



Maple League of Universities Fund Application FAQ

- 1. Are faculty and staff from each of the Maple League institutions eligible to apply?**
 - YES! Full-time, part-time and contract faculty and staff from Acadia, Mount Allison, Bishop's and St. FX are eligible to apply for any funds made available across each of the Maple League Committees.
 - For the RESEARCH Fund, all faculty holding full-time, tenure-track or tenured appointments with rank at any of the four Maple League of Universities may apply. Applications will require a minimum of two (2) faculty members from a minimum of two (2) different Maple League Universities. Teams applying to this fund will be allowed to hold a maximum of one (1) award every two years.
- 2. I'm a full-time or part-time student at a Maple League institution: can I act as a Project Coordinator to apply for funding from the Maple League for my initiative?**
 - All students attending a Maple League institution at the time of project submission are eligible to apply for funding. In order to complete an application for funding, however, students will need to identify a faculty or staff member at any of the Maple League institutions to act as their Project Coordinator in order for the project to be considered.
 - *This should not deter students from submitting their project ideas to a fund for consideration. This stipulation is only in place to minimize administrative roadblocks in administering funds as well as mitigating risks with respect to project longevity as students complete their degree.*
- 3. I am hosting an event where our partners will be present: will the Maple League sponsor our organization costs?**
 - At this time, the consortium is only able to offer funding for projects and initiatives that meet specific and detailed criteria. Unfortunately, sponsorships for events and gatherings, workshops, etc. cannot be financially supported at this time. Please visit our Maple League Funding Criteria page at <http://mapleleague.ca/about/funding-opportunities/> for all submission requirements.
- 4. Can I apply to more than one fund at the same time?**
 - Currently, identical project proposals should not be submitted for funding from multiple Maple League Funds. Please review fund descriptions and choose the fund that is most suitable: <http://mapleleague.ca/about/funding-opportunities/>. If you would like advice on the fund best suited to your project, we encourage you to contact the Chair of the funding committee. You are encouraged to find matching funding elsewhere, either through institutions or externally. An application may be submitted for MLU Collaborative Research Seed Grant funding where the applicants are seeking mandatory or required matching funds

in support of a simultaneous grant application to an external funding body (e.g. SSHRC Connections Grant).

5. Where else can I apply for funding?

- If you are seeking additional sources of funding for your project, you may contact the Executive Director who will act in an advisory capacity to facilitate interaction with key stakeholders who may support your efforts. The Executive Director can act in advisory capacity to support teams as they research, design, generate content for external proposals.

6. Does my project have to impact all four Maple League institutions?

- In alignment with the values, mission and strategic direction of the Maple League (read more HERE <http://mapleleague.ca/about/strategic-vision/>) we require that projects to demonstrate impact, in some fashion, on each of our four campuses. If you feel as though you have a really strong project, but aren't sure how it might apply to teams or groups on another campus, we encourage you to pick up the phone or send an e-mail to your colleagues or reach out to the ED for help connecting with colleagues.

7. Do I need a project representative from each institution on my team?

- Although this is not a concrete requirement for all fund applications, projects that are able to acquire the support of campus partners at each institution will inherently showcase values aligned with the mission and vision of the broader scope of Maple League funding requirements. As such – it is strongly encouraged!

8. Is my project eligible for funding if its timeline for implementation exceeds one year?

- It is the goal of the Maple League Funds to provide opportunities for collaborators to execute their projects on an annual basis through the support of these funds. Therefore, in order to receive funding for a project through a designated Maple League fund, applicants must plan to spend the requested funding within one calendar year of fund distribution. This, however, does not discriminate on projects that live beyond that spending time constraint. This policy is simply in place to encourage projects that have the potential to illustrate measurable impact in their early stages to encourage other ideas to flourish across our campuses.

9. Can I submit the same project for additional funding in successive years?

- You may re-submit your project idea with an updated project outline and submission details for additional funding. It should be noted, however, that consideration will be given by fund allocating committees to diversify their funding portfolio each year. So, this certainly does not disqualify you from re-applying, but if there is a high volume of new project submissions in the next cycle, you may be at a disadvantage.
- If you feel as though your project is at a stage where it is ready to be polished and proposed for external funding opportunities, we encourage you to connect with the Executive Director and/or the Research Committee and Offices to coordinate next steps in the process to do so. The Executive Director can act in advisory capacity to support teams as they research, design, generate content for external proposals.

10. I am an acting Maple League committee member: can I submit a project proposal for funding?

- Active members of Maple League committees who administer funds should recuse themselves from the evaluation and voting process if the committee they sit on is adjudicating the funding proposal submitted by a fellow committee member. As well, active committee member status on one committee does not disqualify project submissions to funds administered by other committees.

