Grant Description

Overview: This grant is administered by the Don Wright Faculty of Music and adjudicated by the Faculty's Research Committee. It funds Music faculty members eligible to hold a research grant at Western to undertake small research projects.

Deadlines: Typically, the deadlines for this award will be May 15 and November 15 each year. Applicants may apply to one or both competitions.

Amount: The maximum amount that any researcher can apply for and receive (total) from both this competition and the FRDF Conference/Research-Creation Travel Grant competition in any given fiscal year (April 1 to March 31) is $2500. Evaluations for these two grants are undertaken in tandem. If an applicant is unsuccessful in the May competition (in either or both FRDF granting programs), they may apply for up to $2500 again in the November competition. If an applicant receives less than $2500 in the May competition, they may apply for the remainder in the November competition. The $2500 maximum is not an entitlement, however: the committee is required to ensure the limited funds available are distributed appropriately and equitably, according to the grant criteria and priorities, meaning not all eligible applications will necessarily receive funding, and some may receive partial funding.

Exclusions: This grant does not fund the presentation of research findings at conferences or other events, or participation in performances (apply for the FRDF Conference/Research-Creation Travel Grant instead).

Assessment: Each proposal will be assessed on:
- quality, merit and clarity of the proposal
- innovation of the proposal
- impact on the applicant’s field
- impact on the development and education of Highly Qualified Personnel (HQP – see SSHRC’s Guidelines on Training)
- and the proposed budget.
Committee members will also consider:
- the eligibility of the applicant(s)
- previous grant support and its utilization
- other sources of funding currently held by the applicant
- circumstances and justification of the applicant

Priority will be given to:
- probationary faculty members
- projects for which other funding is not readily available
Completing the Application Form

Parts 1-3:

Answer all the questions.

Part 4:

Write a narrative (single-spaced, font size 12; 3 pages max.) describing your project, using the following headings as relevant to your project and providing the requested information under those headings. The narrative does not need to fill 3 full pages – just use as much space as you need.

1. Objectives/plan/timeline: Describe what you hope to achieve with this project and funding.
2. Impact and significance for your field or for artistic practice: How will your research or project move your specific field of research or your artistic practice forward? Why is it necessary and important?
3. Methodology/approach: Explain how you will undertake your project and the methods you will use.
4. Anticipated outcomes and outputs: Describe anticipated publications, performances, presentations, knowledge mobilization activities etc.
5. Contribution to training of students and postdocs (HQP): (HQP = Highly Qualified Personnel. How will your project help train the next generation to conduct research in your field? Projects involving HQP will receive priority.
6. Relationship to your larger research program: How does this project relate to your past research, and your future research plans? If applicable, how it is a departure from your previous research? If applicable, describe the project’s relationship to your current research. If you are receiving funding for similar research, explain how this research differs and requires separate funding.
7. Anticipated external funding applications: How will this project better position you for applying for external funding opportunities? Are you planning any such applications out of this work?

Parts 5 and 6: Budget and Budget Justification

To complete the budget chart, use a row of the chart for each item in your budget. Break down costs to as detailed a level as you can. Add more rows to the chart if required. See “Grant Description” above for information on how much funding you can apply for.

Only SSHRC-eligible expenses may be claimed. Accurate costs and justification for all budget items must be included. For detail on eligible use of grant funds see the Tri-Council Policy at https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TARAFTOA/index_eng.asp. There are also useful documents on this topic on the Owl “Research – FIMS, Law, Music” page under the “Budgets” tab.

Please provide a written justification of no longer than 2 pages, explaining in an appropriate level of detail why you have budgeted what you have for each item.

If you currently hold an external grant, please explain why this grant will not cover these costs.

Materials and supplies: This would include material items required to conduct the research.
**Salaries and benefits:** Please contact the DWFOM Research Officer for information on standard rates of pay and benefits for undergraduate and graduate research assistants. Requests for part-time research assistance must clarify the distinction between the work of the researcher and the assistant, and must indicate the level and duration of assistance required and provide justifiable costs for this support.

**Travel:** Expenditure for travel will be granted when such travel is for the purpose of primary data collection. (Applications for travel to share research results should apply to the Conference/Research-Creation Travel Grant.) For example, travel funds may be provided for fieldwork, visits to use the holdings of libraries and archives, site visits to public institutions to study and copy otherwise inaccessible documents, and travel to conduct interviews and to consult essential experts who are not available locally. If your project involves travel, consult the university travel policy and guidelines at [https://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html](https://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html). Please see the latter policy for current meal reimbursement rates and charge for these accordingly. Requested hotel/accommodation costs must be reasonable in the context of local rates; ideally, provide a brief written justification in the budget justification.

**Other expenditure:** Items of minor equipment may be requested. A descriptive statement of each item of equipment must be included in the justification of the budget. Applicants are reminded that all equipment purchased with research grants remains the property of Western University. Applications for computer equipment will need to provide a particularly strong justification, establishing the specific need of the item for the proposed project.

**Part 7: References/Bibliography**
Include a list of references relevant to your project, including those referenced in Part 4, to a maximum of 2 pages.

**Part 8: CV**
Insert a copy of your CV, in any format. Be sure you have included, where relevant, any funding received or applied for, student supervision (including master and doctorate advising), Highly Qualified Personnel (HQP) training (e.g., research assistants), publications, presentations, research-creation activities, creative works, exhibitions, performances.

**Part 9: Receipts/Quotes**
Scans/copies of quotes, as required to supplement your budget justification, should be inserted here, or attached as a separate file with the application when submitting through Owl.

**Submitting your Application**

Upload your completed application through the dropbox in the “DWFoM Research” site on OWL. If you have not yet joined this site in Owl, please follow these instructions:
- In My Workspace, from the menubar, click Membership
- Click Joinable Sites to see a list of all the available sites that you haven’t joined
- Select DWFoM Research
- Click Join
NO SIGNATURE REQUIRED: submission of the completed form indicates knowledge of and adherence to the terms of reference and guidelines in this document.

ROLAs are only required if your application is successful. The Research Officer for the Don Wright Faculty of Music will help with this process. Do not complete or submit a ROLA application before submitting your application for funding.

Successful Applications

Decisions
Applications will be adjudicated by the Research Committee within a few weeks after the deadline for submissions (or, if deemed necessary for reasons of Conflict of Interest, an ad hoc committee). Applicants will be contacted by the Assistant Dean of Research about the results of their adjudication shortly after this meeting.

Claiming Expenses
Note that the University requires that expenses be claimed as soon as possible after purchase or returning from travel and may not reimburse claims that are more than 60 days after the purchase/travel dates. Please claim expenses in a timely manner.

Required Report
Within two months of returning from the conference or activity, faculty are required to submit the “Final Report for Internal Grant Competitions” form. This document can be found on the DWFOM Research website under “Apply for Funding”. These reports are needed to enable the creation of Music Faculty reports on the expenditure of FRDF funding in Music: your report thus ensures we continue receive these funds in the future. Failure to submit this report may jeopardize a faculty member’s eligibility for future competitions.