
Program Guidelines

- Please use the appropriate application form for the type of grant being submitted.
- Submit one copy electronically (application, SSHRC Web CV, and relevant documents) to killamresearchfund@ualberta.ca.
- Incomplete applications will be deemed unsuccessful and will make you ineligible for funding until the next eligibility period.

N.B. All applicants are advised to carefully read the Guidelines prior to completing an application. Failure to review the Guidelines is likely to result in failure of an application.

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OBJECTIVES

The Killam Research Fund supports research, scholarship and creative activities that advance the University of Alberta's vision and academic plan. In general terms, the Fund fosters the development of research initiatives to promote *transformative* scholarship and discoveries at the leading edge of particular fields. Transformative research enhances the research profile of the scholar and the institution and is likely to attract significant funds to establish and sustain the research program. Selection criteria emphasize the impact and quality of scholarship over quantity and encourage cross-disciplinary activity. The Killam Research Fund supports research initiatives that are expected to increase the University's success in obtaining funding from the Social Sciences and Humanities Research Council of Canada (SSHRC) and other national and international peer-reviewed funding competitions in those research areas. The Killam Research Fund assists researchers in developing leading, recognized and externally financed research programs.

The fund also supports outstanding research in established and emerging scholarly areas that do not have access to significant external funds, such as the creative and performing arts.

The fund is not designed to support researchers on a continuous or regular basis, either for conference travel or for broader research programs. The Killam Research Fund is not intended to be a substitute funding source for travel to conferences or research activities if the applicant holds external funding. In general terms, this fund should be viewed as a way to assist in developing innovative research programs that will later be sustained by external, peer-reviewed funding agencies.

ADMINISTRATION

The Vice-President (Research and Innovation) is responsible for the stewardship and administration of the Killam Research Fund. All applications are to be submitted to the Office of the Vice-President (Research and Innovation), and funding decisions will be made by the Killam Research Fund Committee, chaired by the Vice-President (Research and Innovation) or designate. The Committee is populated by prominent scholars from the social sciences, humanities and fine arts.

Killam Research Fund Committee members adjudicate the relative merits of applications in light of the fund's aims. The Committee cannot recommend support for all projects and may recommend reductions in grant amounts requested. Proposals should be clear, concise and complete, and budgets appropriately justified.

The Killam Research Fund is managed efficiently, imaginatively, and flexibly. Each application is considered on its merits. Applicants should be advised, however, that the demand for funds normally exceeds the established annual budget, so not all meritorious projects can be supported.

THE KILLAM RESEARCH FUND

The Killam Research Fund is divided into three grant platforms:

1. Conference Travel Grants (as per travel grid)
2. Research Cornerstone Grants (\leq \$50,000)
3. Research Connection Grants (\leq \$10,000)

ELIGIBILITY TO APPLY

1. Applications must propose research contributions to the fields of Humanities, Fine Arts, Social Sciences, Education or Law.
2. All continuing paid faculty members are eligible to apply.
3. If eligible under University policy, professors emeriti, adjunct professors, visiting and sessional professors, research associates, post-doctoral fellows, faculty service officers, and librarians may apply for support of independent research or conference travel upon the written recommendation (clarifying exceptional circumstances) of the Department Chair, Dean, Director or Vice-President, as appropriate, but they will not be granted the same priority as continuing paid faculty members. Such applications should clearly demonstrate how the proposed research would contribute to the University of Alberta's vision and research enterprise. To confirm eligibility to apply for funding as a principal applicant or co-applicant, see University of Alberta Policies and Procedures Online (UAPPOL) document entitled "[Eligibility to Apply for and Hold Research Funding Policy](#)".
4. Graduate students are not eligible to apply.
5. Application to the Conference Travel Grant Program may be made only once every two fiscal years, regardless of success.
6. Applications to the Research Connection or Research Cornerstone Grant Programs may be made once every two fiscal years, if successful. Unsuccessful applications may be submitted again in the next fiscal year.

Fund Name	Deadline	Frequency of Application
Conference Travel Grant	Minimum of 90 days in advance of departure	Once every two fiscal years (April to March), regardless of success
Research Connection Grant	Ongoing	Once every 2 fiscals if successful or in the next fiscal if unsuccessful.
Research Cornerstone Grant	April 1, August 1, December 1	Once every 2 fiscals if successful or in the next fiscal if unsuccessful.

A. Conference Travel Grants

- Members of the Killam Research Fund Committee adjudicate these grants on an on-going basis. Applications should be submitted on the [Application Form for Conference Travel Grants](#).
- The grid below outlines the **maximum** amount of travel support that may be awarded under the Conference Travel Grants program for different destinations. Allocated funds must be applied towards travel costs at the awardee's discretion in accordance with applicable University policies and procedures.

Africa	\$5,400	Asia	\$4,200
Australia	\$4,000	Iceland	\$3,600
South America	\$3,400	Europe	\$3,200
United Kingdom	\$3,200	Central America	\$2,200
U.S.A./Mexico	\$2,000	Atlantic Canada	\$2,000
Middle East	\$4,200	Western & Central Canada	\$1,600

Destinations not explicitly addressed in the grid above or travel from destinations other than Edmonton will be awarded at the Committee's discretion. In these cases, a travel quote and detailed budget page must be provided with the application.

