# Brandon University Research Committee (BURC)

# Policies and Procedures

#### Table of Contents

[I. Introduction 1](#_Toc180144688)

[A. OBJECTIVE OF BURC 1](#_Toc180144689)

[B. SOURCES OF FUNDING 1](#_Toc180144690)

[II. Definition of Terms 1](#_Toc180144691)

[III. Brandon University Research Committee 2](#_Toc180144692)

[IV. Equity, Diversity, Inclusion, Decolonization, Indigenization, and Reconciliation (EDIDIR) 4](#_Toc180144693)

[A. BURC COMMITMENT TO EDIDIR 4](#_Toc180144694)

[B. BURC EDIDIR TRAINING 5](#_Toc180144695)

[C. EDIDIR IN APPLICATIONS 5](#_Toc180144696)

[V. Procedures for Application 6](#_Toc180144697)

[A. ELIGIBILITY 6](#_Toc180144698)

[B. WHEN TO APPLY 6](#_Toc180144699)

[C. HOW TO APPLY 6](#_Toc180144700)

[D. BUDGET APPROVAL 7](#_Toc180144701)

[E. HUMAN, ANIMAL, AND BIOSAFETY APPROVALS 7](#_Toc180144702)

[F. NOTIFICATION OF RESULTS 7](#_Toc180144703)

[VI. The Decision-Making Process 8](#_Toc180144704)

[A. COMMITTEE-APPLICANT INTERACTIONS 8](#_Toc180144705)

[B. CONFLICT OF INTEREST 8](#_Toc180144706)

[C. TYPES OF GRANTS AND FUNDING MAXIMUMS 9](#_Toc180144707)

[D. REPORTS 11](#_Toc180144708)

[E. POLICY STATEMENTS 11](#_Toc180144709)

[F. DURATION OF AWARDS 13](#_Toc180144710)

[VII. Basis for Judging Applications 13](#_Toc180144711)

[VIII. Priorities Set by the Brandon University Research Committee 14](#_Toc180144712)

[IX. Post Decision-Making 14](#_Toc180144713)

[A. CONFIDENTIALITY 14](#_Toc180144714)

[B. RETENTION OF RECORDS 15](#_Toc180144715)

[C. DISCLOSURE 15](#_Toc180144716)

[D. BURC ACCOUNTS 15](#_Toc180144717)

[E. EQUIPMENT 15](#_Toc180144718)

[X. Appeals 16](#_Toc180144719)

[XI. Appendices 18](#_Toc180144720)

## Introduction

### A. OBJECTIVE OF BURC

The goal of the Brandon University Research Committee (BURC) is to encourage research through the provision of research grants to Brandon University faculty. Grants are awarded to support the development of research at Brandon University and, in doing so, to enhance the institution’s national competitiveness in terms of Tri-Agency research funding, as well as other external funding bodies. As such, **BURC funding is not intended to provide continuing support for ongoing research projects and programs or to serve as a substitute for Tri-Agency funding*.*** Awardees are expected to use the funds to develop their research to the point where applications for external funding from the Tri-Agencies can be made.

BURC is committed to Equity, Diversity, Inclusion, Decolonization, Indigenization, and Reconciliation throughout the grant process. The [Collective Agreement between Brandon University and Brandon University Faculty Association 2023-2027 (BUFA CA)](https://www.brandonu.ca/hr/files/BUFA-2023-27-Collective-Agreement.pdf) has made a great effort to consider and incorporate EDIDIR throughout the CA. The BURC policies and procedures continue this effort with special emphasis on Article 5, *Equity, Diversity, Inclusion, Decolonization, and Reconciliation* and Article 6 *Indigenization and Reconciliation*.

### B. SOURCES OF FUNDING

BURC receives funding annually from the Social Sciences and Humanities Research Council of Canada (SSHRC) and from a variety of internal restricted and unrestricted funds, which include the McKenzie, Sanders, and MacDowell funds. Actual amounts and percentages will differ from year to year. SSHRC currently uses a formula that makes their Institutional Grant dependent on the amount of money received by Brandon University scholars for their own individual or group projects. The SSHRC Institutional Grant is a competitive program that must be applied for every three years. Restricted trust funds have clauses that preclude funds from being used for any purpose other than research; unrestricted trust funds have no such provision. The Board of Governors annually sets the value of endowed and operating funds allocated to BURC.

## Definition of Terms

Application (new): A new application is one that starts a new line of investigation.

Research: Research refers to the quality and originality of both published and un-published work. In the performing and fine arts, performance/creation is equivalent to scholarship/research.

