

# FACULTY OF HEALTH

## Junior Faculty Fund Guidelines

### Purpose

Junior Faculty Funds are available to provide junior faculty with grants to support research projects. Please note that while equipment is an eligible expense, Junior Faculty Funds are intended to support projects. All applications should clearly describe a specific research project.

### Eligibility

All full-time junior faculty members whose home Faculty is the Faculty of Health may apply. Junior faculty members are defined as non-tenured faculty in tenure-stream appointments. Contract faculty are not eligible to apply. Priority will be given to applicants who have less access to external sources of funding. Those who have not previously applied are especially encouraged to apply.

Applicants who have received Junior Faculty Funds within the last three years must submit a brief report on what was accomplished as a result of their most recent grant and any outcomes that have resulted from it before any subsequent funds will be awarded. Funds that are not claimed within 12 months of the date of the award will be forfeited.

### Combined Junior Faculty Fund and Minor Research Grant Applications

Junior faculty members may apply for Junior Faculty Funds and a Minor Research Grant at the same time, for the same project. **\*\*NEW\*\*** There is now a single form for applications for Junior Faculty Funds, a Minor Research Grant, or both. Junior faculty members who are eligible to apply to both competitions can do so by checking off the “combined” box on the application form. A combined application should describe a single project with budget line items totaling up to \$5,000. Please make sure to read the guidelines for each competition carefully.

### Value

Applicants may request a maximum of up to \$2,000 for Junior Faculty Funds, or \$5,000 for a combined Junior Faculty Funds and Minor Research Grant application, typically for a one year period. The amount awarded may vary depending on the number of eligible applicants to each competition. Applications for retroactive funding will not be considered.

### Collaborative Applications

Junior Faculty Funds are intended to support projects. If two or more faculty members wish to collaborate on a research project and submit two or more applications, they must clearly delineate the research they will each do and provide justification for distinct budget items in each application. The same application cannot be submitted by multiple researchers. Co-applicants may be listed on a single application, but the value of the award will not exceed the maximum amount of \$2,000 (or \$5,000 when combined with a Minor Research Grant).

### Deadline

Applications for Junior Faculty Funds will be considered once a year on **November 5**. Please note that if the deadline falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day. Please submit the application form and all supporting documentation to hlthrsch@yorku.ca or to the Faculty of Health Research Support Office, Room 428 HNES (Health, Nursing and Environmental Studies building).

### Criteria

Junior Faculty Fund proposals are adjudicated by the Research and Awards Committee. The applications will be judged upon the clarity and promise of the proposals, not upon the research record

of the applicant. The detailed project proposal and the budget and justification will form the basis for the evaluation of the following criteria:

- Quality and significance of the project - originality, methodology and potential contribution to knowledge
- The feasibility of the proposed project (timeframe, budget, etc.)

### **Eligible Expenses**

While this is not an exhaustive list, the following are acceptable uses of funds:

- Research assistance: Applicants must include a description of and rationale for the number of hours required for the tasks to be performed, and the hourly wage.
- Travel for research purposes: Applicants are expected to book the lowest available rates and must provide supporting documentation (e.g. quote from a travel agent).
- Equipment & supplies: Equipment purchased with Junior Faculty Funds is not the personal property of the grantee but remains the property of the Faculty of Health. It should be understood that such equipment should be lent to any Health faculty member who has a legitimate use for that equipment, unless such a loan disrupts the ongoing research.

Preference will be given for expenses directly related to the conduct of the research project.

### **Ineligible Expenses**

While this is not an exhaustive list, the following are not acceptable uses of funds:

- Travel for conferences or workshops
- Costs associated with the fulfillment of the applicant's graduate degree requirements
- Projects intended to support/enhance teaching/teaching materials (except pedagogical research)
- Secretarial support (except transcription of interviews)
- Publication costs

### **Conditions**

Applicants engaging in research with human participants must submit an approval letter of the Human Participants Review Committee before any funds will be released. Applicants engaging in research involving animals or biohazards must submit an approval letter from the Animal Care Committee or the Advising Committee on Biological Safety before any funds will be released.

The applicant agrees to acknowledge the Faculty of Health funding in any publications or other public documentation.

The applicant consents to have their name, project title and amount awarded publicized by the Faculty of Health.

Junior Faculty Funds should normally be fully spent no later than 24 months after the grant is awarded. By that date, the recipient is required to forward a progress report as well as a full accounting report to the Faculty of Health Research Support Office detailing (with appropriate documentation) the results of the research and the expenditures made through the grant.

### **Questions?**

For more information, please contact the Administrative Secretary in the Research Support Office at extension 21006 or by email at hlthrsch@yorku.ca.

*Please note that these guidelines are subject to change and the Research and Awards Committee in the Faculty of Health may adjust these guidelines to best meet the needs of faculty members in Health.*