Application for External Research Funding Procedures

Policy Sponsor: Provost and Vice-President Academic
Name of Parent Policy: Application for External Research Funding Policy
Policy Contact: Manager, Research Services
Procedure Contact: Manager, Research Services
Effective Date of Procedures: December 14, 2015
Review Date: Annually

Purpose
To describe the process for submitting an application for external research funding.

Definitions

In-kind Contribution
Includes non-monetary (supply and/or service) resources provided by Athabasca University (the University) or a third party to help defray the costs of a research project. Eligible in-kind contributions are typically identified in the Sponsor’s funding guidelines.

Indirect Costs
Expenditures incurred in the conduct of research that are not directly attributed to a specific research project (also called overhead).

Principal Investigator
The researcher who is responsible for the intellectual leadership, conduct and financial management of a research project.

Research
An undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.

Sponsor
An external entity that enters into a Research Funding Agreement with the University to provide financial and/or other support for research.
Role of the Principal Investigator

Principal Investigators seeking to apply for external research funding should start planning their application well in advance of the Sponsor’s submission deadline; they are encouraged to consult with the Research Centre early in the application process.

Principal Investigators who wish to work with a grantsmanship mentor should have a completed draft ready for review six weeks in advance of the Sponsor’s submission deadline.

The research project budget must identify project costs and eligible institutional cash and/or In-kind Contributions, if applicable, in accordance with the Sponsor’s application guidelines.

Except when expressly prohibited by the Sponsor, the research project budget should also include Indirect Costs. Principal Investigators are encouraged to consult with the Associate Vice-President, Research, to determine the appropriate rate.

For applications requiring a cash and/or In-kind Contribution, a copy of the written commitment by the Unit Head and/or Associate Vice-President, Research, must be provided to the Research Centre by the Principal Investigator a minimum of 10 business days in advance of the Sponsor’s submission deadline.

Applications that include University cash and/or in-kind contributions exceeding $100,000 must be forwarded to the Research Centre a minimum of 10 business days in advance of the Sponsor’s submission deadline to allow sufficient time for review by Financial Services.

Role of the Research Centre

The Research Centre will:

- Work with the Principal Investigator and Sponsor, as appropriate, to facilitate the application and budget development process.
- Upon request, link the Principal Investigator with a grantsmanship mentor.
- Review applications to ensure that they are complete and conform to the Sponsor’s guidelines and to University policies.
- Submit applications to Financial Services for review, as required.
Submission of the Application

The Principal Investigator should upload their completed application to the Athabasca University Research Portal a minimum of 10 business days in advance of the Sponsor’s submission deadline to allow sufficient time for review and approval.

The Unit Head and Associate Vice-President, Research will review and, if appropriate, approve the submission of the application for external research funding.

Once the required approvals have been secured, the Research Centre will advise the Principal Investigator that the application is ready for submission to the Sponsor.

The Principal Investigator or the Research Centre will submit the approved application to the external Sponsor, in accordance with the application guidelines.

The Research Centre and the Principal Investigator shall keep each other informed of the Sponsor’s decision.

Applicable Legislation and Regulations

Alberta Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25
Post-Secondary Learning Act, S.A. 2003

Related References, Policies, Procedures and Forms

Application for External Research Funding Policy
Conflict of Interest in Research Policy
Ethical Conduct for Research Involving Humans Policy
Research Funding Administration Policy
Tri-Agency Framework: Responsible Conduct of Research

History

Executive Group, December 14, 2015 (Approved)