

NSCAD Start Up Research Grant (SURG) Guidelines

The Start-Up Research Grant (SURG) is intended to assist newly hired faculty in the development of a research program that will lead to externally funded projects. The SURG seeks to help new faculty members to start their own research program. The SURG is not a substitute for external funding resources and faculty members are expected to make every effort to obtain support from external granting agencies for their research projects. The SURG (to a maximum of \$2500) is administered by the Research Office after approval by the Vice-President (Academic & Research) and Provost.

Eligibility Criteria:

1. The new faculty member must hold a regular full-time first appointment.
2. The research proposal must be a research project. On-going projects or projects in the finalization stage are not eligible. The SURG is not a wrap-up grant. Research undertaken to obtain a diploma or complete a post-graduate degree is not eligible.
3. SURG will be provided only upon initial first appointment. A faculty member may not receive more than one SURG at the University.
4. The research is led by the principal. SURG is an individual grant: it cannot be used to support co-applicants(s)

Process:

1. New faculty members are required to meet with the Research Grant Coordinator before they complete their SURG application (*please make an appointment*).
2. Applicants are strongly encouraged to seek comments from their peers or a review of their proposal by mentors before submitting their application.
3. A completed application signed by the new faculty member must be submitted to Research Services no later than **March 1st of the academic year of appointment**.
4. After review, Research Services will obtain the approval from the Vice-President, Academic and Research.
5. Once approved, a research account will be opened.

Assessment Criteria:

The proposal will be assessed using SMART (specific, measurable, achievable, relevant, time-bound) metrics. The VPARP is seeking the following:

1. Clear statement of the objectives and methodologies
2. Soundness of the budget with budget justification
3. Potential results and dissemination of knowledge plan
4. A clear indication of intent to submit proposals to appropriate external granting agencies within the next 2 years. The external granting agencies and/or programs are to be identified.

Eligible Costs:

1. Research Assistants (Students). Rates of pay must conform to the student hiring policies of the University.

2. Software/Research tools and supplies
3. Photocopying
4. Library fees (Archives)
5. Travel for data collection

**Funds must be used within 2 years by April 30th following approval of the application.
After this time, unused funds will revert back to Research Services.**

FOR MORE INFORMATION AND/OR SUPPORT CONTACT RESEARCH SERVICES:
Research@nscad.ca

Application for Start Up Research Grant (SURG)

Deadline: March 1st of the academic year of appointment.

Please attach your project description, budget, and PDF of your Canada Common CV or CV format for SSHRC, NSERC, or CIHR as appropriate, and email to abgraff@nscad.ca

The total application package, including the form and CV, should not exceed 5 pages.

Date:	
Applicant (s):	
Division (s):	
Title of research project:	

PROJECT DESCRIPTION Attach pages as needed. Please include:

- A summary of the project including objective and methodologies
- Results and dissemination of knowledge plan
- Briefly outline your long-term research trajectory for the next two years, including plans to apply for research funding.

BUDGET expand fields as needed:

Expense	Amount
Research Assistants (Students). <i>Rates of pay must conform to the student hiring policies of the University.</i>	
Software/Research tools and supplies	
Travel for data collection	
Photocopying	
Library fees (Archives)	
TOTAL	

Budget notes:

Please break down any large expenses and explain any discipline-specific or unusual costs.

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