



2024 Competition (Fiscal Year 2024-25)
Submission Deadline: [March 15, 2024 11:59 pm PST](#)
Submit [online form and application template](#)

Research/Creative Project Grant (RCPG)

Please read these guidelines carefully and in their entirety before beginning to work on an application.

Background

Funding for RCPG program comes from a SSHRC Institutional Grant (SIG) awarded to the University of Victoria. Each RCPG award will be known as a SSHRC Explore Grant.

Purpose

The primary purpose of the Research/Creative Project Grant (RCPG, previously the Internal Research/Creative Works Project Grant, IRCPG) program is to provide seed funding to faculty members, librarians, and eligible Artists in Residence for [SSHRC-related research and creative projects](#) that will lead to external research funding submissions. These activities include, but are not limited to, research planning, conducting preliminary studies, and initial data gathering. The budget limit is \$7,000 for SSHRC-related and creative project funding applications. Recipients are expected to apply for external funding in the year following the RCPG grant as a Principal Investigator (e.g., SSHRC, New Frontiers in Research Fund, Canada Council for the Arts).

Knowledge mobilization activities similar to the SSHRC Connection Grant program are not eligible.

Applications for projects relating to research on pedagogy or the creation of teaching tools will be considered on condition that the research content, research aims, and research impact of the project are clearly stated. Alternate funding for such projects may be available via the [Division of Learning and Teaching Support and Innovation](#).

The RCPG program is not intended to provide continuing support for the same ongoing research or creative project across multiple years or to serve as a substitute for external funding. Applicants may not apply for funding in consecutive years.

Eligibility

Faculty members who hold a tenured appointment or an appointment with eligibility for tenure as an assistant professor, associate professor or professor, or a grant-tenured appointment or an appointment with eligibility for grant-tenure at any of the above ranks may apply. Faculty on leave, except leave without pay, may apply. Artists in Residence are eligible to apply for research/creative projects provided this option is specified in their terms of employment. Librarians with eligibility to hold Tri-agency funds may also apply.

The following individuals are not eligible to apply for RCPG funding: postdoctoral fellows, lab

Application instructions

1. Complete the Application template available on the [Office of Research Services Internal Grants webpage](#)
2. Fill out the requested information on the online submission form (see details below).
3. Upload the application template as a PDF in Section 5 of the online submission form.
4. Complete the RCPG report in Section 6 of this form if you have held RCPG funding previously.
5. Complete the EDI questionnaire for this application, available on the [Office of Research Services Internal Grants webpage](#)
6. Submit the online submission form. You will receive an email confirming that your application has been submitted.

Section 1: General Information

Provide your contact information and details of your role at UVic.

Section 2: Eligibility

To be eligible, you may not hold a grant of \$50,000 *unless the official end date of the grant is on or before March 31, 2024*. Salary awards are exempt from this eligibility criterion. If a pending external research grant application is awarded during the RCPG evaluation process, the RCPG will not be awarded.

Section 3: Project Information

Provide the title of your project, the SSHRC field of study, the discipline, the total budget request and information on any regulatory approval requirements.

Section 4: Project Summary

Using non-technical, plain language, briefly describe the purpose/artistic intent and plan of the proposed project. Maximum 250 words.

Provide a breakdown of the number of students, postdoctoral researchers, technicians or research associates included in the project, as well as the planned outputs for this project. Outputs refers

Project descriptions should include the following information as appropriate:
objectives of the research

symposium with other researchers or collaborators on the proposed project are eligible; however, any other conference-related expenses (i.e. registration fees or memberships) are not eligible. The applicant is required to indicate the source (travel agent or on-line service) for their travel estimates but should not include the quote itself. In the case of community-based or collaborative research projects, RCPG funding may be used for convening teams and participants, but this expense must be justified in the budget. These meetings may be held in conjunction with a conference, but the funds may not be used for the conference itself. When possible, alternate ways of connecting (e.g., Zoom, MS Teams) should be considered.

Other

Child care expenses as described under [Tri-agency guidelines](#). This must be specified at the time of application.

Expenses Related to a Disability: The Central Accommodation Fund is available to employees to assist with expenses needed to accommodate a disability. See the [Central Accommodation Fund webpage](#) for eligibility and procedures.

community responsibilities or other reasons including COVID-19.

Signatures

Your signature as applicant, as well as those of your Departmental Chair/School Director and Dean are required to submit the RCPG application. If you are an applicant and are also the Chair/Director, then your Dean's signature is required and sufficient.

Section 6: Report on Last Research/Creative Project Grant (RCPG)

If you have held another (Internal) Research/Creative Project Grant recently and have not yet submitted a final report, the final report must be submitted here. The information requested in this section is required for UVic to be compliant with SIG reporting requirements.

Evaluation

Applications will be reviewed by cross-faculty committees with the participation of associate deans research.

RCPG applications will be assessed using the following criteria:

1. Quality and potential of the proposed research/creative project.

The quality and originality of the proposal.

The extent to which it is consistent with the purpose of the Research/Creative Grant Program (to provide seed funding in support of external funding applications).

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4. RCPG recipients may request a one-year extension under exceptional circumstances by emailing orsfinance@uvic.ca, including an explanation of why the project was delayed and a plan for completing the project over the next year.
5. Before additional funds are awarded for new projects, all outstanding final reports for previous University grants must be submitted to the Office of Research Services.
6. Grant holders who determine that their awards will exceed actual expenditures are requested to inform
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Grant holders w4 dete ubmi

Appendix A

Use of IRCP Grant Funds for Rental of Studio Space

IRCP Grant funds may be used to reimburse a faculty member for the rental of studio space necessary to carry out a proposed creative project under the conditions below:

1. The space is specifically required to carry out the creative project work supported by the IRCP Grant.
2. The Department Chair and Dean confirm there is no equivalent space available within the faculty member's unit that can be assigned to support the work funded by the grant.
3. The faculty member must rent the space as an individual and provide receipts to be reimbursed up to the amount awarded for by the creative projects grant selection committee for the purpose of space rental.
4. The faculty member is the lease holder and has sole responsibility for the rental of the space under the terms of the lease including making rent payments as scheduled.
5. The University's obligation to reimburse the faculty member for rental of the space is limited to the amount specified in the IRCP grant award. The faculty member is responsible for any rent beyond that amount such as might be incurred in a long-term lease.
6. The University accepts no responsibility for the lease, for the proper use of the space, for any damage that may occur or for any liability associated with the use of the rented space.
7. University insurance does not cover the use of the rented space or any materials or equipment stored or in use in the rented space.
8. Internal research / creative project grant funds may not be used to reimburse a faculty member for the rental of office or storage space.
9. Internal research / creative project grant funds may not be used for renovations and cannot be used to rent space from a partner or relative or to rent space owned in whole or in part by the faculty member.

The estimated rental cost should be entered as an operating expense in the budget with appropriate justification. You do not have to provide lease details at this time, but detail will be requested if a grant is awarded and before any reimbursement is made.

You must attach a statement to your application from the Department Chair and Dean as per (2) above.