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 travel to participate in past and future conferences, performances, and other music-related events. (See exclusions below.)

Deadlines: Typically, the deadlines for this competition 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 Small Research Project 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. For this reason, applicants seeking to fund travel for conferences or research-creation/performance are also encouraged to apply to other sources, including the Dean’s Conference Travel Fund, using the form with that title on the Internal Grants page of the DWFOM Research website.

Exclusions: This grant does not fund:
- attendance at a conference where the individual is not presenting (even if they are, for example, chairing a session.)
- participation in events for which the applicant is being compensated monetarily, unless the compensation does not cover all the applicant’s expenses.
- travel that is for the purposes of conducting research, rather than dissemination of research findings or performances.

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:
Date of the event: There are no restrictions as to when the conference/event must occur. However, retroactive requests for conferences/activities occurring prior to the application date for a particular competition will receive a lower priority than those taking place in the future.

Part 4: Abstract/ Presentation Details
If you are presenting at a conference, provide a copy of the notice of acceptance of your paper(s)/presentation(s). If you have not yet received the notice of acceptance you may still apply, but funds will not be released until you provide the acceptance/invitation to the Research Officer or Assistant Dean of Research.

If you are performing or having a work performed, please provide a copy of the invitation to perform or participate.

Answer the remaining questions, where they are relevant, and insert the requested information (or attach separately to the application). Use only the space you need, up to 2 pages.

Part 5: Budget
To complete the budget chart provided, use a row of the chart for each budget item. 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. Only the faculty member’s travel costs can be funded, not student travel. Accurate costs and justification for all budget items must be included. For details on eligible use of grant funds see the Tri-Council Policy at https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/index_eng.asp. There are also useful documents on this topic on the Owl “Research – FIMS, Law, Music” page under the “Budgets” tab.

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

Consult the university travel policy and guidelines at 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.
Part 6: Budget Justification
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.

Part 7: 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 (eg. research assistants), publications, presentations, research-creation activities, creative works, exhibitions, performances.

Part 8: Receipts and Quotes
Scans/copies of receipts and 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.

Part 9: Evidence of acceptance/invitation to participate
You are welcome to apply for funding to participate in a conference after you have submitted an abstract, but before you know that your paper has been accepted. If you cannot supply evidence of acceptance with your application, it will need to be submitted to the DWFOM Research Officer before the funds are released.

Submitting your Application
Submit 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.

ROLA
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 of 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 returning from travel and may not reimburse claims that are more than 60 days after the 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.