- Conference Travel Grants are available to support leading research presented at highly prestigious scholarly conferences in an applicant's field. Applicants are expected to present an unpublished/unpresented scholarly work (normally a new paper) to a renowned academic conference that accepts participation based on peer review. Priority will be given to refereed presentations and invited keynote addresses.
- Conference Travel Grants are also available to support travel to invited performances and/or exhibitions at very prestigious Fine Arts venues.
- In all cases, the number of previous Killam Research Fund Grants awarded to an applicant will be considered when reviewing the application.
- Support is not usually provided for officers or members of a scholarly organization to participate in other ways.
- Conference Travel Grants are not available to support travel to conferences to disseminate work already published or that has been previously presented. Therefore, it is essential to provide clear evidence that new research findings will be disseminated at the proposed conference (see section 1.20a of the *Application Form for Conference Travel Grants*).
- Conference Travel Grants do not support travel to present papers to an individual university department or equivalent or to attend/chair a session at a conference.
- Requests to fund research field trips (rather than research presentations at conferences) should be submitted as a Research Cornerstone Grant.
- A Conference Travel Grant application must be accompanied by:
 - An abstract or summary of the research and/or outcomes of the conference or performance
 - A call for papers or copy of the conference program, if applicable
 - An indication that conference presentation is refereed, if applicable

- d) An indication of prestige of the Fine Arts venue, if applicable
- e) Quote for travel to destinations other than those listed in the Grid (see A.2)
- f) Social Sciences and Humanities Research Council of Canada Web CV

11. For each Conference Travel Grant application, only one University of Alberta presenter/performer will be funded per paper per conference/performance.

12. A copy of the formal letter of acceptance/invitation or the conference program with the applicant's name listed as a speaker/performer is required.

Please note: applicants may submit applications before receiving formal acceptance of a paper presentation/performance. However, should the application be successful, no award will be made until the Office of the Vice-President (Research and Innovation) formally confirms the acceptance.

13. Applications for conference travel must be submitted to the Killam Research Fund **at least 90 days** before the projected travel date (no exceptions). As per A.10 above, applications may be submitted before receipt of formal acceptance of the presentation.

Adjudication: Conference Travel Grants

The Killam Research Fund Committee considers the following criteria when adjudicating applications:

- the stature of the conference/performance as a major international venue for presenting research in the applicant's area of study;
- the applicant's significant contributions to research in light of career stage;
- whether a new (unpublished/unpresented) scholarly paper, performance or exhibition will be presented to a session of the conference (discussant roles and poster presentations will be given lower priority for funding);
- coherence of the application and its proposed contribution to the applicant's overall research program.

B. Research Connection Grants (≤ \$10,000)

Research Connection Grants are designed to support *collaborative research activities* hosted by the University of Alberta. Applications should highlight how the proposed research collaboration (that may include leading national and international scholars) will drive leading research at the forefront of particular fields of knowledge. Such research collaborations are also expected to attract external funding to sustain their research programs (e.g. SSHRC grants). Only eligible University of Alberta applicants (see above) may apply for a Research Connection Grant. The Research Connection Grant will support collaborative activities to a maximum of \$10,000. Evidence of additional support for the proposed collaboration from other sources must be provided.

A one-page final report describing the work accomplished with the assistance of the grant must be submitted within 3 months of the grant's end date.

Adjudication: Research Connection Grants

Research Connection Grants will be adjudicated ad hoc by the Killam Research Fund Committee. Applications are to be submitted using the [Application Form for Research Connection Grants](#).

Applications for Research Connection Grants will be evaluated using the following criteria:

- the event being hosted is designed to initiate a new research collaboration or further an existing one;
- the collaboration brings together outstanding researchers with stature in a research field;
- a connection grant will demonstrably support a leading research collaboration;

- the research collaboration will shape a substantive research area/problem and produce leading scholarship with significant impact on a field within the humanities, social sciences, fine arts, education or law;
- the collaboration will pursue peer-reviewed, external funding to develop a sustainable research program;
- additional support is provided by other sources of funding;
- the collaborative activity is likely to yield a major grant, significant dissemination and publication activity in the area, and enhance the University's reputation; and
- the Principal Investigator or lead author of the resulting grant/publication will be a University of Alberta researcher.

C. Research Cornerstone Grants (≤ \$50,000)

Research Cornerstone Grants are designed to assist in the development of leading research projects that will lead to peer-reviewed external funding (e.g. SSHRC grants). The funds may be used to support research expenses, including:

- a) Salaries, including graduate research assistants
- b) Minor equipment, materials and supplies
- c) Travel costs associated with research
- d) Other direct research expenditures necessary to carry out the research
- e) Dissemination and other publication expenses may be considered

Grant preparation and/or grant writing is not an eligible expense for Research Cornerstone Grants.

