**GUIDEBOOK**

MARGARET GUNN RESEARCH GRANT

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| DEADLINE |
| **APRIL 15, 2019**IF THE DEADLINE FALLS ON A WEEKEND,APPLICATIONS WILL BE ACCEPTED ON THE MONDAY FOLLOWING THE DEADLINE DATE. |

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| --- | --- | --- |
|  | **SUBMIT AN ELECTRONIC VERSION OF THE COMPLETE APPLICATION SUBMISSION AS A SINGLE PDF DOCUMENT (WHICH INCLUDES THE ATTACHMENTS) TO:** **rsogrants@ucalgary.ca** |  |

## PLEASE READ THE GUIDEBOOK BEFORE YOU START

**APPLICATIONS MUST BE TYPED**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

## THE UNIVERSITY OF CALGARY

**MARGARET GUNN ENDOWMENT FOR ANIMAL RESEARCH GRANT**

**TERMS OF REFERENCE**

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**Background**

In 1993, the Margaret Gunn Endowment for Animal Research was established in honour of Margaret Dallas Gunn, a dairy farmer from the Carstairs area and friend of the University of Calgary. Funds are made available, annually, to support an Animal Health Research Grants Program.

**Purpose**

To support research in animal health and behaviour: with special attention to agriculture. This funding is to be viewed as a stepping stone towards future Tri-Council funding (or other equivalent funding as it relates to agriculture) and it must be a new project.

**Committee**

Membership:

* A Chair, who is either the Vice-President (Research) or designate
* The Chair of the University Research Grants Committee (URGC) (ex-officio)
* Associate Deans (Research) for the Faculties of Science and Medicine
* Representatives from the Faculties of Arts, Environmental Design, Kinesiology, Veterinary Medicine, and/or additional nominees of the Vice-President (Research)
* The University Veterinarian

**Awards**

The Vice-President (Research) awards the grants, based on the recommendation of the Margaret Gunn Endowment for Animal Research (MGEAR) Committee.

Funding is available in two categories:

**Animal Health Research Grants**

Award is to support significant research initiatives in animal health and behaviour. Award amounts will be determined by the Committee. Awards are for up to two years and to be used for operating support of the project. Funding available is normally up to $60,000 over two years.

**Animal Health Postdoctoral Research Fellowship**

The award amount is to be determined by the Vice-President (Research), in consultation with the University Animal Welfare Committee. The award is for two years, renewable once (for a total of 4 years; a second application for renewal will be entertained where the Fellow is enrolled in a PhD program), with payments made on an annual basis.

**Eligibility**

Applicants for Animal Health Research Grants can hold either of the following types of appointments: (1) Regular and (2) Adjunct. In the case of Adjunct appointments, the Principal Investigator must indicate who their collaborator is and note that they have a Regular appointment.

**Application Process**

The proposal is the applicant’s means of demonstrating their competence, both in the formulations and justification for the research and in a plan to carry out the work.

**Animal Health Research Grants**

Applicants are to submit proposals on the Margaret Gunn Endowment for Animal Research application for a research grant form and include the following:

* a project budget breakdown (identifying salary, equipment, etc.) and the rationale for the budget; quotes for equipment purchases over $3,000 must be attached
* an updated curriculum vitae
* an abstract/purpose statement (not more than 1 page in length) explicitly addressing how the project addresses the purpose of the endowment
* a project proposal of not more than four (4) pages
* the project summary and budget summary pages for active and pending research application submissions

Applicants are encouraged to seek matching financial support from other eligible sources.

In all cases, applicants are responsible for reading all relevant materials before submitting an application.

The Committee requires an electronic version of the application to be submitted to Research Services.

**Incomplete or late applications will not be considered by the Committee.**

**Animal Health Postdoctoral Research Fellowship (closed competition)**

The award amount is to be determined by the Vice-President (Research), in consultation with the University Animal Welfare Committee. The award is for two years, renewable once (for a total of 4 years; a second application for renewal will be entertained where the Fellow is enrolled in a PhD program), with payments made on an annual basis. Holders of the Margaret Gunn Fellowship must be within the first five years post PhD (or ten years from the completion of an MD, DDS, DVM, or equivalent), when they first accept the award. The Committee will adhere to the University of Calgary Postdoctoral Fellow Policy. Applications are submitted directly to the University Veterinarian and Head, Animal Research & Education Unit. This competition is not currently open because the position is presently filled.

