**Endowment Fund for the Future**

**Support for the Advancement of Scholarship (SAS)**

**APPLICATION GUIDELINES 2018 - 2019**

**Eligibility**

* Continuing faculty members at the Devonian Botanic Garden and the departments of Human Ecology and Resource Economics and Environmental Sociology are eligible to apply.
* Postdoctoral fellows and PhD students in Human Ecology and Resource Economics and Environmental Sociology will be adjudicated separately.
* Applicants are restricted to one application per competition and one project per application.

**Funding**

* A maximum of $5,000 for individual research projects or travel will be allocated.

**Application Process**

* Email the signed application to Linda Callan at linda.callan@ualberta.ca by 4:00 pm on April 6, 2018.
* Applications must have approval from the department chair or director.
* Late or incomplete applications will not be considered.

**Adjudication**

* Applications will be adjudicated by the ADR, chairs of HE and REES and director of the U of A Botanic Garden if any applicants from that unit.
* Adjudication will be based on scientific merit; potential for development of research leading to applications to national granting councils; importance to the researcher’s program; appropriateness of the budget; clarity and completeness of the application.
* Not intended for ongoing funding; cannot apply for the same project in future applications.
* Preference will be given to first time applicants or newer faculty members seeking to develop their research programs.

**Research Grants**

* Requests for funding may be made for various activities.
* Requests for all types of project or research funding will be considered.
* For grants providing seed funding to enable the applicant to begin research leading to a major research grant application (NSERC, SSHRC) within one year of receipt of SAS funding the applicant must explain what will be accomplished during the SAS grant and why these accomplishments are required for a competitive national research grant application. If the applicant received a SAS grant for this purpose, the final report must include a copy of the resulting national research grant application.
* For self-contained projects, funding will enable the successful applicant to carry out a relatively self-contained research project within one year using the SAS award. Research projects on teaching are eligible.
* To provide targeted assistance that is demonstrably essential to the success of a major research project, state measures that have already been taken to secure external support.

**Travel Grants**

* To attend scholarly conferences applications will be evaluated primarily on importance of participation at the conference to the continuing research program and should contain clear supporting documentation such as acceptance letters or invitations to speak.
* Other travel applications will be evaluated primarily on importance of the travel activities to the continuing research program and should contain clear supporting documentation such as invitation letters.

**Budget Development**

* The applicant must specify and justify all costs associated with the proposed project.
* For equipment and materials applicants must clearly explain why they cannot use equipment at the university and why the equipment is essential for the proposed project. A vendor’s estimate for equipment requested must be provided.
* SAS will not provide support for purchase of personal computers, except when the computer is needed for a clearly specified research component within an integrated research program. Equipment and materials purchased with SAS funds become the property of the university.
* When a research assistant is requested, indicate the assistant’s duties, any special expertise required and the relationship between proposed duties and the assistant’s course of studies.
* SAS funding is not intended to be a replacement for graduate research assistantships. Graduate research assistants will normally be paid in accordance with the suggested hourly rate schedule (casual labour rates) published by FGSR. Undergraduate research assistants will normally be paid in accordance with the hourly salary scales for casual labour.
* Include 10 % benefits and 4 % holiday pay in the budget.
* Travel assistance will be provided in connection with the specific research project. Reimbursement for accommodation will be limited to the single occupancy rate for standard accommodation or whatever class of accommodation is least expensive. Faculty on leave are eligible, but applications to and from a sabbatical destination will not be considered. University travel regulations apply on all travel grants.
* Travel insurance costs will not be covered.
* Allows one night before and after a conference, as warranted by travel logistics.
* Per diem is calculated at $60/day CAD for travel in Canada (or USD equivalent if traveling in the United States, or $85/day CAD for travel outside North America).
* Original itemized receipts must be provided.
* Association membership fees are not considered a part of conference registration fees and will not be covered.
* Applications must include a detailed written estimate from a travel agent, travel booking website or carrier for transportation and hotel costs.

**The Grant**

* Each successful applicant will submit expense claims and invoices within two weeks after travel for payment to the Faculty Finance Office located on the 6th floor GSB.
* Grants, with the exception of travel grants, are awarded for one year and will close on the project end date. Funding must be used within a year and no extensions will be granted. Travel grants are awarded for specific travel and will close 30 days after completion of travel as indicated within the application.
* SAS awards are provided for specific expenditures identified in an applicant’s proposal and may not be used for other purposes. If there is a substantial change in the expenditure plans, a written request explaining the need for the change must be submitted by the grant holder to the Associate Dean (Research).

**Final Report**

* Applicants must submit a brief report to the department chair and ADR as soon as the project is completed or no later than April 15.
* The report should indicate what work was accomplished, when it was accomplished, what publications or presentations are expected and a financial statement detailing expenditures.
* Future applications will not be considered until the applicant has submitted a final report.

**Post Doctoral Fellows and PhD Students**

* Post doctoral fellows and PhD students can apply to support innovative research ideas or conference travel.
* The intent is to provide post doctoral fellows and PhD students with an opportunity to conduct innovative research or to support conference travel that is important for their program but for which funding is difficult to obtain.
* The research project or conference presentation should be based on research initiated by the post doctoral fellow or PhD student.
* Post doctoral fellows and PhD students must be employed or engaged in their academic programs for at least 12 months from the start date of the award.
* Funding may be applied for to enable the successful applicant to carry out a relatively self-contained research project within one year using the award. The research project may be an extension to the applicant’s current academic or research program. The award is not to be used to replace current funding or to pay the applicant, but to provide funding assistance to enhance or broaden the applicant’s program.
* Applicants must explain how this project is additional to their program.
* Travel applications will be evaluated primarily on importance of participation at the conference to the research program.
* Applications will be evaluated based on the innovative nature of the research application, and the importance and significance of the conference for the applicant.
* Each application must include a letter of support from the faculty member supervising the post doctoral fellow or PhD student.
* Funds will be allocated in the name of the supervisor, but will be intended for use by the fellow or PhD student.