Evidence of scholarship/research that may be considered includes, but is not limited to, the following: the publication of books, monographs, and contributions to edited books; papers in refereed journals; papers in non-refereed journals; book reviews; papers/presentations delivered at professional meetings; submissions to public bodies; participation in panels; unpublished research including current work in progress; grants and grant writing; substantial editorial activity on a collected work, journal, periodical, or volume; published textbooks and curriculum materials (including case studies); established pathways for the distribution of knowledge in an Indigenous language; applied professional work (including clinical activity) that has had a recognized impact on the profession or on First Nations, Métis, Inuit, and/or Non-Status Indigenous communities; knowledge mobilization and/or oral presentations in Indigenous community settings; creative works and performances; and scholarship as shown by the Member’s depth and breadth of knowledge and general contributions to the research life of the University. Peer review may include Indigenous community assessments of the impact of contributions to Indigenous knowledge and understanding. Some criteria are more applicable than others to drama, fine arts, and music; thus, the following criteria for assessment are listed solely as a guide. For these disciplines, evidence of creativity and innovation may be assessed by specific accomplishments, commissioned works, shows, exhibitions, performances, curatorial activities, publication (including recordings and broadcasts) of creative work, and may include the context of the creative accomplishment (e.g., where a work is performed or exhibited). It is recognized that a level of scholarly competence may be achieved by a Member such that, without extensive publication, they become an acknowledged authority in their field. Evidence that a Member is regularly consulted as a research resource by established researchers or authorities outside the University shall be accepted as evidence of scholarship/research.

(*BUFA CA 2023-2027*)

Research Outcomes: Research outcomes are the results of the research project.

Research Program: A research program generally includes a series of projects and research activities that form a long-range plan.

Research Project: A research project is a project within one’s overall research program that investigates questions posed by scientific theories and hypotheses.

### Brandon University Research Committee

The Powers and Composition of the Brandon University Research Committee are set out in Article 35 of the Collective Agreement between Brandon University and Brandon University Faculty Association (BUFA CA). Particular attention is brought to 35.2, which reads, “The Committee shall establish its own procedures and develop criteria for the administration of the funds which are just and equitable and consistent with the objective of nurturing and stimulating research and scholarship at Brandon University. These guidelines shall become a public document available to all Members applying for BURC funding.”

1. **Composition**

All BURC Members are to be appointed by their respective faculties/school/units. Members should have research/research creation and scholarship as a requirement of their BU appointment, i.e., professorial ranks or Professional Associates. BURC membership shall include:

* the Vice-President (Research & Graduate Studies) (VPRGS) or designate, who shall serve as Chair
* two (2) Members and one (1) Alternate elected by and from each of the Faculties of Arts, Science, Education, Health Studies, and School of Music;
* one (1) Member and one (1) Alternate elected by and from among Members in Student Services and the Library; and
* one (1) Dean/Director or Member and one (1) Alternate appointed by the President.

Members on an appointment of less than three (3) years are not eligible to serve on BURC. BURC Members and alternates shall be elected for a three-year term. In the event that a Member of the Committee is on leave for six (6) months or more, the Member shall resign from the Committee in writing to the Office of Research Services (ORS) at least three (3) months in advance of the leave and shall be replaced by the alternate, and a new alternate shall be elected. The relevant alternate shall serve as the replacement for a Committee Member who, by reason of other commitments, cannot attend a meeting or meetings, and shall assume the full rights of the Member for the duration of the replacement period. If in the Committee's judgement, the work of the Committee is suffering from a lack of participation, the Committee shall be empowered to remove Members who have missed more than two (2) consecutive meetings and request a replacement from the area concerned.

Where the Representatives and Alternate for an area are unable to attend the BURC Adjudication Meeting, every effort will be made to find a replacement for the Alternate, time permitting.

Members must be in good standing with BURC, for example have no outstanding Final Reports and have the required EDIDIR training.

1. **BURC Responsibilities**

 It is the responsibility of BURC to:

1. establish and maintain committee policies and procedures;
2. ensure equity, diversity, and inclusion is considered when populating BURC;
3. have sound knowledge of and experience with the BURC Policies and Procedures and internal processes and requirements;
4. review its policies and procedures every three years;
5. disclose any real, potential or perceived conflicts of interest regarding any relationship to researchers (and team members) who have submitted applications;
6. adjudicate all applications submitted for funding as per the BURC Policies and Procedures;
7. come to meetings prepared with comments, having thoroughly read the agenda package;
8. ensure any feedback or concerns arising with BURC policies and procedures are noted and brought forward for discussion at the BURC policy review meeting; and
9. regard BURC meetings as confidential.
10. **BURC Administrative Matters**
11. Meeting quorum shall be 50% of the BURC plus one. In situations where all appointed Members, both regular and alternate, of a specific faculty/school/unit cannot attend the adjudication meeting, the faculty/school/unit will be contacted to appoint another alternate, who will serve on BURC for the funding year, i.e.) for both adjudication and any subsequent policy review meetings.
12. BURC normally meets once a year for the adjudication of applications. BURC will meet every three years to review its policies and procedures. Additional meetings will be scheduled as needed.
13. Meeting decisions shall be made by majority vote.
14. Minutes of BURC deliberations shall be kept. For proposal reviews, the minutes shall document clearly the decisions, any dissents and the reasons for them. Although proposal deliberation minutes are generally confidential, such minutes (or relevant portions of them) shall be accessible to all BURC Members and administrative officers.
15. All BURC meetings, discussions, and applications are confidential to the Committee.
16. The Chair is the official spokesperson for the BURC and is responsible for all communications with the researchers.