**Criteria for Awards**

Applications are judged according to the following criteria:

* The scientific merit of the proposal.
* The degree to which the work will further one or more of the program’s purposes.
* The applicant’s record of research accomplishments.
* The contribution to training advanced students in issues of animal health and behaviour.
* The prospect that the award will attract further support from other sources.

**Approvals**

Award recipients must observe all the University policies and procedures, including ethics approval for their projects.

**Extensions**

Please note that MGEAR funding is intended to support research activities that will successfully conclude within two years. Extensions requested on the basis of a formally documented leave where research duties are interrupted (e.g. medical or family-related leave, under Article 18 of the collective agreement) can be granted for a period equal to that of the leave up to twelve additional months (thirty-six months maximum total award period). Requests must be submitted no later than three months before the original end date, and RSO is authorized to deny any extension request that does not meet this deadline. Extensions requested on any other basis (e.g. extenuating circumstances with no formal leave but submitted with a written rationale) or with modifications to budget will be forwarded to the MGEAR Chair for a ruling. Modified budget requests must clearly reflect the original objective of the grant. Please submit all requests in letter format to the attention of the MGEAR Chair c/o rsogrants@ucalgary.ca

**Reports**

The Chair of MGEAR will report annually to the Vice-President (Research). The report will include a listing of awards made in the preceding year, in a form prescribed by the Vice-President (Research).

## Applications and Deadlines

The closing date for submission of applications to Research Services is **April 15, 2019.**

If the deadline falls on a weekend, applications will be accepted by 4:30 pm on the Monday following the deadline date. Incomplete or late applications will not be considered by the Committee.

Competition results are announced within six to eight weeks after the competition deadline.

Applicants are responsible for reading all relevant material before submitting an application.

**Submit an electronic version of the complete application submission as a single pdf document (which includes the attachments) to:** **rsogrants@ucalgary.ca**

## Criteria for Awards

Applications are judged based on the following criteria and it is the applicant’s responsibility to address the criteria explicitly in their proposal.

* The scientific merits of the proposed research project
* The degree to which the work will further one or more of the program’s purposes
* The applicant’s record and research accomplishments
* The training of highly qualified personnel in the area of animal health and behaviour
* The potential of the award to be a catalyst for external funding
* The applicant’s need for funding

**All applications are encouraged, across all eligible academic disciplines.**

The applicant must clearly describe how the proposed research project fits with the program mandate to support research in animal health and behaviour, with special attention to agriculture.

Applicants are expected to provide a systematic narrative that demonstrates familiarity with the subject matter and a carefully formulated research plan. An outline of the theoretical framework within which the work will be carried out is essential. The work plan, the methods and procedures to be used, the mode of analysis to be employed should be clearly related, on the one hand, to the particulars of the data collection, experimental work or other activity. The review panel may not include a member from the applicant’s discipline, therefore the theoretical framework, rationale and project plan should be clearly described using plain language. The appropriateness of the amount requested, the absence of an adequate proposal, or budget information may result in the rejection of the application. The amount awarded will be for costs that are clearly related to the research project and well-justified.

**THE APPLICATION**

**COMPLETE APPLICATION INCLUDES THE FOLLOWING ITEMS AS A SINGLE PDF:**

1. Part 1 (Form) - Application for a Grant
2. Part 2 (Form) - Research Experience and Support
3. Part 3 (Form) - Budget
4. Part 4 - Project Description (4 page maximum)
5. Part 5 - Summary of Proposal for Public Release
6. Appendix A (Form) - Personal Data Form
7. Appendix B (Form) - Personal Data Form (To be completed by applicants with non-tenured or contractually limited appointments)
8. Ethics Certifications: animal subjects or biohazard certifications may follow

**PART 1 - APPLICATION FOR A RESEARCH GRANT**

Applicant Name: This box is to be completed by the principal applicant.