11. I have submitted my application for funding: when can I expect to hear back from the committee?

- Thank you for your project submission! It is the responsibility of the Maple League Committees who administer fund proposals to publicize the availability of their respective funds for one month. Once the period for submissions is closed, committee deliberations may take between 2-4 weeks depending on the volume of applications experienced. The Chair of the committee to which you have applied will be in touch following the closing date and notify you of an expected response timeframe. If you do not hear from a member of the committee, you may reach out to director@mapleleague.ca for more information.

12. What are considered as eligible expenses?

ELIGIBLE EXPENSES: research funding may be used for a variety of activities and expenses that will contribute to the achievement of the program's purpose

- Funds may be used for activities including, but not limited to, the following:
- support of student research assistants and/or technical staff
- collaborative research activities (e.g., literature reviews, field work, data collection, interviews)
- research materials and supplies
- research planning workshops, events, outreach meetings to facilitate research collaboration across universities and with other partners, as well as joint knowledge mobilization and synthesis activities (travel, accommodation, event facilitation, hospitality costs).

Expenses that are **not eligible** include the following:

- conference travel
- research equipment
- service contracts for major equipment
- book subventions and other publication costs
- expenses related to sabbatical leaves.

13. What are the guidelines around Compliance with University Research Policies?

- Research activities supported by the Research fund must comply with Maple League University policies on the conduct of research, specifically the University policies on research ethics (research involving humans or animals) and research integrity. It is the responsibility of the applicants to secure the appropriate approvals for the proposed research. A lead applicant may be identified, who will ensure appropriate approvals are received through their own institution. Funds will not be released until all such approvals have been obtained.

14. How are funds distributed? Budget Transfers: Research grants must be used for the project and purposes described in the application. Normally, one member of the team will assume lead responsibility for the administration of the research grant. Grant-holders wanting to make minor

transfers of funds from one budget category to another in response to changing research needs, or to use funds for a new budget item may do so at their discretion. Research offices will make arrangements for transfer of funds between institutions if required.

15. What are the processes in place for reporting?

- **Submission of Final Reports:** Within two months of the completion or termination of the grant, a final report must be submitted to the Executive Director of the MLU. Reports will be shared with the members of the MLU Research Subcommittee. This report should not exceed two (2) pages and should describe what was accomplished, including a summary of the major research findings and/or creative activities undertaken; plans to continue or build on the research collaboration; and other external funding that has been obtained or applied for as a result of the project; and future funding prospects.

16. What are the selection criteria for Funding decisions?

- **EVALUATION CRITERIA will differ slightly across the committees responsible for adjudicating proposals.**
- All funds are peer reviewed by members of all four institutions appointed or elected onto the committees
- For example, the case of the Research Committee, Applications will be adjudicated by members of the MLU Research Committee with funding recommendations made to the Executive Director for final approval with the University Presidents.
- The Executive Director is a non-voting member
- In all cases, the overriding factors in the evaluation of an application are the quality and originality of the proposed PROJECT and the potential of the application for establishing a successful collaboration, as reflected in the proposal, as well as the achievements of the applicants, measured against the stages of their careers, and their career patterns and responsibilities.

17. Do I have to provide bios/1 page CVs for all project partners, collaborators, etc?

- In order for the selection committees to assess the potential for success of the proposal, it is important for them to review the research/scholarly/creative achievements of the applicants relative to their career stages;
- Applicants are encouraged to include any special circumstance or other factor deemed appropriate in a particular instance (e.g., research career interruptions/delays, career patterns and responsibilities).
- New research directions and emerging scholars – including student researchers & partners – are encouraged

18. What are the selection criteria for the RESEARCH FUND?

- Applications will be assessed on the basis of the following criteria:
- the quality and originality of the proposal and the extent to which it is consistent with the purpose of the Research Fund (potential for collaborative research impact, potential for further external funding success);
- the research/scholarly/creative achievements of the applicants relative to their career stages;
- the potential for collaborative engagement of students across Maple League Universities in the research area of the applicants;
- the outcomes resulting from any previous support through this fund (if applicable), as evidenced by final project or, if relevant, progress reports; and

- any special circumstance or other factor deemed appropriate in a particular instance (e.g., research career interruptions/delays, career patterns and responsibilities).

19. How do I submit a proposal?

- Please visit the website <http://mapleleague.ca/about/funding-opportunities/> where you will find a fillable WORD doc under “Important References”. You can fill in all fields and add ancillary information if necessary
- Once the form is complete, save as a PDF and submit to director@mapleleague.ca

20. What is the COMPETITION DEADLINE?

- There will be an annual competition with a deadline of October 15 at 12:00 pm EDT. If this date falls on a weekend, the deadline moves to the next business day.