## Equity, Diversity, Inclusion, Decolonization, Indigenization, and Reconciliation (EDIDIR)

### A. BURC COMMITMENT TO EDIDIR

The Brandon University Research Committee is committed to equity, diversity, inclusion, decolonization, Indigenization, and reconciliation when awarding research grants to researchers. BURC invites applications from all eligible Members and especially those who are members of underrepresented groups, including, but not limited to those within the four federally designated groups, and 2SLGBTQIA++ persons (Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex, and/or asexual ). The five equity-deserving groups include:

1. Women;
2. Indigenous Persons;
3. Racialized Persons;
4. Persons with Disabilities and
5. Sex, Sexual, and/or Gender Minoritized Persons.

BURC supports the [Tri-Agency Statement on Equity, Diversity, and Inclusion](https://www.nserc-crsng.gc.ca/NSERC-CRSNG/EDI-EDI/index_eng.asp) which states:

*The*[*Canadian Institutes of Health Research*](https://cihr-irsc.gc.ca/e/193.html)*, the*[*Natural Sciences and Engineering Research Council of Canada*](https://www.nserc-crsng.gc.ca/index_eng.asp)*, and the*[*Social Sciences and Humanities Research Council of Canada*](https://www.sshrc-crsh.gc.ca/home-accueil-eng.aspx)*are committed to excellence in research and research training. Achieving a more equitable, diverse and inclusive Canadian research enterprise is essential to creating the excellent, innovative and impactful research necessary to advance knowledge and understanding, and to respond to local, national and global challenges.*

### B. BURC EDIDIR TRAINING

BURC Members are required to undertake the following EDIDIR training as part of the requirements for the adjudication of grant applications. Training must be completed prior to serving on BURC and certifications must be kept on file in the Office of the VPRGS. Relevant EDIDIR training must be undertaken every two (2) years. Required training includes:

* [Unconscious Bias Training](https://cihr-irsc.gc.ca/lms/e/bias/); and
* [Sex and Gender Training](https://www.cihr-irsc-igh-isfh.ca/), three (3) modules.

Note on training: As part of the BUFA CA 2024-2027, Brandon University is developing its own EDIDIR training and BURC will adopt this training, once in place.

### C. EDIDIR IN APPLICATIONS

It is important for applicants to consider EDIDIR in the design of their research projects, specifically, incorporating diversity considerations such as sex (biological), gender (socio-cultural), race, ethnicity, age, disability, sexual orientation, geographic location, among other factors in the research design, including the research team.

1. **Equity, Diversity, Inclusion, Decolonization, Indigenization, and Reconciliation (EDIDIR) Statement**

All applicants are required to complete an Equity, Diversity, Inclusion, Decolonization, Indigenization, and Reconciliation Statement that outlines the applicant’s experience with and commitment to EDIDIR and diverse populations in their research and addresses EDIDIR considerations in the:

1. creation and design of the research project; and
2. recruitment and ongoing support and training of the proposed research team.

For guidance on how to address EDIDIR in the research project, access the ***BU EDIDIR Considerations in Research Grant Applications*** document found on the ORS [Moodle site](https://moodle.brandonu.ca/login/index.php) (Moodle/Communication Websites/ORS).

1. **Applicants who intend to conduct Indigenous-based research must also:**
2. demonstrate that an existing and respectful relationship has been cultivated with the Indigenous community being worked with;
3. demonstrate how Indigenous principles such as [Ownership Control Access Possession (OCAP) Principles](https://fnigc.ca/) and the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans - TCPS2 (2022), Chapter 9, Research Involving the First Nations, Inuit, and Métis Peoples of Canada](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter9-chapitre9.html) have been incorporated into the research project; and
4. follow the Brandon University [Guidelines for Respectful engagement with Knowledge Keepers and Elders.](https://www.brandonu.ca/education/files/Guidelines-for-Respectful-Engagement-with-Knowledge-Keepers-Elders-1.pdf)

1. **Letter of Collaboration with Indigenous Partner or Community**

Principal Investigators working with Indigenous or racialized partners or communities must clearly demonstrate an established relationship through the inclusion of a letter of collaboration and support from the applicable partner or community. Applications proposing Indigenous-based research without demonstrating the appropriate established Indigenous relationships will not be considered.

## Procedures for Application

### A. ELIGIBILITY

Individuals eligible to apply for BURC grants are those who are required to conduct research as part of their employment and eligible to supervise students/trainees, including Brandon University Professional Associates (PA), Lecturers, Assistant Professors, Associate Professors, and Professors.

Should an individual lose eligibility status after a grant is awarded, the applicant will have six (6) months from the date of change to obtain eligible status.

### B. WHEN TO APPLY

BURC will normally hold only one annual competition. Completed application forms must be filed by January 15th of each year. Where the 15th falls on a weekend, the deadline will move to the following business day. In years when a second competition is held, BURC will announce the call for proposals and application deadline.

