



## Maple League of Universities Funding & Guidelines

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### A. General Guidelines:

A successful application for financial support from any of the Maple League Funds outlined below must demonstrate alignment with the strategic vision of the Maple League and make a case for impact. Proposed initiatives should fundamentally answer one or both of the guiding questions of the Maple League:

*What can we do together that we cannot do on our own?*

*How does working together enhance what we do do on our own?*

Submissions should also clearly identify their connection to one or more Maple League pillars, guiding values, and a link to one or many of the consortium's strategic initiatives. Project proposals will be successful if they can effectively demonstrate a lasting impact, and support the efforts of the Maple League to promote collaboration across the four campuses. Funds are not designed to substitute other avenues of funding or to offset already incurred costs. **As such, proposals for general sponsorship will not be considered.**

When applicable, applicants should identify potential additional sources of funding for the proposed initiative. Applicants who can clearly articulate the opportunity for knowledge translation/mobilization in relation to their initiative will have an advantage in funding consideration. In the case of the Research Fund in particular, funds requested should represent seed funding to support longer-term research projects/funding through Tri-Council. The selection committees will make a recommendation for successful projects to the Executive Director who will seek final approval from the Presidents Council.

**Supporting Documentation:** (available on the website at [www.mapleleague.ca](http://www.mapleleague.ca))

- Maple League Fund Application (in Word doc format)
- Maple League Funding FAQ
- Maple League Strategic Visioning Document

## Funding Available for On-Campus Signature Initiatives:

Fund Name	Available Funding	Awarding Committee
Online learning/Ideas-Based Course Fund	<b>\$25,000</b>	The Maple League Academic Committee
Spring Institutes & International Field Studies Fund	<b>\$10,000</b>	The Maple League Academic Committee
Maple League Research Fund	<b>\$30,000</b>	The Maple League Research Committee
Innovative Pedagogies Fund	<b>\$10,000</b>	The Maple League Teaching & Learning Centre (MLTLC)
Maple League Travel Fund	<b>\$10,000</b>	Maple League Executive Director in consultation with the Presidents Council

### B. Roles & Responsibilities for Committees:

- It is the responsibility of each committee tasked with granting funds to review all proposals, critiquing their overall potential for measurable impact, assessing their overall feasibility and capacity to align with the strategic priorities of the committee itself and the consortium as a whole
- Committees must ensure that each call for proposals is open, effectively publicized for a minimum of two (2) weeks and has transparent funding criteria, clear submission deadlines, as well as the contact information of the committee Chair to answer questions regarding application details
  - Members of the Maple League Operations team will provide support to committee Chairs to publicize funding opportunities through the main Maple League communications channels: e-mail lists, social media and on the Maple League website
- Committees are responsible for reviewing all funding applications and making a unanimous recommendation to the Executive Director, who will consult with the Presidents Council, to provide final approval prior to funds being released
- Committee Chairs are responsible for reporting funding decisions to the Executive Director. The ED will coordinate the public release of these funding decisions. All decisions remain confidential and non-binding prior to the final approval of the Executive Director and the Presidents Council

- Once final approval from the Executive Director is granted, it is the role of the Committee Chair to inform fund applicants of their successful submission within three (3) business days
- The Chair of the Committee must inform and equip fund recipients with the Maple League Funding Reporting Requirements guideline at the time of granted funding notice
- Committees must provide detailed feedback to both successful and unsuccessful fund applicants within one (1) week of awarding funds

### C. Maple League Fund Spending & Reporting:

- In order to receive funding for a project through a designated Maple League fund, applicants must plan to spend the requested funding within one (1) calendar year of fund distribution
- Funds allocated to successful project submissions will be dispersed in two (2) installments. The first installment will equal three quarters (75%) of the total approved amount to the institution where the Project Coordinator is employed. Following the receipt of a mandatory Project Update Report (see template), the remaining quarter (25%) of the total funding amount will be dispersed. Failure to provide an approved Project Update Report (at the discretion of the Executive Director) will result in withholding of the remainder of the initially allocated funds
- Should a project's initially proposed budget fall below the total amount of allocated funds by its completion date, the Project Coordinator is responsible for reporting this to the Chair of the committee who approved their project. These additional funds will then be made available in successive project submission cycles
- Funds awarded by a Maple League committee may be spent in one of two ways:
  - The Maple League may be invoiced by external businesses or organizations in an amount less than or equal to the total amount of approved funding for a project
  - If an individual must invoice the Maple League or be reimbursed for spending within the parameters outlined in the approved project budget, the institutional Reimbursement Policies from the project's host institution will apply to the requestor
  - It is the responsibility of the Project Coordinator to outline and review spending requirements for their project in collaboration with the Chair of the committee funding the project as well as in consultation with the Executive Director to discern appropriate fund allocation processes throughout the project's implementation
- Successful project submissions that require additional funding beyond the specified amount in their original submission will need to re-apply for additional funding in a subsequent submission cycle

### D. Research Funding:

RESEARCH is a core function at each of the four individual members of the Maple League of Universities (MLU). Faculty researchers excel in individual and collaborative forms of research, scholarship and creative works. Our integrated model of teaching and research, involving high numbers of undergraduate students is highly experiential, intimate, and effective in producing well-trained graduates who excel in the next stages of their research training or

careers. Research also connects our universities with the local communities and organizations that our universities are situated in, and enables partnerships with other post-secondary institutions across Canada and internationally.

## PURPOSE

The purpose of the Research Fund for Faculty is to help advance collaborative research opportunities across Maple League Universities in ways that will facilitate the development or expansion of joint research work, create new teams of researchers, connect complementary research efforts, and lay a foundation for competitiveness in Tri-Agency and other national funding opportunities. Grants awarded through this Fund may serve as seed grants to carry out essential developmental work that will be used in preparing applications for funding at the regional or national level and/or to carry out research and creative activities that have a limited scope or scale.

## ELIGIBILITY

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.

## ELIGIBLE EXPENSES

Collaborative research seed grant funding may be used for a variety of activities and expenses that will contribute to the achievement of the program's purpose (see above).

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.

## MATCHING FUNDING

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).

## EVALUATION CRITERIA

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.

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).

In all cases, the overriding factors in the evaluation of an application are the quality and originality of the proposed research and the potential of the application for establishing a successful research 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.

## 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.

## CONDITIONS OF THE AWARD

**1. 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.

**2. 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.

**3. Responsible Use of Funds and Ownership of Equipment Purchased with Funds:** The principal applicant is responsible for the use of the funds and for any over-expenditure of research accounts. Expenditures must comply with University financial policies and procedures.

**4. Duration of Award and Authorized Extensions:** Awards normally terminate on the date specified in the award notification letter and any unspent funds are automatically returned. Grant-holders may request to have the period of the award extended by writing to not later than one month prior to the end date of the award. Such requests must include a justification for the extension. Normally, extensions will be made for no more than six months.

**5. 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.

#### **E. The Role of the Executive Director in Fund Allocation:**

- If support is required for projects and initiatives outside the parameters of funds currently available through Maple League signature initiatives, the Executive Director may act in an advisory capacity to facilitate interaction with key stakeholders who may support these efforts through collaboration with institutional Advancement teams or external funding bodies. The Executive Director can play a supporting role in stewarding proposals to secure external funding sources on an individual needs basis and/or connect Project Coordinators to Advancement Offices on the four campuses.