Please explain the extent to which your proposal will further one or more of the purposes of the Margaret Gunn Endowment for Animal Research.

Project Title: Title should not exceed one line.

Start/End Date: Specify the expected starting and completion dates for the work described in the application

Request Summary**:** Summarize the budget in terms of personnel, travel, materials, supplies and other costs by bringing forward the totals from these categories in your detailed budget.

Certification Requirements: Ethics certification is required for research involving human or animal subjects and/or biohazards. The ethics certification isn’t required at the time of the application; however, funding *cannot* be released until Research Services receives the ethics certification(s).

Signatures: The application must be signed by the applicant and Department Head or Dean. If the applicant is the Department Head the application requires the signature of the appropriate Dean or Vice-President.

**PART 2 - RESEARCH EXPERIENCE AND SUPPORT FORM**

PREVIOUS MGEAR FUNDING

Please provide a list of any MGEAR research grant support held in the past 5 years. A final or progress report is required on previous grants. An applicant must be completed their active MGEAR project and submitted a final report to Research Services to be eligible for future competitions.

Comment on whether the grant(s) have led you to seek external research funding and indicate the source of the external funding.

Provide a brief summary of the research project outcomes that have arisen with the Endowment’s assistance.

OTHER INTERNAL FUNDING

Please list other internal funding you have applied for or hold for this project. PLEASE ATTACH BUDGET.

EXTERNAL FUNDING

Please list any external funding you have applied for or hold for this project. PLEASE ATTACH

BUDGET.

**PART 3 - BUDGET**

**Use of Funds - General Principles:**

Expenditures may be made only for those cost elements identified in the application or given in the Notice of Award.

Transfer of funds from one budget category to another is permitted according to the needs of the research as it progresses provided not more than 10% of any budgeted item is altered. The use of funds for previously unspecified costs or new budget items requires Committee approval.

Expenditures must comply with the University’s general regulations regarding the use of grant funds.

If you have received funding for a similar project from another source, the budget page and proposal summary for that project must be attached. The link between this proposal and other sources of funding must be explained.

**Allowable Expenditures:**

**Personnel:**

**Contribution to the training of highly qualified personnel is important to the Committee**

Personnel employed with grant funds are not University employees and are not covered by the provisions of the University’s collective agreement.

Research assistants should not be expected to do work that appropriately belongs to the principal investigator(s).

**Graduate students** may be paid from MGEAR funds. Please refer to the University of Calgary, Graduate Studies website for information on graduate student employment policies.

**Foreign students/visitors/workers:** Project employers are responsible for ensuring that the individual is eligible and properly documented for employment. Evidence of a Canadian social insurance number is not sufficient. For more information, refer to “Project Employment Guide” on the web.

**Rates of Pay**: ***Please refer to Tri-Council websites for student stipend guidelines***. Please ensure that you have calculated 12% for employee benefit costs (Employment Insurance, Workers Compensation and Canada Pension Plan).

Please describe the responsibilities and tasks to be carried out by the employee and their relationship to the applicant’s activities on this project.

If the research assistance is provided by a student, specify what skills and training are to be gained/developed by the student.

**Travel -** These costs may include travel and accommodation costs to conduct field work, travel costs for visiting researchers or travel costs to collaborate with peers.

**Equipment Purchases, Materials and Services –** For equipment purchases over $3,000, a price quote/invoice must be included with the application.

Upon completion of the project, items are to be transferred to the control of the applicant’s department.

**Supplies** - must be directly used in the research project and must be itemized and well-justified.

**Ineligible Costs -** Tuition and course fees, entertainment, page charges, publication subventions, report writing and copying expenses, subscriptions and retroactive expenses.

**Electronic Communications -** Telephone lines, equipment, voice mail, internet and similar electronic monthly or connection charges.

**PART 4 - PROJECT DESCRIPTION**

* Maximum 4 pages including figures
* Maximum 1 page for list of references cited
* Please use a type font of 11 pt, with 1 inch margins

The Committee must make its judgment on what is presented. Excellent projects may not receive funding because of careless presentation.