### C. HOW TO APPLY

All applications must be made on prescribed forms. The applicable form can be downloaded from the [Office of Research Services (ORS) website](https://www.brandonu.ca/research/funding/internal-funding-information/burc/). BURC will not accept PDF photographs of an application. One copy of the **application** and supporting documentation must be submitted to the ORS by e-mail to the Manager of Research Services. **A BURC Grant Final Report/Progress Report** for the most recent BURC Grant must also be submitted with the application (see section VI.D.). First time applicants are encouraged to contact the ORS in order to be matched with a mentor.

A completed [Canadian Common CV (CCV)](https://ccv-cvc.ca/indexresearcher-eng.frm) will be accepted in lieu of sections of the BURC application. Applicable sections are *Funding,* **and** *Creative Works, Performances, and Research Contribution.*

The ORS will acknowledge receipt of all applications.

### D. BUDGET APPROVAL

Where a proposed budget has implications for, or contributions from, a department/faculty/school/unit/etc., written approval is required from the appropriate budget unit head and is to be included with the application to BURC.

### E. HUMAN, ANIMAL, AND BIOSAFETY APPROVALS

Research involving human participants, animal subjects, or biohazards must be approved by the appropriate Brandon University committee prior to commencement. It is recommended that a successful BURC applicant secure the required approval **within two (2) months** of award notification. This will allow sufficient time to obtain approval and account for any concerns that may arise. Where no approval is secured within six (6) months of award notification, the award shall be forfeited. Under no circumstances will the researcher(s) have access to BURC funds prior to the required approvals being obtained. Although approvals are not required prior to the BURC submission deadline, BURC encourages early application to the appropriate committee.

*\*Please note that each committee has its own policies, procedures, and timelines.*

* **Brandon University Research Ethics Committee (BUREC)**

Proposals that involve human subjects as research participants must be approved by the Brandon University Research Ethics Committee (BUREC). For more information on the BUREC policies and procedures, please visit the BUREC website. In addition, for Indigenous-based research projects please refer to the *TCPS2,* [*Chapter 9: Research Involving the First Nations, Inuit, and Metis Peoples of Canada*](https://brandonuniversity-my.sharepoint.com/personal/murkink_brandonu_ca/Documents/Documents/Grants/BURC/Competitions/BURC%202024/Meetings/Policy%20Review%20Meeting%20-%20September%202024/Chapter%209%3A%20%20Research%20Involving%20the%20First%20Nations%2C%20Inuit%2C%20and%20Metis%20Peoples%20of%20Canada)*.* .

* **Brandon University Animal Care Committee (BUACC)**

Proposals that involve experimental animals must be approved by the Brandon University Animal Care Committee (BUACC). For more information on the BUACC policies and procedures please, visit the BUACC website.

* **Brandon University Biosafety Committee (BUBC)**

Proposals that involve the use of Biohazardous materials must be approved by the Brandon University Biosafety Committee (BUBC). For more information on the BUBC policies and procedures please, visit the BUBC website.

### F. NOTIFICATION OF RESULTS

Notification of results will be sent out by March 15th.

## The Decision-Making Process

BURC acts as a committee of peers in reviewing all applications. It may assign all or any of the applications to sub-committees who, after evaluation, make their recommendations to BURC.

###  COMMITTEE-APPLICANT INTERACTIONS

To avoid misunderstanding, only the Committee Chair will discuss proposals with applicants, unless otherwise stated herein.

### B. CONFLICT OF INTEREST

BURC is guided by the [Brandon University Conflict of Interest in Research Policy](https://www.brandonu.ca/research/files/ConflictInterestPolicy.pdf) which is based on the [Tri-Agency Conflict of Interest and Confidentiality Policy](https://science.gc.ca/eic/site/063.nsf/eng/h_90108244.html?OpenDocument). From the institutional policy:

*Conflict of Interest may arise when activities or situations place a person or the University in a* ***real, perceived, or potential conflict*** *between their duties or responsibilities related to research and their personal, University or other interests. Conflict of Interest may occur when individuals’ or University’s judgments and actions in relation to research are, or could be,* ***affected by personal, University or other interests****, including, but not limited to,* ***business, commercial or financial interests****, whether of* ***individuals, their family members, their friends, or their former, current, or prospective professional associations*** *– or of the University itself. Conflicts of Interest that create* ***divided loyalties*** *may distract researchers, research ethics boards (REBs), and the University from concerns for the welfare of participants and are contrary to the core principles of research ethics. Failure to disclose and manage conflicts may impede the informed and autonomous choices of individuals to participate in research.*

*Prospective participants need to know about real, potential or perceived Conflict of Interest in order to make an informed decision about whether or not to participate. Conflict of Interest may also undermine the respect for participants. It is preferable to avoid or prevent being in a position of conflict of interest, if possible. When it is not possible to avoid a Conflict of Interest, then it shall be disclosed to the appropriate people and steps taken to minimize or manage the conflict. Researchers, their University and REBs should identify and address Conflict of Interest – real, potential, or perceived – to discharge professional and University obligations, maintain public confidence and trust, and ensure accountability. In some cases, the conflict cannot be managed and the University, the researcher, or the REB member may need to abandon one of the interests in conflict. When necessary, researchers may have to manage a conflict of interest either by disclosing it to participants or by removing themselves from the research.*

Other examples of conflicts of interest may include a reviewer who is involved in a grievance with the applicant, is a partner or ex-partner of the applicant, or who has biases with the research or researcher.

