Application Instructions

General Guidelines
To apply to the FRDF CRCT Grants fund please upload the completed application through the dropbox in the DWFoM Research site on OWL. To join this site in OWL:

- 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: Applicants please note that submission of the completed form indicates knowledge of and adherence to the terms of reference and guidelines in this document and as posted on the DWFoM website.

ROLA
Karen Kueneman (kueneman@uwo.ca), the Research Officer for the Don Wright Faculty of Music, will help with this process.
Note: Do not complete or submit a ROLA application before submitting your application for funding. ROLAs are only required if your application is successful.

Deadlines: Please check the website for current deadlines. Generally the deadlines will be June 15 and December 15 each year.

Project Time Period: There are no restrictions as to when the conference must occur. However, retroactive requests for conferences occurring prior to the application date for a particular competition will receive a lower priority.

Reports: Within two (2) months after returning from the Conference or activity, faculty are required to submit the Western Internal Funding Award Report which can be found on the Faculty Research Website under “Apply for Funding”. Failure to do so may jeopardize a faculty member's eligibility for future competitions.

Completing the application form
Please ensure that in completing the application form you demonstrate how your proposed travel aligns with SSHRC Research or Research-Creation activities. Also address how this travel will enable the faculty to meet one or more of the FRDF objectives:

**HQP development** – support and training of undergraduate or graduate students, post-doctoral scholars etc. (and indicate how HQP would be directly supported by these internal funds).
Publication or Research-creation activity – proposed publications, performances, compositions, recordings or other research-creation output to be generated from receiving FRDF support for research project.

External funding activity – proposed external funding submissions

Awards and distinctions activity -

Budget

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 http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp

You should also consult the university travel policy and guidelines at https://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html

Note the maximum 5 days of subsistence (meals and lodging) at maximum $175 per day. The committee may consider higher rates and a longer stay but these must be fully justified in the budget justification

Complete the budget spreadsheet provided in the application form.

Budget Justification (two page maximum)
DO NOT SIMPLY LIST THE BUDGET ITEMS.
Provide a thorough justification for each item.

- **Travel**
  Support for attending conferences and hosting symposia will only be granted when the applicant has clearly illustrated that there will be communication of results / research-creation.
  If you are presenting at a conference provide a copy of the acceptance of your paper/presentation or if research-creation/performance provide a copy of the invitation to perform. If you have not received the acceptance of your paper/presentation you may still apply but funds will not be released until you provide the acceptance/invitation to the Research Officer or Assistant Dean Research

- Attach quotes or receipts to justify expenses (can exceed 2 pages).

***Travel awards shall not exceed $2,500 per fiscal year.
***An individual may not hold more than $2500 in awards from the FRDF in any fiscal year.

CV

Insert a copy of your abbreviated CV (Last 6 years). Include funding currently held, funding received and applied for, student supervision (including master and doctorate advising), Highly Qualified Personnel (HQP) training (i.e. research assistants trained from research grant),
publications, presentations, research creation activities, creative works, exhibitions, performances.

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

Review Criteria
Adjudication: Applications will be adjudicated by the Faculty of Music Research Committee or, if required because of conflict of interest, by an ad hoc committee of full-time faculty members. Applications that offer a clear rationale for the proposed travel, exhibit innovation, and contain a budget explaining fully how the money requested will be spent, will receive preference. Priority will be given to probationary faculty members, and applicants wishing to start new projects that will lead to SSHRC (or other funding agency) applications. Special consideration will be given to projects for which other funding is not readily available and to candidates, who at the time of the award, are not beneficiaries of major research grants. Distribution of awards will be dependent upon the number of eligible applicants and funds available.
Applicants must be presenting at a conference or performing (research-creation). In general, the committee members will consider the following in an application: participation in addition to presenting/performing (i.e., discussant/ programme chairperson/ actively participating on the executive of a learned society), eligibility of the applicants and other sources of funding currently held by the applicant. Preference will be given to conference travel applications couched in larger aims in terms of a pathway toward larger SSHRC (or other funding agency) grants and peer reviewed publications.