Faculty of Nursing
Establishment Grant

GUIDELINES AND APPLICATION INSTRUCTIONS

PURPOSE
This grant is intended to support the establishment or transition of research programs for newly hired tenure-track faculty members. It has a term of three years and is intended for primary and secondary research studies (including systematic reviews) in the early stage of a Faculty appointment. It can be used to support staff, equipment, travel/conferences, and infrastructure expenses, including HRDR and library services. Funds are intended to be utilized in a strategic and transformative manner that aligns with the Faculty of Nursing Strategic Plan 2013-2015.

Value of the Award
Tenure track faculty may apply for one operating grant. The amount for the award is a maximum total of $16,500, tenable for three years.

ELIGIBILITY, DEADLINES, AND ADJUDICATION

Eligibility
All full-time continuing Faculty of Nursing tenure track faculty members under the Faculty Agreement – within one year of appointment – are eligible to apply for the Establishment Grant.

This grant is not intended for ongoing funding, (i.e., one cannot apply for the same funding in future applications).

A final report is due to the Associate Dean (Research) within three months following completion of the project.

In the event of termination by the individual or by the University, the award will be forfeited. The recipient will not be entitled to payment of the award beyond the date of termination.

The following are not eligible for funding:
- Projects relating to work done primarily for commercial objectives and those funded by a contracting agency (e.g., government or business)
- Collection or preparation of material primarily intended for personal classroom needs or teaching material
- Teaching release time
- Research by trainees to meet degree or course requirements

Deadlines
There is no deadline for this award.
How to Apply

Complete the appropriate Establishment Grant application form(s) and obtain all required signatures as per University of Alberta procedure. The Research & Funding Support Coordinator will facilitate obtaining the signature from the Faculty of Nursing Associate Dean (Research).

Application forms are available on the Faculty of Nursing’s Research Funding Opportunities, Establishment Grant webpage.¹

The application must be submitted electronically as a single PDF file, including the application form and any attachments. The signature page must be signed, scanned and included in the PDF. The application is to be sent by email to nursing.research@ualberta.ca on or before the deadline.

Incomplete applications will not be considered. Applications received without all of the required attachments will be returned to the applicant; they will not be forwarded for decision.

Adjudication

All applications are reviewed based on merit. Examples of criteria to consider in developing the Establishment Grant research project proposal are:

- Purpose of the research project/activities
- Demonstration of project alignment with the FoN Strategic Plan
- Significance of the topic or issue that the research project will address
- Design, methods, and research resources
- Impact of the research
- Feasibility of the project and appropriateness of budget

Applicants must:

- Ensure appropriate ethics clearance has been received; any projects involving human or animal subjects will require ethics approval before any funds will be released

Criteria resulting in disqualification:

- Incomplete application
- The budget is greater than the amount awarded by the Establishment Grant

BUDGET DEVELOPMENT

All funds are to remain in the Faculty of Nursing, University of Alberta (subgrants are not allowed).

Funding is intended to cover direct research costs only. The applicant must specify and justify all costs associated within the research project proposal. These should be broken down under the following headings:

(a) Personnel and Services (including research assistants)

When a research assistant (RA) is requested under “services”, please indicate the assistant’s duties, any special expertise required, and, where relevant, the relationship between the proposed duties and the RA’s program of study.

- Salary Scales for Support Staff Operating/Trust should be referred to for hiring of Trust-Funded personnel.²
- Assistantships will normally be paid in accordance with the regulations governing Trust-Funded personnel

¹ See https://uofa.ualberta.ca/nursing/research/research-supports-and-services/internal-research-grants
² See http://www.hrs.ualberta.ca/PayandTaxInfo/SalaryScales.aspx
personnel.


Establishment Grant funding is not intended as a replacement for Graduate Research Assistantships (GRAs).

Research budgets for casual student labour must reflect the following:

- Stipend that includes Award and Minimum Salary for Master’s program and Doctoral program students, respectively, plus appropriate benefits (see Human Resources for appropriate numbers)
- A full time student is permitted to work any number of hours up to and including a maximum of 12 hours/week
- Appointment must be less than 12 months

(b) Equipment and Materials

Explain clearly why you cannot use equipment already in place at the University and why the equipment is essential for the research project. Provide a vendor’s quote for the equipment requested.

Equipment and materials purchased with Establishment Grant funds become the property of the University. The Establishment Grant will not normally provide support for the purchase of personal computers, except when the computer is needed for a clearly specified research component within an integrated research program. The fund does not allow additional money for the maintenance and/or minor repair of equipment purchased with an Establishment Grant.

Itemize Equipment and Materials providing budgetary details, rationale and justification. **Submit quotations for all equipment and materials.**

(c) Travel

Travel must take place during the term of the award. Travel assistance will be provided in connection with the specific research project.

On all conference travel grants, University of Alberta travel regulations apply. For more details, refer to the **Off Campus Activity and Travel Policy (Appendix A) Guidelines for Faculty, Postdoctoral Fellow, and Staff Travel.**

(d) Other Expenditures

Itemize other expenditures providing budgetary details, rationale and justification. **Submit quotations for all items costing more than $2,000.**

**ADMINISTRATION**

To Access the Award

To access the Establishment Grant, funds awarded will be placed in a research account in the applicant’s name and a speed code will be assigned. Grant holders are wholly responsible for administering their grant accounts and must comply with all relevant University of Alberta and Faculty of Nursing policies and procedures. Ensure appropriate **ethics clearance** has been received; any projects involving human or animal subjects will require ethics approval before any funds will be released.

Funding Period

Establishment Grants are awarded for a maximum three-year term and will close on the project end-date.

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3 See [http://www.hrs.ualberta.ca/MyEmployment/Agreements.aspx](http://www.hrs.ualberta.ca/MyEmployment/Agreements.aspx)
4 See [https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/A---Z-Listing.aspx](https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/A---Z-Listing.aspx)
Funding must be used before the conclusion of a project’s specified term. Any unspent funds at the conclusion of a project’s specified term will revert to the University of Alberta.

**Extensions and Over-Expenditures**

Establishment Grant awards are provided for the specific expenditures identified in an applicant’s proposal and may not be used for other purposes. In exceptional circumstances, a change in expenditure may be approved. In this case, a written request explaining the need for the change in plans must be submitted by the grant holder to the Associate Dean (Research) c/o Research and Funding Support Coordinator at nursing.research@ualberta.ca. Unauthorized deviations from the budget may render the applicant ineligible to submit for future research related programs administered by the Faculty of Nursing.

**Project Report**

Applicants must submit a brief final report (maximum 1 page) to the Associate Dean (Research) c/o Research and Funding Support Coordinator at nursing.research@ualberta.ca within **3 months** following completion of the project and/or travel.

The report should indicate what work was accomplished as a result of the award, when it was accomplished, and what publications/performances/exhibitions are expected as a result of that work. The report should outline the progress of the project to which the funding was granted and confirm the purposes for which the funds were used.

*Faculty members are not eligible to submit for future programs administered by the Faculty of Nursing if final reports from previous grants are outstanding.*

**Acknowledgement**

The Establishment Grant Fund is to be appropriately acknowledged in all reports, publications, presentations, and material arising from grants provided or administered by the Faculty of Nursing.