Note: Research Cornerstone Grants do not support travel to conferences for the PI. All conference travel requests should be submitted using the [Application Form for Conference Travel Grants](#). Travel for students to conferences for dissemination of the results may be considered.

Adjudication: Research Cornerstone Grants

1. Research Cornerstone Grants will be adjudicated ad hoc by the Killam Research Fund Committee. Applications are to be submitted using the [Application Form for Research Cornerstone Grants](#).
2. Award decisions are based on the merit, clarity, coherence and outstanding research promise of individual applications. Priority will be given to the following applicants:
 - new and junior faculty to seed fund exceptional research programs;
 - Indigenous faculty and faculty in Equity deserving groups
 - proven senior scholars with solid publication records seeking support for new, creative and leading-edge research programs, especially those whose research programs promise to be sustained by externally funded, peer reviewed research funds (e.g. SSHRC);
 - and scholars changing direction, and require funds for bridging purposes.
3. At its discretion, the Killam Research Fund Committee may require further peer review of specific grant applications. Applications that include support for undergraduate and graduate students are given a higher priority by the Killam Research Fund Committee.
4. The Killam Research Fund Committee takes the following criteria into consideration when adjudicating applications:
 - the applicant's research record, accomplishments and impact in view of career stage;
 - the clarity of the research proposal as an element of an integrated research program. Applicants who fail to locate applications within the context of a broader research program will not normally be considered for funding;
 - the clarity of the application for a knowledgeable but non-specialist audience, outlining the research's potential, novelty, significance, likely impact, and expected contributions within the context of the appropriate research field;

- the efficacy, justification and capacity of the budget to support the proposed research;
- evidence that external funding to support the research program will be sought.

Please note: funding from the Killam Research Fund should not be considered a substitute for applications to federal, provincial or other peer-reviewed research granting agencies (e.g. SSHRC). Researchers are expected to apply to external sources of funding and may apply to the Killam Research Fund to seed outstanding research programs that are likely to be maintained through external funding later. Consequently, researchers should outline plans for how proposed research programs will be supported or sustained through external granting agencies.

5. If an application to the Research Cornerstone Grant Program forms part of a larger project funded from other sources, applicants must clearly identify all funding agencies and indicate how each award will be used to achieve the research program's objectives.
6. Although Killam Research Funds may be used to complement current applications to external competitions, they cannot be used to duplicate previously awarded research support. The Committee will consider applications for closeout funding to external grants only in exceptional cases and only when a justifiably unique set of circumstances pertain.

APPLICATION GUIDELINES FOR KILLAM RESEARCH FUND GRANTS

Proposals should be clear and concise, consistent with the purposes, principles and priorities of the Killam Research Fund, justify the use of all monies requested, and provide all information requested on the application form. Because the significance of the proposed research is evaluated, proposals must provide clear and concise outlines of theoretical rationales, methodologies and/or data analyses, as appropriate. must include a [Gender-Based Analysis Plus \(GBA+\)](#) or Equity, Diversity, and Inclusion (EDI) and Indigenous Initiatives statement in the proposal.

Proposals from scholars in the Fine Arts should clarify a project's unique contributions to the field internationally, outlining concrete plans to bring the project to fruition.

All proposals should be free of typographical and budgeting errors, avoiding unnecessary disciplinary jargon. Applications must use an easy-to-read size 12-point font, on a maximum of 6 double-spaced pages.

The following attachments should be provided with the application form:

- Detailed Outline of Proposed Research
- Quotations for any Equipment Requests Costing More Than \$2,000
- Airfare Quotation for Travel, if appropriate
- Social Sciences and Humanities Research Council of Canada Web CV

No attachments other than those specified above and in the application form will be accepted.

ADMINISTRATION OF APPLICATIONS AND GRANTS

1. Submit one copy electronically (application, SSHRC Web CV, and relevant documents as a single PDF) to killamresearchfund@ualberta.ca.
2. Adjudication of Conference Travel Grants and Research Connection Grants will be ongoing. Adjudication of Research Cornerstone Grants will occur after each cycle ends. Email notices of decisions go out to applicants promptly upon completion of the review process.
3. Applications must be carefully reviewed for completeness prior to submission. Incomplete applications will be deemed unsuccessful.
4. All conditions on awards must be cleared within six months from an award date, unless an exemption from this requirement is sought and obtained from the Office of the Vice-President (Research and Innovation). If this guideline is not met, the award will expire.
5. Travel claims must be submitted within 90 days following the conference date. If this requirement is not met, the award is thereby forfeited.
6. The Committee will provide constructive feedback as appropriate. Decisions are final and cannot be appealed. However, applicants are encouraged to address the Committee's comments in subsequent applications.
7. Eligible expenditures are subject to University regulations and procedures.
8. ***Any funds unspent at the conclusion of a project's specified term will revert to the Killam Research Fund.***
9. A maximum one-page final report must be submitted to the Office of the Vice-President (Research and Innovation) within three months of the end date for a Research Connection Grant and Cornerstone Grant. This report should outline the research activities supported by grant funds, the most important research project results, any dissemination activities, and an update on the status of external research fund applications.