

UNBC RESEARCH SEED GRANT GUIDELINES

ELECTRONIC SUBMISSION ONLY VIA ROMEO RESEARCH PORTAL

OBJECTIVE

To enable UNBC faculty members to initiate new research projects and/or programs, and to act as a “springboard” to assist in obtaining external funding for their research.

1. CRITERIA FOR JUDGING OF APPLICATIONS

- 1.1 Quality of proposal.
- 1.2 Likelihood of the Seed Grant leading to external funding.
- 1.3 Potential of Researcher (Track record).

2. ELIGIBILITY/PRIORITY

- 2.1 Faculty members in tenured, tenure track or with regular term appointments as designated in article 14.20 of the Faculty Association Agreement, Librarians in continuing appointments, Senior Lab Instructors and post-doctoral fellows are eligible to apply, who are not currently funded from external sources. A member’s term must not end before the seed grant ends.
- 2.2 Faculty in their first year of appointment (and other recipients of start-up funds) are not normally eligible.
- 2.3 Faculty/Librarians/SLIs holding seed grants at the time of application are not normally eligible.

3.0 SEED GRANT EXPECTATIONS

- 3.1 Only one Seed Grant per project is permitted; only one seed grant per (primary) applicant is permitted.
- 3.2 If the project is similar to one previously funded through a UNBC seed grant, the researcher must make it clear how the new one differs from the previous one(s).
- 3.3 The duration of the Seed Grant will be 12 months. Under exceptional circumstances this period may be extended an additional 6 months, with permission from the Vice-President Research. Under no circumstances shall the project extend past the 18 month time limit.
- 3.4 The maximum amount for this award will be \$10,000. If budget exceeds this amount, please explain from what source the difference will be funded.
- 3.5 A final summary report is due to the Office of Research two months after the award has terminated. This short report (2 pages maximum) should outline how the funds contributed to the researcher’s external grant proposal. Failure to provide the report may result in denial of future funding.
- 3.5 One annual competition - deadline April 15. If the deadline falls on a weekend or holiday, applications will be due on the next business day.

4.0 Submitting an Application

- 4.1 Seed Grant applications **MUST** be submitted electronically through Romeo <https://www.unbc.ca/research/romeo>. Please complete the application form and attach supporting budget documentation.

If you have any questions, please contact Melanie Noullett, Research Support Officer, at 250-960-5796 or email melanie.noullett@unbc.ca. A review of your application is available upon request if submitted through the Romeo Research Portal two weeks prior to the deadline.