

AMPD MINOR RESEARCH/CREATION GRANT 2016-17

APPLICATION FORM AND GUIDELINES

Before completing this form, please read the guidelines on pp. 5 & 6.

TO be eligible, applicant must be a YUFA member with a contract extending throughout the duration of the funding period (Jan. 31, 2017 – Dec. 31, 2017)

Deadline: January 31, 2017, 4:30pm.

Please submit to Jamie Pratt (jpratt@yorku.ca), Research Officer, 201W GCFA.

Electronic submission preferred.

APPLICANT INFORMATION	SURNAME		GIVEN NAME(S)	
	EMPLOYMENT STATUS		DEPARTMENT / UNIT	

PROJECT DETAILS	PROJECT TITLE			
	TYPE OF PROJECT			
	ACCORDING TO WHICH CRITERIA SHOULD YOUR APPLICATION BE EVALUATED (YOU MAY CHOOSE MORE THAN ONE)?			
	UNIQUE OR TIMELY OPPORTUNITY			<input type="checkbox"/>
SUPPORT FOR PERFORMANCE/ PRODUCTION/ EXHIBITION/ PUBLICATION			<input type="checkbox"/>	
MEETS A SPECIFIC DEPARTMENTAL, FACULTY, OR UNIVERSITY INITIATIVE			<input type="checkbox"/>	

PROVIDE A CONCISE DESCRIPTION OF THE PROJECT, INCLUDING WORK TO DATE AND THE SPECIFIC RESEARCH ACTIVITIES THE GRANT WOULD FINANCE. PLEASE CONTEXTUALIZE ON THE BASIS OF THE TYPE OF PROJECT PROPOSAL AND THE CRITERIA FOR ADJUDICATION. PROVIDE A TIMELINE, INCLUDING START AND END DATE (MAX. 3500 CHARACTERS).

**PROJECT
DETAILS**

BUDGET INFORMATION: IN THE TABLE, PLEASE PROVIDE A BREAKDOWN OF COSTS YOU EXPECT TO INCUR IN THE PROJECT, WHICH WOULD BE FUNDED WITH THIS GRANT.

Travel Costs:	\$	<input type="text"/>
Materials:	\$	<input type="text"/>
Personnel:	\$	<input type="text"/>
Computing / Equipment:	\$	<input type="text"/>
Other:	\$	<input type="text"/>
TOTAL:	\$	<input type="text"/>

BUDGET JUSTIFICATION: IN THE SPACE PROVIDED, PLEASE PROVIDE AN EXPLANATION OF YOUR EXPENSES.

ARE THERE OTHER COSTS FOR THIS PROJECT FOR WHICH YOU WILL BE SEEKING FUNDING ELSEWHERE? IF SO, PLEASE LIST THE COSTS AND SOURCES OF FUNDING TO WHICH YOU WILL BE APPLYING.

UPDATE ON RECENT ACTIVITIES: PLEASE PROVIDE AN EXPLANATION OF

- 1. ANY WORK THAT HAS ALREADY BEEN COMPLETED ON THE PROJECT.**
- 2. HOW THIS PROJECT IS RELATED TO OTHERS THAT YOU HAVE COMPLETED OR ARE CURRENTLY WORKING ON.**

GUIDELINES
AMPD MINOR & JUNIOR
RESEARCH/CREATION GRANT 2016-17

Please make note of the following items:

ITEM 2 - Criteria for judging proposals

ITEM 3 - Eligibility status of retired/retiring faculty members and those on leaves other than sabbaticals

ITEM 10 - Report-out requirements

ITEM 11 - Applications will not be accepted from those faculty members who have not already reported out, on the proper form, a previous AMPD Research / Creative Projects Grant.

1. The purpose of the AMPD Minor Research / Creative Projects Fund is to lend modest financial support to minor research and creative projects conducted by full-time faculty members of the School of the Arts, Media, Performance and Design.
2. **Grants will be judged on a competitive basis.** As approved at the June 1, 1994 Faculty Council meeting, the criteria used in the evaluation of applications to determine future MR/CP grant recipients will be as follows:
 - (a) Except in extraordinary circumstances, the Committee will only approve funding for applications that are:
 - small projects;
 - pilot projects for the start of a new large project;
 - projects that bring to completion a larger project; or independent smaller offshoots or tangents of larger projects.
 - (b) With the restrictions above, the Committee uses one or more of the following criteria in adjudication of the applications:
 - unique or timely opportunities;
 - support for performance/ production/display/publication;
 - projects that fit specific departmental, faculty or University initiatives.
3. Only full-time faculty members having approved contracts extending throughout the duration of the funding period of the grant award (i.e. through December 31st of the year in which the monies are to be used) are eligible to apply. Except in extraordinary circumstances, **faculty members who are retiring or are on leaves of absence other than sabbaticals are deemed not to hold full-time contracts** throughout the duration of the funding period, and are therefore not eligible to apply.
4. **The maximum amount of an AMPD Minor Research / Creative Projects Grant is \$1,500 for a tenured faculty member and \$2,500 for a junior (untenured) faculty member.**

5. Travel expenses, including expenses for food and lodging, shall be limited to those expenses necessary and essential to the research undertaken.
6. Funds cannot be requested to pay the principle researcher(s) a salary.
7. Funds may not be requested for expenses previously incurred in connection with the project submitted to the committee.
8. Grant recipients who intend to use grant funding to employ a research assistant should attempt to ensure that the research assistant is an AMPD student.
9. **The deadline for applications to the fund is January 31, 2017, 11:59 PM.**
10. **If an applicant is successful, the recipient agrees to report out, in accordance with the proper procedures, on or before December 15, 2017.** Reporting out entails both a financial and progress report. The Research Committee@AMPD will accept a copy of your "Claim for Reimbursement of Expenses" forms in place of receipts. The expense forms should be filled out in enough detail so that the Committee can understand what was done. You are still advised to keep a copy of your receipts for your own records. ***Please check Senate Guidelines for Reimbursement of Expenses:** <http://www.yorku.ca/secretariat/policies/document.php?document=60>
11. Applications will not be accepted from those faculty members who have not already reported out, using the proper form, a previous AMPD Minor Research / Creative Projects Grant.
12. **AMPD Minor Research Project grant money must be used for the project as described in the proposal. Normally the money must be spent in the calendar year. However, extensions may be granted in extenuating circumstances. Any money granted in 2015 and not used by December 31, 2016 must be returned to the Research Committee@AMPD, unless an extension by the Committee is given.**
13. An accurate budget must be included with each submission. Where an AMPD Minor Research / Creative Projects Grant is given for less than the proposed budget, the grantee may seek additional funding for the remainder, so long as the combined total does not exceed that of the proposed budget. Where the combined funding exceeds the amount contained in the proposed budget, the surplus will be repayable up to the amount of the AMPD Minor Research / Creative Projects Grant.
14. Applicants who are cross appointed in another Faculty at York University are encouraged to apply to one Faculty only for a minor research grant in any given year.
15. Wherever applicable, acknowledgement should be given to the School of the Arts, Media, Performance and Design.
16. Any significant change in the expenditure of grant funds and/or any significant change in the research plans must be submitted to the Research Committee@AMPD. The Committee reserves the right to rescind funding on the basis of these changes.
17. All applications are confidential and the decision of the Research Committee@AMPD is final.