TRU SoTL Scholars Development and Grant Program

Award Conditions and Expense Guidelines

Conditions of the Award:

1. Applicants (PI and co-investigators) may only be listed on **one** application per fiscal year.

2. Funds may be used only for the project and purposes described in the application. Where applicable, ethics review must be completed before the funds are released to the applicant.

3. Use of Funds: Expenditures may be made only for those cost elements identified in the application. Minor transfers of funds from one budget category to another may be permitted. Major transfers or the use of funds for a previously unspecified expense or a new budget item requires prior approval by the Director of CELT.

4. Term: The SoTL Scholars Development Program has a term of 16 months (February 2024 – May 2025). Funds will be disbursed into a research grant account assigned to the project PI in April 2024. SoTL Scholars in the Development Program are required to participate in retreats and regular meetings, as scheduled.

5. Reports: Brief reports (a template is available) on the funded project must be submitted to the CELT as part of the Development Program. Failure to complete reports or attend meetings may result in early termination of the research grant account.

6. Equipment & Library Acquisitions: Equipment or library materials such as books, journals, reports, microfilm, etc., acquired with these funds are the property of the University. Upon completion of the project, these items are to be transferred to the control of the applicant's Department or the Library, or, at CELT's request, to some other Department or unit within the University.

Expenses:

Expenses must be specific and justified in relation to how they will strengthen your SoTL Research project. Eligible expenditures must adhere to tri-agency guidelines, and may include:

- salaries/benefits for undergraduate and graduate students;
- professional/technical services;
- honoraria;
- supplies/consumables;
- non-disposable equipment;
- software/licensing;
- other expenses with prior approval by the Director of CELT.

Use of Funds:

Note: All expenses must be in compliance with the Tri-Agency Financial Administration Guide.

- Funding may be used to pay for research assistants, but neither a grantee nor a member of the grantee's family may receive remuneration from a SSGP.
- Funding may be used to pay for conference registration costs directly related to the project, including for research assistants in the performance of their assigned duties. Travel is not funded via this grant.
- Other items necessary for completion of the project (e.g., supplies, transcription services, technical services, etc.).
- Normally, the purchase of subscriptions, computers and major equipment will not be considered unless a compelling rationale is included in the budget and previous approval of CELT is obtained.
- Projects requesting retroactive funding will not be considered.

Funds from the SoTL Scholars Development and Grant Program are not intended to provide:

- Release time for faculty.
- Tuition and travel costs affiliated with completion of degrees and coursework.
- Travel costs for co-researchers or collaborators or any other member of this project, including students.
- Funding for publication.

Note that travel, subsistence, and conference expenses are ineligible for the SoTL Scholars Development Program.