

CASA – Concordia Aid to Scholarly Activity Grants to Faculty to Assist Graduate Student Research

OBJECTIVE:

The Concordia Aid to Scholarly Research Fund (CASA) supports students by allocating a research grant to their faculty supervisor to help defray some of the direct expenditures that are essential for carrying out the research. Research should be of an academic nature and have potential for publication in an academic journal. The faculty member (supervisor) is the principal investigator. As such, faculty members are responsible for submitting the grant application, communicating with JMSB's research office with regards to the grant, and for managing the funds.

The grant is contingent on the availability of funds.

ELIGIBILITY:

- Faculty members supervising **PhD** students who have defended their proposal (and the proposal has been accepted).
- Faculty members supervising **MSc** or **MSCM** students who have selected a topic and are formally linked (link-up form completed and submitted to the program office).
- Only one grant per student will be awarded.
- All applications must be submitted by the faculty member (supervisor).
- All other sources of funding that can be used for the project must be used before applying to this opportunity.
- Supervisors (grant holders) must be full-time faculty members at the rank of Assistant Professor, Associate Professor or Professor (recipients must be on the University payroll during the entire grant period). Dean and Associate Deans supervising PhD or MSc thesis research may apply.
- Faculty members who hold research chairs or professorships will be given a lower priority in the allocation process.
- If the research is with human participants, the proposed study(ies) have been either approved by UHREC (certificate must be submitted) or are in the process of being approved (please include in the grant application the ethics proposal and the status of the ethics submission). Please note that funds can be released only upon submission of the certificate of ethics. Also note that there is a mandatory ethics training required from all principal investigators prior to submitting their project for ethics approval.

VALUE AND DURATION

Phd Thesis Student Research: Up to \$3,500 for a period of two years. Only limited funding is provided for very specific expense items.

Msc Thesis Student Research: Up to \$1,000 for a period of one year. Only limited funding is provided for very specific expense items.

Please be sure to follow the appended Expense Guidelines when preparing your budget.

REQUIRED DOCUMENTS:

All applications should be submitted **electronically ONLY in one pdf** to research.jmsb@concordia.ca and shall consist of the following (**We will not accept hard copies of the applications**):

- Research Grant Application Form
- Research Proposal not to exceed three (3) pages (minimum 12 font size, 1-inch margin, double spaced) including everything except references
- Faculty member CV
- UHREC Ethics Certificate (where applicable)

The 3-page application must contain the following:

- Objectives and research question(s)
- Brief summary of the main theoretical foundations
- Methodology/methodological justification
- Expected Contribution (theoretical and applied)
- Budget with appropriate quotes where applicable (please see eligible expenses in appendix)
- Timeline for the project

DEADLINES:

Applications may be submitted no later than:

September 1, 2024

November 1, 2024

February 1, 2025

April 1, 2025

June 1, 2025

Decisions released within 2-4 weeks from the deadline

EVALUATION CRITERIA:

- Clarity of the research objectives
- Alignment of the budget with methods and activities
- Feasibility: are the budget and timeline reasonable for the proposed project
- Expected Contribution to the field and beyond
- Eligibility of Expenses

All allocation decisions will be made by the Faculty Research Committee.

If you have any questions about this funding opportunity, please contact research.jmsb@concordia.ca.

List of Eligible Expenses for CASA Funds

Eligible expenses:

- Data Purchases (if not provided by JMSB or Concordia). Documentation must be included (e.g. order form, quotation, etc.) and approved by CIT Manager.
- Equipment Rental (audio recorder for interview, video equipment)
- Long Distance Telephone/Fax (to set up appointments with respondents, response follow-ups, emergencies). Demonstration that this is the only alternative should be provided.
- Postage (Stamps, prepaid postage for mail survey)
- Printing and Photocopying (Questionnaires, envelopes, covering letters)
- Stationery/Office Supplies (Letterhead, envelopes, graph paper, coding sheets)
- Research Assistant, only in the case when a second person is necessary. The need for a research assistant must be fully documented and will be reviewed and approved case by case, based on the need and availability of funds. The general principle is that graduate students must perform all duties related to their research project, unless a second person is necessary, for example for validity purposes.
- Travel (Travel outside of Montreal area for research purposes such as interviewing respondents). This may be limited and demonstration that there is no other alternative must be provided.

Ineligible expenses (as a general rule the funding covers expenses as opposed to assets)

- Books, manuals, computer manuals, directories, subscriptions, memberships
- Computer software and hardware (purchase)
- Conference registration
- Courier services, registered mail, special delivery
- Equipment (purchase) some equipment may be available through the IITS Equipment Depot
- Professional Fees
- Costs of preparing the research proposal
- Costs or financial commitments that pre-date the award
- Costs of printing/binding of Thesis
- General supplies for everyday student activities or thesis defense materials
- Local transport, local parking, travel to confer with colleagues, travel to conferences