

Simon Fraser University

## **WILLIAM and ADA ISABELLE STEEL FUND**

### **GUIDELINES FOR PREPARATION OF GRANT APPLICATION**

The William and Ada Isabelle Steel Fund reflects the intent of the endowment left by William and Ada Isabelle Steel for research studies into any aspect of alcoholism and/or drug addiction.

Applications for this annual research competition are adjudicated by both the VP Research and the Deans.

The following notes have been prepared to assist SFU applicants in preparing applications, and Chairs in evaluating applications. For discussion about eligibility, SFU Signature Sheets, and applying electronically. Please contact the Research Services ([ors@sfu.ca](mailto:ors@sfu.ca)).

**NOTE:** One electronic application. The complete electronic application, including the SFU Signature Sheet + Chair's Evaluation, must be received in ORS by the deadline date, 4:30 pm. Send an electronic file to [ors@sfu.ca](mailto:ors@sfu.ca).

**NOTE:** The SFU Adjudication Committee Chair will be informed of all incomplete and late applications. At the Chair's discretion, these applications may not be adjudicated.

THE FOLLOWING NUMBERED ITEMS (#) REFER TO THE NUMBERED SECTIONS IN THE STEEL APPLICATION FORM

**#1 to 4: ELIGIBILITY FOR GRANTS**

The following are eligible to apply for research grants:

- Members of the faculty at the rank of Assistant Professor or above appointed by the Board of Governors to positions that are tenured or lead to consideration for tenure in an academic Department or Faculty.

The following are not eligible to apply for research grants:

- Visiting Professors, Lecturers, Instructors, persons on post-retirement contracts, Limited Term Faculty, Postdoctoral fellows, graduate students, and Research Associates. They may be engaged by faculty members to assist them in their research, but the research must be that of the faculty member.

**#6: TITLE OF RESEARCH GRANTS**

Research into any aspect of alcoholism and drug addiction is eligible for funding. This reflects the intent of the endowment by William and Ada Isabelle Steel.

**#7: ETHICS REVIEW**

See the Guidelines available from the University Research Ethics Board (REB), Animal Care Committee, and the Biosafety Committee. Approval by the appropriate Committee is required before funds are released. Responsibility for obtaining approval lies with the applicant; early application is strongly advised.

**#8: BUDGET SUMMARY**

This information is a summary of that requested in #11.

**#9: PROJECT SUMMARY**

Provide a concise statement of the objectives of the proposed research, indicating clearly the work to be undertaken during the period for which support is requested. The Committee expects project summaries to be written in clear English comprehensible to an intelligent lay person.

**#10: PROJECT DESCRIPTION**

Applicants should address specifically, clearly, and briefly each of the following:

- description of existing scholarly literature on which this project is based;
- the theoretical approach or the conceptual framework that underlies the project;
- the plan or method of the research;
- activities that will be performed in carrying out the research.

## **#11: DETAILED BUDGET**

A grant is awarded for a specified research project and must be used for that purpose. Financial Services will specify in the monthly financial reports the sum expended and the sum available. The policy of the Committee is not to reimburse grantees who overspend their budgets. Upon completion or termination of a project, an unexpended balance is automatically returned to the Fund.

### **(i) Salaries**

Anticipated costs of employing the following types of personnel are to be included under this heading.

#### **a) Research Assistants:**

- Provide some detail in the project description as to what each person will do.
- Hourly wages must be according to the scale, copies of which are attached - see Attachment A. Fringe benefits and holiday pay must be added to the rates shown on that scale in order to ensure that they are included in calculating the salaries budget.

#### **b) Informants, field assistants, subjects used in experiments, etc.:**

- This category includes all cases where field personnel are required and the use of SFU students is not feasible. The Committee will not normally approve the employment of members of the applicant's family or persons who live with the applicant. Exceptions will be made only under special circumstances such as:
  - Highly specialized skills which are not widely available are required (e.g., translation from little known languages or dialects);
  - Field work in remote areas where employment of independent personnel entails excessive cost or is not practical.
- The applicant is expected to establish that the salary rate proposed is consistent with the rate applicable to the location and state so in writing.

### **(ii) Equipment**

The Steel Fund accepts application for purchase of laboratory supplies and minor equipment. Note that where computers or computer upgrades are being requested, the applicant must explain in the project description why the computer or computer upgrade is necessary for this research. Please state what facilities are currently available within the department. Equipment required should be justified in terms of it not being available from any other source.

### **(iii) Travel**

The applicant is required to show that travel proposed is necessary for the conduct of the research. Type of travel and route must be the most economically justifiable, and be consistent with the time available to, and the needs of the researcher. For example, the least expensive air fares should be utilized whenever possible.

