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Telfer School of Management Research Grants (SMRG) 2022-2023 Terms of Reference

The purpose of the SMRG program is to support forward-looking research and to increase research intensity at the Telfer School of Management. The SMRG program offers the following types of grants:

Streams	Maximum	Deadlines
Research Grant	\$15,000	April 15 th and November 1 st
Partnership Support Research Grant	\$15,000	May 15 th
Student Thesis Research Grant	\$2,000*	No deadline
Research Event Grant (max 3 grants)	\$5,000	No deadline
Visiting Professor or Researcher Grant	\$6,000	No deadline
Indigenous Research Support Grant	\$15,000	November 15 th
Dean's Travel Fund / Conference Attendance Support	\$3,200	No deadline
Student Refugee Support Grant	\$3,000	No deadline
MSc Conference Attendance Support	\$1200; \$400 (DTI)	No deadline
PhD Conference Attendance Support	\$1300; \$500 (DTI)	No deadline

* Amount subject to change depending on the number of registered students from year to year.

Grants in each category are awarded through a competitive process. The number of grants and the maximal funding levels are subject to availability of funds in a given fiscal year. The Vice-Dean Research reserves the right to revise the Terms of Reference.

Application Process and Funding Decisions

Request for funding must be submitted to the Telfer School of Management Research Office by the deadline using the online SMRG portal.

Applications are reviewed by the members of the Telfer School of Management Research Committee. If none of the committee members have research expertise in the area pertaining to an application, a content expert (internal or external) will be asked to help in assessing the quality of the application.

Priority will be given to applicants who are not current holders of a SMRG Research Grant.

The Research Committee provides funding recommendations to the Vice-Dean (Research) who will make the final decision, based on the availability of funds to support research and the Telfer School of Management research priorities.

The Research Office will communicate the decision and feedback to all applicants within one month of the deadline of each competition.

Important Aspects to Consider in Developing a Budget

Funds must be used to cover the direct costs of the research for which they were awarded, and the benefits should be directly attributable to the grant. The funds must be used effectively and economically, and the expenses must be essential for the research for which the funds were awarded.

The budget should include a **detailed and fully justified list of items constituting eligible expenses:**

Compensation-related expenses

Research assistant(s) and research associate(s); projects hiring research assistants will be given priority. The tasks, expected deliverables, and timeline must be specified.

Equipment and supplies

Equipment and supplies needed to conduct the research. Funds may be requested for the purchase of books, documentation, and software essential to the project but unavailable through the University's library system. These purchases remain the property of the Telfer School but may remain with the principal investigator for as long as they are needed. To request equipment, the applicant must include a brief explanation of the type of equipment required, justified in terms of what is already available at the Telfer School of Management. Cost of computer equipment cannot exceed \$2,000.

Data acquisition and analysis

Detailed quotes are required for projects, including translation and/or transcription costs, acquisition of databases, etc. directly related to the research.

The following expenses are not eligible for any of the SMRG grants:

- Research conducted under contract with a public institution, private agency or firm;
- Research required for the principal investigator or co-applicant to earn a degree, except in the case of research leading to a Master and/or Doctoral thesis of a student;
- A graduate student can be a co-applicant on a SMRG Research Grant proposal. In this situation, he/she cannot receive a financial compensation (salary or stipend) for time spent working on the project, but can be reimbursed for research expenses;
- Funds for travel, except to cover data collection related to the project or, in the case of SMRG Student Research, travel necessary to conduct the thesis research, as determined by the thesis supervisor, or international initiative;
- Contributions to the overhead;
- Entertainment, costs of alcohol, business lunches and/or honoraria;
- Costs associated with the development of courses;
- Costs incurred before the grant is awarded.

Note: Major budget modifications need to be approved by the Research Office who may request permission from the Vice-Dean (Research). These requests must be made in writing (letter or email) prior to incurring the proposed expense(s).

Further details on eligible expenses can be found in the [Tri-Agency Financial Administration Guide](#).

