

## What is an IRG?

IRGs are intended to assist faculty members in the development of research programs that lead to externally-funded projects. The IRG program provides funding of up to \$5,000 for research projects that are considered to be significant and meritorious. IRGs are not a substitute for external grant funding and faculty members are expected to make every effort to obtain support from external funding sources for their research projects. IRGs are administered by the Research & Innovation office after approval by the Internal Awards Review Committee.

## Competitions & Deadlines

There will be one competition held each year. Applications must be received no later than 4:00 p.m. on the deadline given in the competition email. If the deadline falls on a weekend or a holiday, the application is due the following business day.

*Late applications will not be accepted.*

## Eligibility & Regulations

All Nipissing University faculty holding a tenure-track or tenured appointment or a three-year term position can apply, provided the term includes the grant period.

**You are not eligible to apply if one or more of the following apply:**

- You are an Adjunct Professor.
- You currently hold a Tri-Agency or other external research grant for the same research initiative.
  - Faculty members who hold external research funding, e.g. Tri-council funding, may apply, provided they demonstrate that the funding will support a new direction of research or creative activity not currently supported by the external funding.
- You are currently completing a higher degree and the proposed research is part of your degree requirements. (Candidates of higher degrees may apply if the initiative is distinct from their graduate research.)

**Note:** If the applicant currently holds an IRG and has not applied for external funding, they must provide a detailed explanation as to why an external funding application was not appropriate or has not been made for the funded project.

## Application Process

Apply through [Romeo](#) by submitting the IRG Application form (under Office of Research Services). New to Romeo? See our Quick Guide [here](#).

You will need to attach a PDF of your Common CV or your CV in the format of SSHRC, NSERC, or CIHR.

## Selection Process

All applications will be reviewed and awards determined by the Internal Awards Review Committee, chaired by the AVP, Research, Innovation and Graduate Studies. The standards to be applied by the Committee will be at the general level of those used by the national granting agencies.

### Selection Criteria

1. Relevance and quality of the research proposal
2. Clear statement of the objectives and methodologies
3. Research record of the applicant
4. Soundness of the budget and precise budget justifications.
5. Potential results and dissemination of knowledge

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6. A clear indication of intent to submit proposals to appropriate external granting agencies within the next 2 years. The granting agencies and/or program should be identified.
  7. Preference will be given to applicants who have not received previous grants.

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## Eligible Expenses

- Research Assistants\*
  - Software that is not duplicating NU site licenses
  - Research tools and supplies not provided for in departmental budgets
  - Photocopying
  - Library Fees (Archive)
  - Travel for data collection
- \* Priority should be given to Nipissing students; only in exceptional cases, with written, well-founded justification, may students from other universities be hired.*

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## Grant Access & Use

- Grant funds will be available for use in **May** of the application year in the form of a restricted research account administered by the Research & Innovation office. Research Finance will email the cost centre information to grant recipients.
- Funds must be used within 2 years after the start date of the grant. Unused funds after May 31 of the second year will revert to the University.
- Access to the research account will be granted to the researcher by Research Finance and must be carefully monitored by the researcher. If a research account shows an over-expenditure at the end of the fiscal year in which it was awarded, the faculty member responsible for the account will be required to provide another account for the overdraft.

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## Other Grant Regulations

- If ethical approval is required by the Research Ethics Board and/or Animal Care Committee and/or Bio-Safety Committee, funds will be held until Research Services receives notification of approval for the funded project.
- A final report outlining evidence of project deliverables and projected research outcomes is due no later than two months after the end date of the project. The final report must be submitted through the Romeo Research Portal (Event) for all IRG Grants.
- If an applicant's pending CIHR, NSERC, SSHRC or other external grant application is successful, and is for the exact same grant initiative, the remaining funds will revert to the university and the IRG account will be closed.

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## Questions?

For more information, contact Research Services at [research@nipissingu.ca](mailto:research@nipissingu.ca).

For assistance accessing the funds after May, contact the Research Accountant at [researchfinance@nipissingu.ca](mailto:researchfinance@nipissingu.ca).

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