In The budget qualifies the work in terms of personnel, materials, services or other requirements general terms, the proposal describes the work, proceeding from general theoretical considerations to the specific project, culminating in a budget..

It is important that there be a link between the proposal and the budget, including what work is required of an assistant, what basis the applicant used to calculate the time needed for an assistant, how the equipment will be used, etc.

The form and order of presentation of the material may vary according to the nature of the project and in the interests of clarity. However, certain essentials must be covered, including the problem or topic to be researched, the hypothesis or theoretical framework which will form the study, and what will be done, when and how, and what resources are required.

Define the problem or subject to be researched clearly and concisely, providing any background information essential to understanding the importance of the work. Include a statement of the potential significance, future use, relevance or application of the results.

Define the hypotheses or theoretical framework: The choice of methodology, data to be collected, the structure and procedure of experiments, analysis to be done, are all to some extent based on assumptions, theoretical considerations or hypotheses. A statement of these is essential to understanding the proposal.

Set out and describe the methods and procedures that will be used (how the research will be done), the sequence of events, the resources required, personnel, facilities, equipment, materials, etc., which are included in the budget.

Justify the choice of methodology and explain the specific procedures to be used. It is equally important to explain how the data will be analyzed and why these techniques are appropriate and to illustrate the contributions that will contribute to the advancement of knowledge.

Include reference in the description, where appropriate, to similar or related work. If the field is largely untouched, this should be indicated. A bibliography, as such, is not required. Key words may be cited in a short list or narrative at the end or in an appropriate place in the text.

**PART 5 – SUMMARY OF PROPOSAL FOR PUBLIC RELEASE**

On a separate page, please provide a summary of your proposal suitable for public release – (must be suitable for electronic scanning). Please briefly describe the proposed research project using the format provided below. This summary is intended to explain your proposal in language the public can understand and may be released to the public if the project is funded.

**FORMAT**

**Name:**

**Title of Project:**

**Summary for Public Release:**

**APPENDIX A - Personal Data Form**

Give Family Name, Given Name and Initial(s) Department, UCID, and e-mail address.

Appointment

1. Enter the month and year of your initial faculty appointment, and indicate your academic rank.
2. Indicate if you hold a tenured, tenure-track or non-tenured appointment.
3. If your appointment is non-tenured, you must indicate the type of appointment you hold and specify the period of the appointments as described in your letter of appointment.

Publications

Exclusive of abstracts, and using standard bibliographic form, provide a list of refereed publications (or the disciplinary equivalent) for the past 5 years. Begin with the most recent, and start each entry on a new line.

**APPENDIX B - Personal Data Form**

**To be completed by applicants who hold a non-tenured or contractually limited appointment**

Departmental Sponsorship

TO BE COMPLETED BY HEAD OR DEAN - Sponsorship by the applicant’s academic unit indicates the unit’s willingness to make its facilities and services available in the same manner and to the same extent as to other researchers within that unit and ensures that the applicant has the opportunity to pursue independent research. Opportunity means that the applicant has the time (or will be allocated the time) to pursue independent research within the normal work schedule. It also means that the results of independent research are considered by the academic unit for the purposes of appointment, reappointment, promotion, and tenure. An extra page or separate letter may be appended.