Other specifications

For the **SMRG Student Thesis Research Grant:** Costs related to thesis research, including data collection, software, training and travel necessary to perform the research project are allowed. Applicants should describe all other sources of funding.

For the **SMRG Research Events**: travel, student salaries, event planning, development of promotional material or event website are examples of eligible activities.

Research Grant

This grant is designed to support Telfer School faculty members with active research programs. Its goal is to provide financial support for a research project that will result in:

- An application for Tri-Agency funding or others (within 2 years of notice of award), or
- Submission to FT50 journals or top journals in the applicant's research field.

An applicant can request up to \$15,000 for a research project lasting up to two years.

Each successful applicant that meet's RMS eligibility criteria is required to submit his or her research proposal again to the University of Ottawa [Research Development Grant](#) or the [Interdisciplinary Research Group Funding Opportunity](#) before release of the SMRG Research Grant funds. Once the Research Office receives a confirmation of such an application, the funds will be made available.

The number of grants may vary from one financial year to another depending on the availability of funds.

Eligibility

Applications can be submitted by full-time tenured and tenure-track faculty at the Telfer School of Management. The principal investigator will be responsible for managing the funds according to the University of Ottawa and the Telfer School of Management policies and regulations.

Policies

A principal investigator is eligible to be the recipient of only one Research Grant in a given academic year.

Holding multiple grants as investigator and co-investigator: A SMRG grant can be related to a held grant or one that has been submitted for funding, however the projects cannot overlap. Each applicant is required to disclose all projects submitted for funding and currently held sources of funding, including the amounts and descriptions of the research projects. In the case of multiple grants, an applicant must justify how the requested funding is related to other grants and grant applications. Requests for support of overlapping research projects are not eligible for funding.

A request to extend the duration of funding beyond the original period needs to be made to the Research Office. If granted, each extension will not exceed another full calendar year and a maximum of 2 extensions can be requested. **A formal request must be made at least two months prior to the end of the grant period.**

This grant is not intended **for pedagogical uses**.

Deliverables

The recipient must provide a short report at the end of the grant period. This report should clearly state what was accomplished (Tri-Agency applications and/or submission to FT50 or other top journals). If original goals were not achieved, an explanation of the reasons must be provided. Reported grant results will have significant impact on future granting decisions for the applicant.

Each publication or presentation supported by SMRG funding must explicitly acknowledge the support of the Telfer School of Management.

Evaluation Criteria

Quality and importance of the proposed research

- Research objectives are well-defined
- Importance and merit of the project are well supported
- Clear and detailed description of the project
- Proposal follows a logical structure

Approach

- The proposed project is realistic
- Objectives are achievable within the timeline
- Accessibility to necessary equipment and resources
- Applicant's expertise and experience are appropriate for the project
- Clear and detailed description of the approach
- Expected results are clearly stated

Budget and budget justification

- The budget is realistic and well justified
- Justification of the budget is aligned with the scope of the proposed research

Deliverables

- Expected results are clearly stated
- Plan to apply to Tri-Agency funding or other external funding is clearly stated
- Importance of the expected research outcomes (academic journal publications, refereed conference proceedings and knowledge mobilization) are clearly stated

Research Assistants and Training

- Contribution to the training of Research Assistants or other trainees and their role in the project is well described
- The project does not include a training component (for Research Assistants or other trainee) and the applicant provides a satisfactory justification for this

Partnership Support Research Grant

This grant is designed to support Telfer School faculty members with active research programs in their applications to large Tri-Agency partnership or team grants.

An applicant can request up to \$5,000 per year for a maximum of three years, for a total of \$15,000, to be used as a cash contribution towards their application to major Tri-Agency programs. Eligible programs include but are not limited to SSHRC Partnership and Partnership Development Grants, NSERC CREATE and Alliance grants, CIHR Teams grants, or other funding opportunities consisting of a minimum budget of 300,000\$ and at least 1 industry partner.

Funds will only be released if the applicant is successful in the Tri-Agency competition.

The number of grants may vary from one financial year to another depending on the availability of funds.

