

REPORT-OUT AMPD MINOR RESEARCH/CREATION GRANT

After spending your Minor Research/Creation Grant, you are required to complete this **form** and submit it to the Research Committee@AMPD (RC@AMPD) for review.

Fill out this report form. Attach a copy of your receipts or your “*Claim for Reimbursement of Expenses*” and send to Jamie Pratt (jpratt@yorku.ca), 201W Goldfarb Centre for Fine Arts by the **deadline of December 15.**

FACULTY NAME	SURNAME		GIVEN NAME(S)	
	DEPARTMENT / UNIT		YEAR OF GRANT	
ACTUAL USE OF GRANT	FUNDS SPENT	\$	EXPLANATION	
	Travel:			
	Materials:			
	Personnel:			
	Computing / Equipment			
	Other:			
	TOTAL:			
PROGRESS REPORT				

All report-outs will be reviewed by the Research Committee@AMPD (RC@AMPD)

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 Minor Research / Creation Grant.

1. The purpose of the AMPD Minor Research / Creation Grant 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 the AMPD Minor Research / Creation 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, 4:30 PM.**
10. 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 / Creation Grant.
12. **AMPD Minor Research / Creation 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 2017 and not used by December 31, 2017 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 / Creation 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 / Creation 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.