Applicants are expected to obtain and submit actual fare costs, including applicable taxes.

The Steel Fund does not support the following types of travel:

- Travel to attend professional conferences or meetings;
- Travel to attend a thesis or dissertation examination.

**#11: Detailed Budget – cont.**

**(iv) Other**

Paper and office or laboratory supplies:

Expectations are placed for provision by the department. Special cases require full justification.

Photocopying:

When the research is done on campus, departments are expected to bear the cost of routine amounts of photocopying.

Off campus needs are met by the grant at a rate applicable to the location. Special cases require full justification.

**#12: SCHOLARLY WORK PUBLISHED**

List, in chronological order, your published scholarly work during the last (5) years and denote with asterisks in the margin those publications which are peer reviewed (attach an additional sheet if necessary). Reference format should include full authorship in the same order as on the publication and with full pagination (start and end pages).

**#13: OTHER FUNDING AGENCIES**

Other applications for funding for this project:

Applicants are expected to show that they have made or will make applications to other funding agencies where appropriate.

**#14: DEPARTMENT CHAIR'S EVALUATION**

The Adjudication Committee members are reluctant to make decisions about funding based solely on its members' evaluations of proposals. For this reason:

- i) The Committee values the Department Chair's assessment and suggests that the Chair consider consulting other faculty in the department who are knowledgeable about the special area of the applicant.
- ii) The Committee reserves the right to refer proposals to scholars external to the Committee and, where deemed necessary, the University.
- iii) The Committee may request that the Chair provide the Committee with the names and addresses of external referees who may be contacted especially for projects of a large scope.
- iv) When a Department Chair submits an application for Steel Funding, The Chair's Evaluation should be completed by an independent person, usually the Dean of the Chair's Faculty.

## **IMPORTANT GENERAL NOTES**

Upon completion or termination of the project, grantees are expected to provide the Committee with a Completion Report (Form B) which is available from the [website](#). When completion reports for previous grants are outstanding for completed research projects, these must be provided before another application will be received by the Committee.

Inquiries requiring policy decisions should be referred to the Chair of the Committee through the Research Services. Financial Services should not be asked to rule on policy matters regarding the Steel Fund.

If the grantee has not spent the grant within 20 months (one year and two semesters) of it being awarded, the Committee shall withdraw the remaining funds from the grantee's account and return them to the Steel Fund. It may, however, permit the grantee to continue the use of the funds for the purposes of the grant if given adequate reasons for delay in completion of the project.

## Attachment A

### PAYMENT OF RESEARCH ASSISTANTS

The following minimum and maximum hourly rates for research assistants applies to both Steel Fund and SSHRC Small Research Grants, as approved by the SSHRC Small Research Grants Committee. The maximum rate is the equivalent of the hourly rate of a teaching assistant.

#### I. Hourly Rates for Payment of Research Assistants

Applicants must describe in detail the tasks or nature of participation, and provide estimated hours for persons hired in each category. Statutory welfare benefits are included in the salary ranges below.

<u>Student assistants</u>	Minimum Hourly Rate	Benefits @ 12%	<b>Minimum Total</b>	Maximum Hourly Rate	Benefits @ 12%	<b>Maximum Total</b>
Undergraduate or External	\$15.00	\$1.80	<b>\$16.80</b>	\$23.00	\$2.76	<b>\$25.76</b>
Masters	\$15.00	\$1.80	<b>\$16.80</b>	\$31.00	\$3.72	<b>\$34.72</b>
Ph.D.	\$18.00	\$2.16	<b>\$20.16</b>	\$36.50	\$4.38	<b>\$40.88</b>

“Benefits” includes statutory welfare benefits estimated to be approximately 8% of salary and statutory holiday pay at a fixed rate of 4%. Either one of these percentages may be increased by law, or in the case of welfare benefits, may vary by individual. Nevertheless, for budgeting purposes, the 12% figure should be used.

Non-students: Informants, field assistants, participants in experiments, etc. Explain why SFU students are not appropriate or cannot be hired. Use student rates adjusted for relevant qualifications *except* (a) for an employee of the University, in which case the appropriate University rate applies; or (b) where context justifies a different salary.

#### Postdoctoral Fellows (PDFs)

Please ensure that your application clearly justifies your plan to hire a postdoctoral fellow to participate in your project. The nature of the PDF’s role vis-à-vis the applicants’ role, training provided to the PDF and any salary paid must be outlined in your application.

#### II. Non-Student Assistants

Rates for non-student assistants will be those listed above, depending on their academic qualifications.