

# Schulich School of Business

## Junior Faculty Fund Guidelines

### Purpose

Junior Faculty Funds are available to provide junior faculty with grants to support research projects.

### Eligibility

All full-time junior faculty members whose home Faculty is the Schulich School of Business may apply. Junior faculty members are defined as non-tenured faculty in tenure-stream appointments. Priority will be given to applicants who have less access to external sources of funding. Those who have not previously applied are especially encouraged to apply.

### Value

The amount awarded may vary depending on the number of eligible applicants to each competition and the amount received by YUFA. Applications for retroactive funding will not be considered.

### Deadline

Applications will be considered once a year on **December 1**. Please note that if the deadline falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day. Please submit the application form and all supporting documentation to SSB Research Officer, [jpereira@schulich.yorku.ca](mailto:jpereira@schulich.yorku.ca)

### Criteria

Junior Faculty Fund proposals are adjudicated by the Research and Awards Committee. The applications will be judged upon the clarity and promise of the proposals, not upon the research record of the applicant. The detailed project proposal and the budget and justification will form the basis for the evaluation of the following criteria:

- Quality and significance of the project - originality, methodology and potential contribution to knowledge
- The feasibility of the proposed project (timeframe, budget, etc.)

### Conditions

Applicants engaging in research with human participants must submit an approval letter of the Human Participants Review Committee before any funds will be released. Applicants engaging in research involving animals or biohazards must submit an approval letter from the Animal Care Committee or the Advising Committee on Biological Safety before and funds will be released.

Junior Faculty Funds should normally be fully spent no later than 24 months after the grant is awarded. By that date, the recipient is required to forward a progress report as well as a full accounting report to the Research Support Office detailing (with appropriate documentation) the results of the research and the expenditures made through the grant.

**Schulich School of Business**  
**Junior Faculty Funds Application Form**

**APPLICANT INFORMATION**

Name:

Area:

Extension:

Email address:

Do you hold external funding as a principal investigator? Yes  No

**PROJECT DETAILS**

Title of project:

Total amount requested: \$

Project category: Pilot study/seed money  Support for ongoing research  Other (please explain)

How will this lead to a larger research project or program and/or how will this lead to external research funding?

Please list other funding held, applied for, or anticipated in support of this project.  
If none, please check here.

Agency and type of grant:

Amount:

Received  Pending decision  Planned submission

Grant start and end date:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

INTERNAL USE ONLY

Date received:

Received by:

Research Support Office Comments:

Result of adjudication :

Date:

Amount Awarded: \$

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**PROJECT DESCRIPTION**

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Using the space provided, describe the project including objectives, significance, research plan and methods, and work already completed on this project. Project descriptions should be written in language that will be clear to committee members who may be unfamiliar with the field of study. Please consider your colleagues: use a 12 point font and do not exceed this one page.

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**BUDGET****PERSONNEL**

Employee Title	Description of Task(s)	Hourly Wage	Number of Hours	Total Cost

Justification:

**EQUIPMENT AND SUPPLIES**

Item Description	Total Cost

Justification:

**RESEARCH TRAVEL - TRANSPORTATION**

Departure Point	Destination	Departure Date	Days at Destination	Method of Transportation	Total Cost

Justification:

**RESEARCH TRAVEL – ACCOMMODATION**

Destination	Departure Date	Days at Destination	Lodging Costs	Meal Costs	Total Cost

Justification:

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**PROGRESS REPORT – Only applicants that have previously received Junior Faculty Funds need to complete this section. Recipients must submit a brief report on what was accomplished as a result of the grant before any subsequent funds will be awarded.**

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**Name:**

**School or Department:**

**Project title:**

**Amount awarded: \$**

**Date of award:**

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**Using the space below, please provide a brief statement of the work completed under the above grant. If applicable, include any publications that resulted from the research project. Please consider your colleagues: use a 12 point font and do not exceed this one page.**