

RESEARCH GRANT APPLICATION GUIDELINES—KILLAM POSTDOCTORAL FELLOW

All Killam Postdoctoral Fellow applications for financial support are reviewed by the Dean of Graduate Studies.

A. ELIGIBILITY

Ethics Committee Approval

Where the research uses human subjects in any way, approval must be sought from the Human Ethics Review Board, coordinated through the Office of Research Services. To ensure proper reporting, projects which require approval by a hospital research ethics board must be accompanied by a letter that identifies the proposal as a KPDF Fellow research project. While applications for research grant funds can be submitted concurrently with the application for Ethics Approval, no funds will be released until approval from the Ethics Committee has been received. A copy of the letter confirming Ethics approval must accompany the research grant application or be sent to Graduate Studies later in order to allow for the release of funds.

B. TIMING OF APPLICATIONS

It is expected that fellows who require financial assistance to carry out their research will submit an application for research funding early in their fellowship.

The Faculty of Graduate Studies will complete approval of research grant applications within two weeks of receipt. However, fellows should ensure that they provide enough time between submitting the application and when they intend to start incurring the expenses, in the event there are delays in the approval process.

C. GRANT AMOUNTS AND ELIGIBLE/INELIGIBLE EXPENSES

Eligible expenses include: Survey costs; inter-library loan charges; travel costs outside a 100km radius of Halifax, photocopies of material gathered during research trips; the purchase of microforms or data sets not available through the library budgets; and limited hiring of research assistants to help administer their research.

D. POLICIES ON RESEARCH FUND ALLOCATIONS

1. Travel: Air charter rates should be used. Where ground transportation is approved, it will be allowed up to the equivalent of the cost of cheapest airfare. No travel costs within a radius of 100km of Halifax, or local travel in the city where the research is being carried out, will be allowed.
2. Per diem Expenses: Up to \$42.00 per diem expenses will be provided.
3. Original receipts for airfare and accommodations must be submitted for reimbursement purposes.

E. POLICIES ON RESEARCH FUND EXPENSE REIMBURSEMENTS

1. Original receipts are required for all expenses and must be included when submitting travel claim expense forms and cheque requisitions to Financial Services for reimbursement from a research grant.
2. All KPDF research grants are held in the name of the fellow's supervisor. Therefore, all expense reimbursement forms must be signed by the fellow's supervisor.
3. Additional details on expense reimbursement are included with the grant approval notification letter sent to fellows. Details on the research grant are also included with the letter.

F. APPLICATION PROCEDURES:

1. Fellows are eligible to apply for one grant in the maximum amount of \$3,000.
2. Applications must be submitted and approved before the expenses are incurred.
3. Fellows may apply at any time; applications will be considered on an ad hoc basis. The application must be complete, including ethics approval (where necessary).
4. Applications must be completed online via the [FGS Online Submission Platform](#).
5. All sections of the application form are to be completed (as appropriate). In particular, special attention should be paid to Section 1 and Section 3. In Section 3, each budget entry should be itemised in the space provided and a rationale appended as appropriate. The application should be written clearly. The use of technical jargon should be avoided.
6. Copies of research materials, e.g., microfilm, obtained with research grants must be deposited in the University libraries upon completion of the research. In addition, data files obtained with research funds must be deposited in the Dalhousie University DataBank (applications for the purchases of databases that have restrictions on access will be considered where reasons are provided as to why the database cannot be deposited in the university databank, and how the database will be stored and managed after use by the fellow). Researchers can obtain further information about the latter by visiting the following website: <http://is.dal.ca/~databank/>. Dalhousie University is listed in the *Directory of Canadian University Data Libraries / Archives*.
7. Where necessary, evidence of ethics approval must accompany an application for research that uses human/animal subjects. Application guidelines and forms are available from Research Services, Room 337, Henry Hick Building or on the Web at <http://researchservices.dal.ca/>. Research proposals are to be submitted to Research Services for review by the Human Ethics Review Board.
8. Applicants will be notified, in writing, of the Dean's decision and an account will be set up with the Financial Services Office, under the signing authority of the applicant's supervisor.
9. Grant recipients are to notify the Killam Administrator, Faculty of Graduate Studies Office, in writing, when the funded project has been completed or when the allotted funds have been expended. This results in the closure of the account and unspent funds are returned to the research budget for subsequent redistribution.