***APPLICATION FOR A RESEARCH GRANT***

|  |
| --- |
| ***PROJECT DESCRIPTION TO BE PROVIDED BY THE APPLICANT IN THE FORM OF ATTACHMENTS.******PLEASE REFER TO GUIDE FOR FURTHER INSTRUCTIONS.*** |
|  |  |
| FAMILY NAME:       | GIVEN NAME AND INITIAL(S):       |
| DEPARTMENT:       | UCID:       | E-MAIL:       |
| Explain the extent to which your proposal will further one or more of the purposes of the program. Starter Grant applicants must make specific comment regarding the contribution of the department to the establishment of their laboratory or research program.       |
| TITLE OF PROJECT:       |
| STARTING DATE:       | COMPLETION DATE:       |
| MGEAR GRANT REQUEST SUMMARY – Attach a project budget breakdown/rationale page. |
| 1. | PERSONNEL  |        |  |
| 2. | TRAVEL |        |  |
| 3. | EQUIPMENT |        |   |
| 4. | MATERIALS & SUPPLIES |       |   |
|  | **TOTAL GRANT REQUEST** |       | .. |
| CERTIFICATION REQUIREMENTS |
| Indicate if this proposal involves one of the following and, if yes, submit protocol to university certification committee. |
| HUMAN SUBJECTS | [ ]  Yes | [ ]  No | [ ]  Attached | [ ]  To Follow |
| ANIMAL SUBJECTS | [ ]  Yes | [ ]  No | [ ]  Attached | [ ]  To Follow |
| BIOSAFETY CONTAINMENT | [ ]  Yes | [ ]  No | [ ]  Attached | [ ]  To Follow |
| SIGNATURES |
| WE ATTEST THAT THE POSITION REQUIRES THE APPLICANT OR APPLICANTS TO ENGAGE IN INDEPENDENT RESEARCH. |
|  |  |
|  | Applicant(s)  |  | Date |  | Department Head(s) |  | Date |

|  |
| --- |
| EXPERIENCE AND/OR PRIOR RESEARCH |
| Describe your research activities and accomplishments in past 5 years, emphasizing work in the area of the present proposal: |
|       |
| PREVIOUS MGEAR FUNDING |
| Have you received previous MGEAR funding: [ ]  Yes [ ]  No If Yes, list MGEAR Research Grants held in past 5 years. |
|  | Final Report Submitted |
| Project Title | Yes | No |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| OTHER FUNDING FOR THIS PROJECT |
| Have you applied for or do you hold other funding for this project? Yes [ ]  No [ ]  If Yes, detail below: |
| Funding Source and Title of Project | Amount | Funding Confirmed |
|  |  | Yes | No |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

***BUDGET***

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| --- |
| DETAILED EXPLANATION AND JUSTIFICATION FOR GRANT REQUEST: |
| PERSONNEL COSTS: ***Please be sure to reference NSERC studentship rates.*** |
| **E****MPLOYEE 1** | [ ]  GRADUATE STUDENT | [ ]  OTHER (Specify):       |
|  | RATE:      /hour x     /hrs/week x      weeks + 10% benefits | Total |       |
| Rationale for the hourly rate:      |
| Justification for work performed/service provided:      |
| If employee is a graduate student, what skills and/or training are to be gained/developed through this activity?      |
| Is there any other research support for this activity?      |
| **EMPLOYEE II** | [ ]  GRADUATE STUDENT | [ ]  OTHER (Specify):       |
|  | RATE:      /hour x     /hrs/week x    weeks + 10% benefits | Total |       |
| Rationale for the hourly rate:      |
| Justification for Work Performed/Service Provided      |
| If employee is a graduate student, what skills and/or training are to be gained/developed through this activity?      |
| Is there any other research support for this activity?      |

***BUDGET***

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| TRAVEL COSTS: |
| **PURPOSE OF TRIP 1** | [ ]  FIELD WORK | [ ]  RESEARCH COLLABORATION |
| TRANSPORTATION | INDICATE MODE OF TRAVEL:        |
|  | COST QUOTED BY UNIVERSITY OF CALGARY TRAVEL SERVICES |       |  |
| LIVING EXPENSES: | NUMBER OF DAYS |       |  |       |  |
| ACCOMMODATION |  |  |  |       |  |
| TOTAL |  |  |  |       |  |
|  |
| Rationale for Trip 1:      |
| Is there any other research support for the trip?      |
| **PURPOSE OF TRIP 2** | [ ]  FIELD WORK | [ ]  RESEARCH COLLABORATION |
| TRANSPORTATION | INDICATE MODE OF TRAVEL:        |
|  | COST QUOTED BY UNIVERSITY OF CALGARY TRAVEL SERVICES |       |  |
| ACCOMMODATION |  |  |  |       |  |
| LIVING EXPENSES: | NUMBER OF DAYS |       | AT $60 PER DAY |       |  |
| TOTAL |  |  |  |       |  |
|  |
| Rationale for Trip 2      |
| Is there any other research support for the trip?      |