Eligibility

Applications can be submitted by full-time tenured and tenure-track faculty at the Telfer School of Management. The principal investigator is responsible for managing the funds according to the University of Ottawa and the Telfer School of Management policies and regulations.

Policies

Holding multiple grants as investigator and co-investigator: A SMRG grant can be related to another grant or one that has been submitted for funding, however the projects cannot overlap. Each applicant is required to disclose all projects submitted for funding and currently held sources of funding. In the case of multiple grants, an applicant must justify how the requested funding is related to other grants and grant applications. Requests for support for overlapping research projects are not eligible for funding.

A request to extend the duration of funding beyond the original period needs to be made to the Telfer Research Office. If granted, an extension will only be granted for one additional year. **A formal request must be made at least two months prior to the end of the grant period.**

This grant is not intended **for pedagogical uses.**

Deliverables

The recipient must provide a short report at the end of the grant period. This report should clearly state what was accomplished (Partnership building; submission to FT50 or other top journals and/or knowledge mobilization and/or student training). If original goals were not achieved, an explanation of the reasons must be provided. Reported results of the grant will have a significant impact on future granting decisions.

Each publication or presentation supported by SMRG funding must explicitly acknowledge the support of the Telfer School of Management.

Evaluation Criteria

Quality and importance of the proposed partnership

- Research objectives are well-defined
- Clear and detailed description of the partnership
- Importance and merit of the partnership are well supported
- Proposal follows a logical structure

Formal Partnership Information

- The proposed partnership is realistic
- Objectives are achievable within the timeline
- Accessibility to necessary equipment and resources
- Applicant's expertise and experience are appropriate for the partnership
- Expected results are clearly stated

Deliverables

- Plan to apply to Tri-Agency funding is clearly stated
- Importance of the expected research outcomes (academic journals publications, refereed conference proceedings and knowledge mobilization) are clearly stated

Students and Training

- Contribution to the training of students and their role in the research is well described

For the SMRG portal

Deadline of the competition – May 15th of each year

Sections to include in the portal:

- Personal information
- Past funding
- Abstract of 300 to 500 words
- Currently held funding
- Description of partnership goals, objectives, and research questions up to 500 words
- List the partners and describe the formal partnership, including what each will bring to the project and to student training, what is the governance structure and applicant's role in the leadership, are LOUs or MOUs signed if not when? (1000 words)

Student Thesis Research Grant

This grant is intended for graduate students who are registered full-time in a thesis-based program at the Telfer School of Management (**MSc in Management, MSc in Health Systems, MSc in Digital Transformation and Innovation with a Telfer supervisor**). The Student Thesis Research Grant has been created to support students in their thesis research. The value of the grant is a maximum of \$2,000 for a duration of up to 1.5 years. For MSc students, this is intended as a stipend and/or to cover expenses related to the thesis research.

The number of grants may vary from one financial year to another depending on the availability of funds.

Eligibility

Applications are submitted by full-time tenured and tenure-track faculty at the Telfer School of Management, with a graduate student named on the application. The principal investigator is responsible for managing the funds according to University of Ottawa and Telfer School of Management policies and regulations.

- The student must be registered full-time in an **MSc in Management, MSc in Health Systems, MSc in Digital Transformation and Innovation** thesis-based graduate program offered by the Telfer School of Management and be supervised by a member of the Telfer faculty.
- The research must lead to the MSc thesis of the student.
- The MSc thesis proposal should be defended and approved at the time of the application.
- The graduate student is expected to work full time on their thesis research project.
- If a student withdraws from the program or defends their thesis, any remaining research funds will be returned

to the SMRG program. The faculty member is required to contact the Research Office with a written request (letter or email) to close the account.

- Funds cannot be transferred to another student supervised by the principal investigator.

Policies

A request to extend the duration of this grant needs to be made to the Research Office and, if granted, the extension will not exceed another full calendar year. **A formal request must be made at least two months prior to the end of the grant period.**

Supervisors who have external funding will be expected to provide a top-up contribution of \$1000.

