

## **RESEARCH GRANT APPLICATION GUIDE**

Before applying, please read this guide carefully; it provides important information about eligibility, deadlines, and other details for applicants.

### **PURPOSE**

The primary purpose of the research grants awarded by CIUS is to encourage and support research on Ukrainian and Ukrainian-Canadian subjects in the Humanities and Social Sciences. Please specify the goal of the research that you are asking CIUS to support.

The research grants are designated for independent research that is conceived and carried out by scholars, and are first and foremost designed to meet the needs of career scholars at universities or other post-secondary institutions, as well as independent scholars. They are not offered to support research towards a degree or course requirement; neither are research grants offered as publication support, or to subsidize publication costs. CIUS research grants are intended to defray actual direct costs attributable to a project, not for overhead costs or for personal income.

### **ELIGIBILITY OF APPLICANTS**

A research grant application may be submitted by a scholar on the faculty of a university or other postsecondary institution in Canada, Ukraine, or elsewhere, or by an independent scholar.

### **APPLICATIONS**

An application must be submitted by the scholar who has initiated the project and assumes responsibility for the research.

In order to allow for a thorough evaluation of a research project, applicants should present a clearly defined proposal, in which they carefully describe the plan for accomplishing the proposed research. A review of related literature should be included when applicable.

Applicants should provide a statement of the expected duration of a project and an estimate of the total costs involved. Grants are normally issued for one calendar year. Your application should state what you plan to accomplish in that year, and how much this will contribute to your overall goal. If the project for which support is requested forms part of an ongoing or larger proposal, the applicant must describe the entire undertaking in detail. Applicants must inform CIUS of support requested or received from other funding bodies.

### **DEADLINES**

Applications must be submitted by 1 March 2018.

### **RESEARCH BUDGET**

#### **Eligible costs may include:**

- A. Travel to work in archives and libraries
- B. Accommodation
- C. Subsistence during time spent carrying out research away from place of residence
- D. Copying of archival and other materials
- E. Support for fieldwork and conducting interviews
- F. Support for conducting questionnaires and surveys that will lead to public dissemination

**Ineligible costs include:**

- A. Stipend, income, or honorarium
- B. Contribution to university overhead
- C. Cost of travel to attend conferences
- D. Travel costs of family members
- E. General reference books and materials, additions to personal or departmental libraries, teaching material
- F. Office equipment (computers, photocopiers, fax machines, etc.)
- G. Passports
- H. Costs of banking and exchange
- I. Childcare expenses
- J. Operating and rental expenses of a private automobile
- K. Costs incurred before a grant is announced
- L. Subsistence allowance not related to work on the project. \*

\*Subsistence allowances may be applied for to help cover costs spent away from home. They are not expected to cover all living expenses, but are intended to defray costs such as accommodation, meals, and personal expenses.

**EVALUATION**

Applications are assessed based on a points system that takes into consideration a number of factors, including: conceptualization of the project, importance of the topic, potential for making a contribution to the field, effectiveness of the research plan, the applicant's experience/qualifications and relationship to the topic, letters of support, and the project budget. The level of funding for successful applicants will be determined based on the grant program's budget and comparison with the other projects.

**CONDITIONS OF HOLDING A GRANT**

Grants are made on the understanding that the recipients agree to observe the specific conditions in the grant offer and the general policies and procedures outlined in this guide. CIUS reserves the right to withdraw a grant, after due notice, if it is found that the conditions are not being observed or the project no longer seems viable.

A general report and an itemized statement of expenditures (financial report), along with copies of receipts for major expenses, must be returned to the Institute within six months of the end of the grant period.

A grant will only be awarded after receipt of a signed letter acknowledging and agreeing to the terms and conditions of the grant offer.

Failure to live up to the terms and conditions of the grant offer shall be just cause for the Institute, if it so decides, to terminate an agreement and to recover from the grant recipient all amounts hitherto advanced.

**PAYMENT OF THE GRANT**

Grants are usually paid in September directly to the applicant. Research grants may not be used to cover expenses incurred before the date on which an award is announced.

**REPORTS, MANUSCRIPTS AND RESEARCH RESULTS**

**Financial Reports:**

An itemized financial report is to be submitted no later than six months following the end of the grant period. Original receipts should accompany the report, where relevant (for major expenses), or scanned copies of the originals.

**Report on Research Activities and Manuscripts/Research Results:**

A report on research activities must accompany the final report of expenditures. The report should outline the accomplishments of the research work and provide brief explanations if any research goals were not reached. As well, a report on the manuscript/research results should be submitted to CIUS upon completion.

**FINAL COMMENTS**

The Canadian Institute of Ukrainian Studies (CIUS) reserves the right, in cases of uncertainty, to interpret the provisions of this Guide and any conditions attached to the grant offer. Inquiries concerning research grants may be addressed to the director by e-mailing [ciusappl@ualberta.ca](mailto:ciusappl@ualberta.ca) or calling CIUS at (780) 492-2972.

We strongly encourage all recipients of research grants to consider submitting their manuscript to CIUS Press (if book-length) or to the editor of CIUS's online journal, *East/West: Journal of Ukrainian Studies*, for publication.