***BUDGET***

|  |
| --- |
| EQUIPMENT COSTS: PLEASE ITEMIZE BELOW. |
|  | QUOTE | COST |
|  | ATTACHED | TO FOLLOW |  |
|       |       |       |       |
| Rationale for Equipment:      |
| MATERIALS AND SERVICES COSTS: PLEASE ITEMIZE BELOW. |
|  | QUOTE | COST |
|  | ATTACHED | TO FOLLOW |  |
|       |       |       |       |
| Rationale for Materials and/or Services: If you have ESTIMATED above, please detail basis used to calculate the estimated cost.      |

***APPENDIX A – PERSONAL DATA SHEET***

|  |  |
| --- | --- |
| FAMILY NAME       | GIVEN NAME AND INITIAL(S)       |
| DEPARTMENT       | UCID      | E-MAIL ADDRESS       |
| APPOINTMENT |
| DATE FIRST APPOINTED TO FACULTY (MM/YY)       |
| RANK: (Check only one box) |
| [ ]  PROFESSOR | [ ]  ASSOCIATE PROFESSOR | [ ]  ASSISTANT PROFESSOR |
| TYPE OF APPOINTMENT  |
| [ ]  TENURED | [ ]  TENURE-TRACK | [ ]  FULL TIME | [ ]  PART-TIME  |
| [ ]  NON-TENURE/NON-TENURE TRACK  |
|  | TYPE OF APPOINTMENT (As indicated in Letter of Appointment):       |
|  | SPECIFY THE PERIOD OF THE CURRENT APPOINTMENT (MM/YY):       |
|  | FROM       | TO       |
| [ ]  | ADJUNCT, FACULTY PROFESSORSHIP (POST-RETIREMENT), EMERITUS, or CLINICAL APPOINTMENT - PLEASE COMPLETE APPENDIX B  |
| PUBLICATIONS |
| Using standard bibliographic form, and exclusive of abstracts, provide a list of refereed publications, or the disciplinary equivalent, for the past 5 years. Begin with your most recent, and start each new entry on a new line. Additional Pages may be appended. |
|       |

**APPENDIX *B* -**

*TO BE COMPLETED APPLICANTS WHO HOLD AN ADJUNCT, FACULTY PROFESSORSHIP, EMERITUS, OR CLINICAL APPOINTMENT*

|  |  |
| --- | --- |
| FAMILY NAME        | GIVEN NAME AND INITIAL(S)       |
| APPOINTMENT |
| [ ]  ADJUNCT | [ ]  FACULTY PROFESSORSHIP (POST-RETIREMENT) |  | [ ]  EMERITUS | [ ]  CLINICAL |
| TERM OF APPOINTMENT: | FROM:       | TO:       |
| PLACE OF EMPLOYMENT (TO BE FILLED BY ADJUNCTS). Please also include the names of your collaborators and indicate their type of appointment :       |
| DESCRIPTION OF ACTIVITIES AT PLACE OF EMPLOYMENT |
| Outline the nature of your research and other activities (if applicable) at place of employment. Describe the relationship of your research there to the research you propose to do at the University of Calgary, if any.       |
| INDICATE THE TIME YOU WILL SPEND ON LOCATION AT THE UNIVERSITY OF CALGARY ON THIS RESEARCH PROJECT (Example: 1 day every week, 2 weeks every 4 months)       |
| GRADUATE SUPERVISION |
| Please list graduate students and degree program under your supervision.       |
| DEPARTMENTAL SPONSORSHIP (To be completed by Head or Dean of academic unit.) |
| Please provide detailed comments on the applicant’s term of appointment. The statement must meet the requirements stated in the Guidebook. Ambiguous statements may place the applicant in jeopardy. A separate page may be appended.      |
|  |  |  |  |  |  |
|  | DEPARTMENT HEAD OR DEAN OF ACADEMIC UNIT |  | DATE |  |