**BURC Members are Required To:**

* be knowledgeable with the information set forth in the Brandon University Conflict of Interest in Research Policy,
* self-declare a Conflict of Interest for an application where a Conflict of Interest is present,
* refrain from completing the formal evaluation for the identified application(s), and
* abstain from participating in the review and adjudication of the identified application(s).

Brandon University is a small institution and knowing the applicants and their research is common and expected. This in and of itself is not normally considered a Conflict of Interest.

### C. TYPES OF GRANTS AND FUNDING MAXIMUMS

1. **Early Career Researcher Grant (one-time) - maximum $7,500**

To support a new Member who has held their first independent academic position within the last four years as of the application deadline and who has not previously received research funding as principal investigator from BURC. Please see *Eligibility, Section V.A.* for more information. All eligible leaves will be taken into consideration, for example, birth, parental, illness, family-related illness, disability associated with reduced research activity, bereavement, political, and delays related to COVID-19. ***It is important to note that the early career researcher window for applying to external agencies is normally between three to five years of a researcher’s first faculty appointment. Please consider these timelines when planning your BURC application.***

* + To support the development of research at Brandon University and, in so doing, to enhance the University’s national competitiveness in terms of external research funding. An Early Career Researcher Grant is not intended to provide continuing support for ongoing research projects/programs or to serve as a substitute for external funding. Grant recipients are expected to use the funds awarded to develop their research to the point where applications for external funding can be made. Early Career Researcher Grants are to support the direct costs of research and may only be received once.
1. **Research Grant – maximum $5,000**
	* To support the development of a Member’s research at Brandon University and, in so doing, to enhance the University’s national competitiveness in terms of external research funding. A Research Grant is not intended to provide continuing support for ongoing research projects/programs or to serve as a substitute for external funding. Grant recipients are expected to use the funds awarded to develop their research to the point where applications for external funding can be made. Research Grants are to support the direct costs of research.
2. **Knowledge Mobilization Grant – maximum $2,000**
* To support a Member’s research by moving available knowledge into active use. Knowledge mobilization is the reciprocal and complementary flow and uptake of research knowledge between researchers, knowledge brokers and knowledge users, both within and beyond academia, in such a way that may benefit users and create positive impacts within Canada and/or internationally. Knowledge mobilization within academia informs, advances, and/or improves: research agendas; theory; and/or methods. Knowledge mobilization beyond academia informs: public debate; policies; and/or practice; enhances/improves services; and/or informs the decisions and/or processes of people in business, government, the media, practitioner communities and civil society.
* To maximize the results of research by providing support for the activities that turn results into outputs and impacts. Knowledge mobilization encompasses a wide range of activities including knowledge synthesis, dissemination, transfer, exchange, and co-creation or co-production by researchers and knowledge users.
	+ 1. Note on Publication: To support the direct costs of book, journal, manuscript, web page, or multi-media completion and submission.
		2. Notes on Conference Travel: To support the professional advancement of researchers and raise the profile of Brandon University by covering the costs associated with travel to national and international conferences and meetings. Eligible conferences and meetings are those in which the researcher is presenting/disseminating their research findings or creative works and that fall within the calendar year, between January 1st and December 31st of the application year. For example, a conference attended at the beginning of January 2025 would be eligible for application in the January 15th, 2025 BURC competition.

**4. Research Event Grant – maximum $5,000**

* To support a Member’s short-term (normally completed in one week or less) targeted knowledge mobilization activities and knowledge exchange opportunities through the hosting of an event in Brandon. Funding is for the identified event and encompasses all ancillary activities, for example, a conference that also has a workshop component. The event must engage participants and have defined research outcomes. The PI must play an active and significant role in the organization and delivery of the event. An evens can be a conference, workshop, colloquium, forum, or other similar event. The event should facilitate activities such as:
	+ Disciplinary, interdisciplinary, and/or cross-disciplinary exchanges;
	+ Intersectoral exchanges between researchers and practitioners from the public, private sector, and/or not-for profit sector; and
	+ Research collaborations and scholarly exchanges with researchers, students, and non-academic partners.

Events should aim to be in person and have face-to-face interactions between attendees, hybrid formats will be considered.

