PILOT SEED GRANT PROGRAM
Terms of Reference and Application Process

Purpose of Fund

This competitive seed grant program encourages and supports multidisciplinary teams to develop new and innovative research directions and create proof of concept and pilot studies in preparation for larger-scale, longer-term projects to be funded by external sources.

Seed grants are capped at a maximum $30,000 (from all sources, both central and Faculties combined) and are to be carried out over a one-year period. With acceptance of seed grant funding, researchers accept the following commitments:

- Application for Tri-Council support to build on the seed grant project within two years from the start of the seed fund project
- Reporting on progress – once in a seminar-style setting at the end of the project and for an additional three years beyond the funding via periodic, brief surveys sent to investigators

Failure to meet these commitments precludes future funding through the seed grant program.

Eligibility

Successful seed grant program applications share one or more of the following attributes:

- Build on, and integrate knowledge by researchers from more than one faculty
- Promote the formation of multi-generational research teams (graduate students, post-docs, junior to senior faculty members)
- Target specific Tri-Council programs
- Align with University and Faculty strategic plans and Signature Areas of research and teaching
- Align with and contribute to University EDI and Internationalization strategies

Each proposal must list one principal investigator (PI) and at least one co-PI. Neither PI or co-PI can serve, in whatever role, on more than two seed grant program proposals at the same time. There is no limit on the number of co-PIs on individual proposals.

Funding may not be requested for faculty salary support. Salary support for research personnel and lab technicians is permitted.

Application Process

Applicants are required to create a new Proposal Request through the Researcher Home Page in PeopleSoft and submit it for Faculty approval along with the following documentation:

- Completed Application Cover Page
- Written proposal identifying Project Description, Budget, and Budget Justification (maximum 2 pages including references)
- Current curriculum vitae for PI and Co-PI
Selection Process

Proposals will be reviewed in a two-stage process, beginning with adjudication within the Faculties from which they originate. Faculties are free to choose their own adjudication mechanism. Faculties may bring forward up to three proposals for consideration each fiscal year.

Proposals that are brought forward must be submitted and approved in PeopleSoft through the Researcher Home Page prior to submission to the Office of the Vice-President (Research and Innovation).

The Vice-President (Research and Innovation) and Associate Vice-Presidents (Research) and (Innovation) will review proposals brought forward by the Faculties for final adjudication.

The respective Faculties and the Office of the Vice-President (Research and Innovation) will fund successful proposals in equal parts.

Grant Administration

PILOT Seed Grants are awarded for a maximum one-year period, with no extensions granted except under exceptional circumstances (such as major illness or parental leave).

All conditions on grants (for example, ethics approval) must be cleared within 6 (six) months from the award date, unless an exemption from this requirement is sought and obtained from the Office of the Vice-President (Research and Innovation). If this requirement is not met, the award is forfeited.

Deadline

Following internal adjudication at the Faculty level, up to three applications per Faculty are due to Leslie Parsad (parsad@ualberta.ca) in the Office of the Vice-President (Research and Innovation) by 31 January 2020. Applicants should consult with their Associate/Vice Dean (Research) about earlier deadlines for adjudication within their Faculties.

Records from this competition will be managed in accordance with the Alberta Freedom of Information and Protection of Privacy Act.