

# York Incentive Grant

Deadlines - rolling, applications can be submitted at any time

## Checklist

When submitting your application, please ensure that you have included:

- Completed Application Form** (pages 4 to 10), plus **two copies**
  - This form must include a three-page detailed description of the research project and your anticipated outcomes.
  - A one-page rationale of how the incentive grant will lead to an external grant application and the targeted grant programs.
  - A detailed budget.
  
- Up-to-date CV** (three copies)

## Endorsement of Your Department Chair

Please detach page 11 of this application and submit it to your department chair with one copy of your completed application (pages 4 to 10). The Chair's endorsement should be sent separately to the Office of Research Services, Fifth Floor, Kaneff Tower, Keele Campus.

The application and supporting documents must be submitted to:  
Office of Research Services  
Fifth Floor, Kaneff Tower

# York Incentive Grant

**Eligibility:** Any York faculty member may apply

**Deadlines:** Rolling - applications can be submitted at any time to the Office of Research Services

**Purpose:** The York Incentive Grant provides support for the development of larger-scale collaborative, interdisciplinary research as articulated in our Strategic Research Plan (SRP). Its main purpose will be to defray costs associated with assembling interdisciplinary collaboration teams (involving two or more York Faculties) required for larger-scale initiatives. These grants are **not** awarded to support applications for standard programs of research (such as NSERC Discovery, SSHRC Connection Grants, SSHRC Insight and Insight Development Grants, and SSHRC Partnership Development Grants). While the scale of initiatives supported may vary according to discipline, all proposals must clearly demonstrate the need for collaboration; the potential for scale; and the potential for leveraging other (external) sources of support. Ideally proposals should include international partners.

**Maximum Amount of Award:** Up to \$6,000. **The award is not to be used to conduct research.**

**Eligible and Ineligible Expenses:** The York Incentive Grant will cover reasonable expenses to support holding meetings, including:

- travel costs
- accommodation
- non-alcoholic refreshments
- meals

**and** other miscellaneous expenses associated with the conduct of meetings, such as:

- administrative support staff salaries
- meeting room booking/rental fees
- faxing, printing, and photocopying costs
- audio visual equipment charges
- internet access and Skype costs, if applicable

**The York Incentive Grant will not cover:**

- honorariums, consultant fees, or other monetary payments to speakers or consultants for their professional services at a meeting
- the cost of gifts given to speakers or consultants
- the cost of hardware, computer equipment or software

Please see York's [expense eligibility chart](#).

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**Reporting Requirements:** Within 18 months of receiving an Incentive Grant, the applicant must provide a brief report on his or her success in submitting an application to an external funding opportunity. The report is to be submitted to Denise Jagdeosingh-Martinez ([djagdeo@yorku.ca](mailto:djagdeo@yorku.ca)). Previous recipients of a York Incentive Grant will only be eligible to reapply if they have submitted the report on their previous grant and if they have submitted an application for larger-scale external funding.

**Selection:** Completed applications are reviewed by the Office of the Vice-President, Research & Innovation and will draw upon experienced researchers from different parts of York University.

## **Criteria:**

- Excellence of the proposal
- Demonstrated research success with track record of external research funding
- Likelihood of large-scale external funding
- Justification of the budget

**Special Notes about York Incentive Grants:** To give applicants a better understanding of the criteria used in making decisions about which applications to fund, the following observations are offered:

- Incentive Grants are intended to support the preparation of applications for research funding
- Incentive Grants are intended to support York colleagues in their quest for large-scale initiatives that normally involve teams of researchers, including larger-scale tri-council applications
- **N.B. Incentive Grants are not intended to support conferences or publications or research**

The adjudicating committee is particularly interested in innovative applications to non-traditional funding sources (such as foundations, not-for-profits, etc.).

## **Successful applications:**

- articulate precisely how the grant will allow the preparation of a successful funding proposal
- present a credible, reasonable, and well-justified budget
- are **not** for the preparation of applications for the standard programs of research support at tri-council (such as NSERC Discovery, SSHRC Connection Grants, SSHRC Insight and Insight Development Grants, and SSHRC Partnership Development Grants); for work already done; for support of day-to-day business of ongoing research programs such as the costs of personnel and/or equipment; or for “set-up costs” normally borne by faculties and departments
- any initiative involving a multi-disciplinary team and/or international partners is encouraged
- applicants may apply for funds to support the finalizing of a SSHRC Partnership Grant application
- applicants who would like to organize teams and partnership meetings related to Networks of Centres of Excellence (NCE) and NSERC Discovery Frontiers funding opportunities may apply

# York Incentive Grant

## Application

### Part A — Personal Information

Name: \_\_\_\_\_

Academic Rank: \_\_\_\_\_

Department: \_\_\_\_\_ Home Faculty: \_\_\_\_\_

Campus Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Year Appointed to York Faculty: \_\_\_\_\_

### Part B1 — Description of Research Program

Project Title:

Amount Requested: \_\_\_\_\_

Current Project Funding (if applicable):

Which sources of major future external funding do you anticipate applying to? Give precise details and competition dates:

# York Incentive Grant

## **Part B2 — Detailed Description of Research Project (maximum three pages) and anticipated outcomes**

Give a detailed description of your project, its rationale, its importance, and your need for development funds. Include an assessment of the likelihood that your project will receive major external funding.

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Detailed Description — Page Two

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Detailed Description — Page Three

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**PART B3** — Provide a one-page rational of how the incentive grant will lead to an external grant application.



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## **Part C — Budget**

Please provide a coherent budget for the use of the proposed award.

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## PART D — APPLICANT'S SIGNATURE

\_\_\_\_\_  
Applicant's Signature

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

# York Incentive Grant

## Department Chair's Endorsement

**Applicants:** Please submit one copy of your application to your Department Chair, and ask her or him to complete this page and to forward it to:

Office of Research Services  
York Incentive Grant  
Fifth Floor, Kaneff Tower

**Department Chairs:** Please complete the area below.

Name of Applicant: \_\_\_\_\_  
has applied for a York Incentive Grant.

To assist the committee reviewing, please rank the application and provide any comments about the project, its importance, and the likelihood of it receiving major external funding.

### Ranking (Check One):

Low  Moderate  Fairly High  Very High

### Comments:

\_\_\_\_\_  
Chair's Signature

Chair's Name: \_\_\_\_\_

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