### D. REPORTS

1. Researchers who hold BURC grants, an Early Career Researcher Grant, Research Grant, Knowledge Mobilization Grant, or Research Event Grant, must submit a Final Research Report at the conclusion of the grant. A copy of the most recent Report (Final Report or a Progress Report if the project is not complete) must also be submitted with an application for any new BURC grant. The [Research Fianal/Progress Report form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.brandonu.ca%2Fresearch%2Ffiles%2FBURC-Research-Final-Progress-Report.doc&wdOrigin=BROWSELINK) is found on on the ORS website.
2. A Final Research Report must be submitted to the Office of Research Services within three months following the official end of the grant term. The end date of the grant is two years from the date on the letter of award.
3. **Where a Final Research Report is not received within three (3) months following the official end of the grant term, the researcher will be ineligible to apply for any BURC grant for two years from the date of receipt of the outstanding Report.**

### E. POLICY STATEMENTS

* 1. BURC will not fund requests from Brandon University students, but they may be hired as research assistants by the principal investigator.
	2. Only BURC grant holders who are directly employed by Brandon University can supervise students involved in the grant.
	3. Expenses incurred prior to the date of award will not be reimbursed. The exception to this policy statement is expenses related to retroactive conference travel (#12).
	4. BURC will not accept funding requests for research projects that have already been completed or dissemination activities that have already taken place.
	5. BURC will not consider applications from individuals who have not included a Final Research Report (or Progress Report) for their most recent BURC Early Career Researcher Grant, Research Grant, Knowledge Mobilization Grant, or Research Event Grant. A copy of the Research Report for the last grant funded by BURC must be included with the application (see section “D” above for details).
	6. BURC **will not** consider applications submitted after the deadline.
	7. BURC will only consider applications that are complete, submitted on prescribed forms, and accompanied by all required documentation. Where applicable, applications must include the roles of co-investigators and students in the proposed research.
	8. BURC will only consider one application from a principal investigator per competition for each of the following: Early Career Researcher Grant or Research Grant, Knowledge Mobilization Grant, and Research Event Grant. An individual may apply for a second Research Grant if it is part of a collaborative project **and** provided that the individual is not the principal investigator.
	9. Knowledge Mobilization Grant applications involving publication must include a copy of the formal contract from the publishing house or letter or email of acceptance from the journal. Funding for publication expenses is conditional until formal acceptance/contract is received.
	10. BURC will not fund conference travel and expenses related to conferences in Early Career Researcher Grant or Research Grant applications. Funding for these items should be requested using the Knowledge Mobilization Grant or Research Event Grant application.
	11. Knowledge Mobilization Grant applications for research conference travel must include the submitted abstract; where applicable, the invitation; and formal acceptance, if received. The researcher must be presenting at the conference and must provide evidence of such with the application. Funding for research conference travel expenses is conditional until formal acceptance is received.
	12. Where a Knowledge Mobilization Grant has been awarded for retroactive conference travel, the awardee must submit the original receipts and, if applicable, the travel expense claim form for reimbursement.
	13. The onus is on the researcher to ensure the legitimacy of research conferences and journals in their field.
	14. There is no maximum number of Knowledge Mobilization Grants a researcher can receive towards a given research project over its lifetime.
	15. The Knowledge Mobilization Grant must directly support a researcher’s individual research project or program of research.
	16. BURC will not consider applications where the primary purpose is student training.
	17. BURC will not fund course design and curricular development.
	18. Applications that the Committee deems to be in breach of the [*Policy on Academic Integrity and the Responsible Conduct of Research, Scholarship and Creative Work*](https://www.brandonu.ca/governors/files/Academic-Integrity-Responsible-Conduct-of-Research-FINAL.pdf) will not be considered.
	19. Where a research project involves individuals who speak a foreign language, the applicant must address the issue of translation, to ensure all those participating are fully informed and understand the project.
	20. For a PI working on their dissertation who requests BURC funding to support their research, the application needs to be reflective of the research work expected and required of a doctoral student. For example, a researcher should be conducting their own literature review for their own dissertation and not a research assistant.

### F. DURATION OF AWARDS

Researchers are expected to expend their grants within two years of receipt. Unspent funds will revert to the Committee for re-distribution. Under extraordinary circumstances, requests for grant extensions can be submitted to the Manager of Research Services for review and approval. Extensions are normally granted for no more than one year. Requests for extensions shall be submitted via the [BURC Grant Amendment Form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.brandonu.ca%2Fresearch%2Ffiles%2FBURC-Grant-Amendment-Form.doc&wdOrigin=BROWSELINK).

## Basis for Judging Applications

The following criteria are used by BURC when adjudicating applications:

1. The proposal is eloquent, clear, precise, well-organized, and methodologically sound.
2. Goals and objectives are clearly outlined.
3. The proposal demonstrates that the researcher has made every effort to formulate the issues and is aware of available comparative literature. The purpose of the research is clearly stated and addresses any gaps in the field.
4. The literature review supports the purpose of the research.
5. Budget items go towards the direct costs of research and are listed and fully justified in the budget section of the application, i.e., what the item is, why it is needed, and how the cost was arrived at. All budget items should also be reflected in the research proposal. A non-exhaustive list of eligible research expenses can be found in Appendix 1.
6. The applicant adheres to the BURC Policies and Procedures and follows the instructions within the application form.
7. It is the responsibility of the applicant to provide sufficient information in plain language to assist BURC with the adjudication of the proposed research. In the case of BURC, a multi-disciplinary committee, this refers to putting complex and technical issues and terminology, not common to all disciplines, into words and terms that all Committee Members will understand.

