



Name: **CBU Internal Start-Up Research Grant Guide**

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Start-Up Grants

If you're a new faculty member, within the first two years of tenure-track appointment, you're eligible for a one-time grant of \$2,000.

Guidelines & eligibility: You must apply for and spend these funds within the first two years of your appointment.

Application: Download the [application](#), fill in the form (best with Adobe Acrobat) and submit to the Dean of Research, Teaching and Graduate Studies by emailing [Brenda Leloup](#), Assistant to the Dean, Research, Teaching and Graduate Studies, School of Professional Studies. More information on the start-up grant is available in the [collective agreement](#) and on the [CBUFA](#) website. Intake of applications is ongoing.

Research Grant

The New Member will be eligible, upon application to the Dean of Research and Graduate Studies, for a one-time start-up research grant, paid by the Employer, of up to \$2,000 which must be used within the first two years of employment. The purpose of this grant is to assist in the development of a research direction and such grant applications shall not be unreasonably refused. Funds allocated under this clause will be separate from and in addition to other internal research funds, including the annual research grants adjudicated by the RAP Committee of Senate. Once awarded, funds will be made available to the new Member immediately. Award of a start-up grant will not affect the new Member's eligibility in any other internal grant application process.

Instructions for submission

Option 1 (using an desktop e-mail client such as outlook) 1) Complete the form and save 2) Click Submit form in the upper right 3) Enter Email address and Full Name (if necessary) 4) Click Send 5) Select Desktop Email Application 6) Click Send

Option 2 (using webmail) 1) Complete the form and save 2) Open a web browser and login to your webmail 3) Send an email to research@cbu.ca and attach the file saved in 1)

Option 3 (least desired - only use this option if options 1 or 2 are not available) 1) Complete the form and save 2) Print form using the Print Form on the lower right 3) Send the printed form to Dean of Research and Graduate Studies