Request for funding must be submitted through the [online portal](#) by the supervisor.

A graduate student is eligible to receive the Student Thesis Research Grant only once for a given program of a study.

This grant is not intended **for pedagogical uses**.

Deliverables

Thesis and possibly academic publication or presentations.

Research Event Grant

An applicant can request up to \$5000 towards the costs of organizing an academic event hosted by the Telfer School of Management and being of international recognition.

The number of grants may vary from one financial year to another depending on the availability of funds. Please contact the Research Office in advance to secure funds.

Within one month of being awarded the SMRG research event grant, the applicant must confirm with the research office that the event has been scheduled and the invited speakers have been confirmed. Failure to do so may result in loss of the grant.

Each successful applicant is expected to submit their proposal to the University of Ottawa [Conference/Workshop on Campus Opportunity](#) before receiving the SMRG Research Event Grant. Once a confirmation of the application is received by the Research Office, the funds from the Research Event Grant will be made available.

Any unused funds remaining after the event has taken place must be returned to the SMRG program.

If plans for your event change, please notify the Research Office immediately so funds can be reallocated.

Eligibility

Only full-time tenured or tenure-track faculty at the Telfer School of Management can submit applications. The event organizer is principal investigator and is responsible for the management of the funds according to University of Ottawa and Telfer School of Management policies and regulations. The event is expected to contribute to the development of the Telfer School of Management, improve its scientific culture and increase its international recognition.

Policies

A faculty member is eligible to be the recipient of only one Research Event Grant in a given academic year.

The grant is awarded at most 1 year prior to when the event is scheduled and cannot be extended. This grant is not intended to support events of pedagogical nature.

Deliverables

Activity report describing the event and its impact.

Academic event.

Evaluation Criteria

This grant will be evaluated on:

- The significance and quality of the event for the research field, the history, and how the event will benefit the Telfer School of Management and the University of Ottawa's international recognition
- Anticipated number of domestic and international participants
- Overall budget (revenues/expenses/in-kind contributions) with justifications for the event from all sources, including Telfer and the University of Ottawa

Visiting Researcher Grant

Objective

The goal of the SMRG Visiting Researcher position is to support the development of collaborative research between a Telfer researcher or a research team at the Telfer School of Management and internationally renowned researchers.

The objectives of the SMRG Visiting Researcher position are to

- Advance a Telfer professor or team's research program through the preparation of a joint grant application to one of the Tri-Agencies and/or submission of joint scientific articles to the best journals in the field of research.
- Contribute to the development of the Telfer School of Management and improve its scientific culture by offering seminars, conferences (e.g., the Telfer Forums), workshops and discussions involving faculty members and graduate students.
- Enhance students' experience by contributing to graduate research programs (i.e., PhD in Management, MSc in Management, MSc in Health Systems or MSc and PhD in Digital Transformation and Innovation with Telfer supervisor).

Applications must be submitted by a Telfer researcher or research team and fall within the framework of their research program. The visit may be at the design, initiation or implementation stage of a research program.

Eligibility

Applications for a Visiting Researcher position can be submitted by an individual professor or a research team at the Telfer School of Management.

If a research team is putting forward a request, it must be comprised of at least two (2) Telfer faculty members. Scholars from other faculties at the University of Ottawa and/or other Canadian or foreign institutions may also be part of a research team as co-investigators.

If the professor or the research team applying does not require funding, they must still inform the Research Office about

the visiting researcher.

A member of the research team holding a full-time tenured or tenure-track position at the Telfer School of Management shall act as lead investigator and be responsible for complying with the rules and policies of the University of Ottawa and the Telfer School of Management.

Guidelines

The lead investigator may not receive more than one SMRG Visiting Researcher grant in any given academic year.