If needed, a one**-**page attachment will be allowed to support the plain language explanation of the proposal. BURC encourages the use of diagrams, tables or charts to assist applicants in the plain language description.

1. The applicant is required to justify how this application is different and new from any previously funded BURC research, where applicable, as well as any other existing funded research.
2. The applicant must demonstrate research outcomes resulting from prior BURC support, where applicable. A BURC Research Report(Final or Progress) must be included with the submission for the most recent grant received.
3. The proposal identifies expected research outcomes.
4. The proposal speaks to the research program of the applicant.

1. Quality and appropriateness of the knowledge mobilization plan is demonstrated.
2. The EDIDIR Declaration and considerations are addressed within the application.
3. BURC will only adjudicate the information submitted by the applicant. New information cannot be added to the review process by a reviewer.

## Priorities Set by the Brandon University Research Committee

BURC will establish funding envelopes for each grant category. Where an envelope has not been fully awarded, it will be allocated amongst the remaining grant categories.

BURC may choose to fund only a fixed percentage of the amount requested by all applicants within any given category. In the latter case, BURC may require successful applicants to submit a revisions to the proposal and budget.

## Post Decision-Making

### A. CONFIDENTIALITY

BURC will consider all applications confidential, with the following exceptions:

* 1. The applications and related materials will be made available to BUFA upon request (Collective Agreement Article 35.3); and
	2. The University may publicize brief summaries of the successful applications.

### B. RETENTION OF RECORDS

Applications, proceedings, statements, and correspondence will be kept in the Office of the Vice-President (Research & Graduate Studies) for seven years, after which time they will be destroyed.

### C. DISCLOSURE

All Members who have received BURC grants are expected to:

1. Submit Research Reports upon completion of the grant; and
2. Acknowledge the support given by BURC in any publication resulting from a grant.

Suggested wording may include, “The author(s) wish to acknowledge the contribution of the Brandon University Research Committee…”

BURC undertakes to annually publish a list of successful applicants, containing grant type, project title, and amount awarded for each project. BURC award holders are encouraged to participate in the appropriate faculty lecture series where applicable.

### D. BURC ACCOUNTS

1. BURC grants are to be used solely for the specific project for which funding is awarded.
2. Accounts established for BURC grants may not be used as depositories for other research funds.
3. Funds from BURC grants may not be transferred to other accounts.
4. Any unspent funds in the accounts of researchers who are no longer on staff at Brandon University will immediately revert to the General BURC Fund.
5. Requests for changes to budgets are to be submitted to the Manager of Research Services for review and approval. Budget revisions must maintain the integrity of the intent and outcomes of the original application as approved by BURC.
6. Requests for revisions shall be submitted via the [BURC Grant Amendment Form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.brandonu.ca%2Fresearch%2Ffiles%2FBURC-Grant-Amendment-Form.doc&wdOrigin=BROWSELINK).

### E. EQUIPMENT

Equipment purchased with BURC funds is the property of Brandon University. Please see the Brandon University [Disposition of Research Equipment Policy and Procedures](https://www.brandonu.ca/governors/files/Disposition-of-Research-Equipment-Policy.pdf).

## Appeals

BURC is committed to an equitable and consistent review of applications in accordance with BURC policies and procedures, selection criteria, and available budget. The appeal process provides applicants with the opportunity to seek reconsideration of a funding decision where evidence suggests that an error occurred during the review process of the application.

A negative funding decision can only be appealed by the principal investigator named in the application. An appeal of a BURC decision must be based on a compelling demonstration of a procedural error in the review of the application. An appeal process does not entail a re-review of an application.

Errors are departures from BURC’s policies and procedures and may include, for example:

* an undeclared or unaddressed conflict of interest; or
* a failure by BURC administrative support officers to provide the required information to BURC.

The onus is on the applicant to demonstrate that a procedural error was made in the review of the application.

BURC will not accept appeals based on:

* decisions made by BURC based on eligibility;
* disagreement over the interpretation or analysis of information contained in the application by BURC;
* failure of the applicant to follow application instructions;
* composition of BURC; or
* the duration and amount of award.

Supporting material or information not presented in the original application (for example, papers published since the deadline date, or illness or other extenuating circumstances) will not be taken into consideration.

Formal notice of an appeal must be submitted in writing to the Chair of BURC no later than one month after award notification. The appeal should be no more than two pages. Within one week of receiving a notice of appeal, the Chair of BURC shall strike an Appeals Committee.

Members of the Appeals Committee shall be selected in light of research experience and expertise. The Committee of three will consist of the following:

* one Member appointed by BUFA;
* one Member appointed by the President; and
* a Chair chosen by the two appointed Members.

As BURC is a multi-disciplinary committee, the appeals committee will include no more than one Member from any academic faculty or school, i.e., Faculty of Arts, Faculty of Education, Faculty of Health Studies, Faculty of Science, and School of Music. BUFA will be contacted initially to provide the first Member, followed by the Office of the President.

