reviewed by ORS staff prior to their submission to ensure compliance with the policies and requirements of the University and the particular funding agency.

7. SUBMISSION OF FINAL VERSION OF APPLICATION WITH REQUIRED SIGNATURES (CHAIR, DEAN, ETC.) AT LEAST TWO BUSINESS DAYS PRIOR TO THE FINAL AGENCY DEADLINE.

After a researcher has received feedback from the ORS and made any required changes to their submission, the final application must be submitted to the ORS at least two days prior to the external deadline. This will allow for enough time to obtain the signature and/or approval of the Provost & Vice-President, Academic & Research. A copy of the completed application will be uploaded onto the researchers profile in Romeo.