Holding multiple grants as lead investigator or co-investigator: Applicants who already receive funding (from Canadian agencies, SMRG funds, for example) must explain the links between the projects and the lack of overlap. When applicants already receive funding, they must justify the relevance of the SMRG grant application to highlight the continuity and/or existing links between the funded research projects and the SMRG application. Applicants who have submitted research funding proposals and are waiting competition results must justify the relevance of the SMRG grant application to highlight the continuity and/or existing links between the research proposal and the SMRG application. A SMRG research grant may not support in whole or in part a research project that is already funded or under evaluation by another funding agency.

The original funding period of a SMRG Visiting Researcher grant may be modified only in exceptional circumstances. The request for such a modification must be made to the Research Office, who shall make assessments on a case-by-case basis.

This grant is not intended for **pedagogical purposes**.

The number of grants may vary from one financial year to another depending on the availability of funds.

Visit Requirements

The length of the visit must be between 2 and 8 weeks, preferably during the fall, winter or spring semesters to maximize the impact on the education of students registered in graduate research programs and to ensure interaction with professors and researchers at the Telfer School of Management. The stay may not be divided into two visits.

The Telfer School of Management shall provide a maximum of \$6,000 for a visit to cover travel and hospitality expenses. Researchers or research teams may seek other eligible funding to support the visiting researcher.

The Telfer School of Management shall provide internet connection and supplies, as well as access to the main library to the visiting researcher. Office space is limited so the Research Office will try to fulfil this request, but there is no guarantee. The Telfer School of Management shall also be responsible for sending the letter of invitation and directing the visiting researcher to the Canadian embassy or consulate in his or her country for information about visa requirements.

Eligible Expenses

Funding covers the following expenses: economy-class return plane ticket, local transportation, accommodation, cost of a visa and other fees to enter Canada, and living allowance for the length of the stay in Ottawa. The visiting researcher's salary is paid by the home institution.

The payment of an honorarium is not allowed under any circumstance, nor may the funding be used to purchase software or any type of equipment. The purchase of health insurance is the responsibility of the visiting researcher. Use of the funding is subject to rules governing the eligibility of travel expenses as established by the University of Ottawa.

Deliverables

No later than one month following the visit, the lead investigator must submit a short report explaining how the application objectives have been realized. If all the objectives have not been achieved, the lead investigator must justify

the situation in the report. The report results will have a significant impact on future decisions regarding visiting researcher positions.

Any publications, presentations or events made possible by a SMRG grant must explicitly acknowledge the support of the Telfer School of Management.

Application Procedure

Applications must be submitted to the Research Office through the SMRG portal:

<https://securetelfer.uottawa.ca/research-grants/en/grants>

Applications must include the following:

- A two-page description of the project on which the visiting researcher and research team will be working, activities in which the visiting professor or researcher will participate, and complementary research interests and areas of expertise;
- A résumé and short biography of the visiting researcher demonstrating his or her international stature;
- The dates of the visiting research researcher's stay;
- A detailed and justified budget.

Evaluation Criteria

- Excellence of the visiting researcher's record (e.g., publications, citations, monographs, impact of research, international recognition) 30%
- Impact on the development of new collaborations, external funding, publications 30%
- Potential impact on student training 10%
- Impact on the scientific culture of the Telfer School of Management and research activities 10%
- Alignment with Telfer School of Management research priorities and pillars 10%
- Budget and spending justification 10%

Exceptions for applications not requesting funding

If a Telfer School of Management faculty member intends to host a visiting researcher using her/his other eligible research grants and does not require SMRG visiting researcher funding, but still requires a letter for visa application and internet and other supports, an application is still required and the following exceptions will apply:

- Criteria: 'Eligibility' - Application may be processed by an individual Telfer School of Management faculty member as well as by a research team as defined in Eligibility section of application.
- Criteria: 'Guidelines' – Not applicable.
- Criteria: 'Visit Requirements' – no funding is available through 'SMRG Visiting Researcher program'. Telfer School of Management will try to find an office space for the visiting researcher; however, it is subject to the availability of such office space.
- Criteria: 'Application Procedure' – Details of Currently-held funding and submitted funding applications and Budget and budget justification – not applicable
- Criteria: 'Evaluation Criteria' – will be as followed:
 - Visiting researcher - Excellence of the visiting researcher's record (e.g., publications, citations, monographs, impact of research, international recognition); Alignment with Telfer School of Management research priorities and pillars.