The Appeals Committee shall establish its own procedures taking into account the provisions of Article 35 of the Collective Agreement and the published policies and procedures for grant applications of BURC. Should the appeal be upheld, the appellant will either be given first priority for funding at the next competition or be provided with other appropriate remedies as identified by the Appeals Committee.

The decision of the Appeals Committee shall be final and binding on all parties. The Appeals Committee shall communicate its decision and reasons in writing to the appellant and the Chair of BURC within one month of hearing the appeal.

*Revised October 2024*

## Appendices

**Appendix 1: BURC Eligible Expenses**

BURC Grant expenses must go towards the direct costs of the research project. Below are the major categories with a non-exhaustive list of eligible expenses. If you have any questions as to whether an expense is eligible or not, please contact Kerry Murkin, Manager of Research Services, at murkink@brandonu.ca.

**Compensation-Related Expenses**

Remuneration for work performed by research personnel that contributes toward the direct cost of research for which the funds were awarded, in accordance with institutional employment contracts or collective agreements (i.e., PSAC), where applicable. Rate of pay must be justified in relation to tasks undertaken.

Examples include:

* Support provided to individuals that assist with the direct costs of research for the approved BURC project, i.e., research assistants, trainees, postdoctoral fellows
* Consulting fees
* Fees paid and gifts for the purpose of participant recruitment, such as modest incentives to consider participation (i.e., to establish a potential participant pool), where approved by BUREC
* Fees paid and gifts to research participants, such as modest incentives for participation, approved by BUREC
* Subcontract costs
* Clerical salaries directly related to dissemination activities, including manuscript preparation
* Honoraria for guest speakers

**Travel and Subsistence Costs**

Travel and subsistence costs (meals and accommodation) include reasonable out-of-pocket

expenses for transportation, field work, research conferences, collaborative trips, and historical research, for the grantee, research personnel and students working with the grantee, and visiting researchers.

Examples include:

* Air travel must be claimed at the most economical rate available, not to exceed full economy fare
* Other transportation costs such as taxi, bus, and subway
* Travel cancellation insurance and seat reservation charges
* Travel health insurance for research personnel who do not receive any such benefits from their institution and/or other sources
* Safety-related expenses for field work, such as protective gear, immunizations, etc.
* Entry visa fee (for grantees and/or research personnel) when required for the purpose of research
* Relocation costs for eligible research personnel and their immediate family members:
	+ economy airfare
	+ cost of land travel, up to the equivalent of economy airfare
* Childcare expenses while a nursing mother or single parent is travelling:
	+ The eligible cost for a single parent is limited to overnight childcare costs incurred while the grantee is travelling
	+ The eligible cost for a nursing mother who is travelling with a child is limited to the customary cost of childcare and airfare, if applicable. If travelling with a caregiver, travel and accommodation cost can be claimed in lieu of and up to the equivalent of childcare

**Equipment and Supplies**

Examples include:

* Research equipment and supplies
* Travel costs to visit manufacturers to select major equipment purchases
* Transportation costs for purchased equipment
* Extended warranty for equipment
* Brokerage and customs charges for the importation of equipment and supplies
* The costs of training staff to use equipment or a specialized facility
* Maintenance and operating costs of equipment used for BURC-supported research

**Computers and Electronic Communications**

Computers and Electronic Communications are those not normally provided by the institution, and with adequate justification establishing the need in relation to the funded research.

Examples include:

* Computers, tablets, modems, emerging technology, and other hardware and/or specialized software required for the research

**Dissemination of Research Results**

Examples include:

* Costs of developing web-based information, including website maintenance fees
* Costs associated with the dissemination of findings (i.e., through traditional venues as well as videos, CD-ROMs)
* Page charges for articles published, including costs associated with ensuring open access to the findings (e.g., costs of publishing in an open access journal or making a journal article open access)
* Costs of preparing a research manuscript for publication
* Translation costs associated with dissemination of findings
* Costs of holding a workshop or seminar, the activities of which relate directly to the funded research (including non-alcoholic refreshments or meal costs)

**Services and Miscellaneous Expenses**

Examples include:

* Recruiting costs for research personnel, such as advertising
* Costs for safe disposal of waste
* Costs for the purchase of books or periodicals, specialized office supplies, computing

equipment and information services not formally provided by the institution to all its academic and research staff

* Costs involved in providing personnel with training and/or development in novel technique required for the conduct of the research project
* Specialized courses with adequate justification
* Hospitality costs (non-alcoholic refreshments or meals) for networking purposes in the context of formal courtesy between the grantee and guest researchers and research-related activities in the context of assemblies that facilitate and contribute to the achievement of the research objectives (e.g., grantee meeting with partners, stakeholders, guest researchers). Gifts, where approved by BUREC, will also be eligible
* Costs of membership in professional associations or scientific societies if necessary for the research program/project
* Monthly parking fees for vehicles specifically required for field work and only for month(s) when field work was conducted