Visiting student – The student should register through uOttawa's [Visiting Student Researcher Program](#) .

For inquiries, please contact the Research Office, at the Telfer School of Management.

Dean's Travel Funds

The Telfer School is committed to supporting the research excellence of its academic community and will provide travel support grants of up to \$3,200 per fiscal year (from May 1st to April 30th) to full-time faculty members who are active in research **exclusively for the presentation of research findings at one recognized scholarly conference.**

The maximum amount and number of travel support grants is subject to availability of funds and requests are considered on a first-come, first-served basis.

Travel support grants are intended to support dissemination of research results at national and international academic conferences. Applicants would anticipate presenting completed or nearly completed research and therefore should provide evidence of that (e.g. accepted conference paper, draft article, draft book chapter, draft thesis chapter, technical report). **The application must be done for 1 conference only and the specific research presentation must not already be supported by Tri-Agency or any other grants - however, if there is only partial funding and the researcher needs more support, they are welcome to apply with justification.**

Required documentation and the submission process are described below.

Maximum yearly amount	\$3,200 per faculty member
Eligibility	The applicant holds a tenure or tenure-track position at the Telfer School of Management.
Deadline	Ongoing basis until fund is exhausted.
Priority	New full-time faculty (i.e., hired within the last 4 years) and active research faculty published in good quality, peer-reviewed journals in the last 4 years.
Mandatory documents	Copy of accepted conference paper, or draft article, draft book chapter, draft thesis chapter, technical report, etc.; Completed travel support grant application with detailed budget; Acceptance notification from the organizers; Completed reimbursement form, which must be submitted within 30 days after return (or before the end of the fiscal year, whichever is earlier).
Conferences not eligible for travel support	Conferences organized by for-profit non-academic institutions (predatory conferences and journals). Examples include, among others, Gene Convention, BIT Congress Inc. events, or OMICS International events

Travel Grant Submission and Notification Process

1. Complete the travel support grant form available on the Research Office's SMRG Portal: <https://securetelfer.uottawa.ca/research-grants/en/grants> . The package includes a completed form, the acceptance letter/email from the organizer, and a draft document from which conference submission is developed.
2. Notification of decision will be sent to the applicant and a copy to the Financial Officer.

3. Retroactive applications for travel grants (event has already taken place) will not be considered.

Indigenous Research Support Grant

This Telfer School funded team grant is designed to support Telfer School faculty members interested in pursuing Indigenous research in management, to promote collaborations with researchers of the Institute for Indigenous Research and Studies of the University of Ottawa or other researchers with an expertise in Indigenous research and to encourage community-based management research in partnership with Indigenous communities or organizations.

The goal is to provide financial support to Telfer faculty members as principal investigators for a research project that will result in:

- a contribution to knowledge in the field of Indigenous research.
- an impact on the practice of Indigenous organizations and/or communities

An applicant can request up to \$15,000 for an interdisciplinary research project lasting up to two years.

The number of grants may vary from one financial year to another depending on the availability of funds.

Eligibility

Applications can be submitted by full-time tenured and tenure-track faculty at the Telfer School of Management. The principal investigator must be a Telfer School faculty member who will be responsible for managing the funds according to the University of Ottawa and the Telfer School of Management policies and regulations.

The inclusion of an Indigenous researcher, a member of the Indigenous community or an organization as a partner on the grant would be a significant advantage.

Proposals focused on applied research are eligible for funding.

Policies

A principal investigator can only hold one Indigenous Research Support Grant at a time but can reapply once the previous grant is closed.

Holding multiple grants as an investigator and/or co-investigator: A SMRG grant can be related to existing funded research or one that has been submitted for funding, however the projects cannot overlap. Each applicant is required to disclose all research submitted for funding and currently held sources of funding, including the amounts and descriptions of research projects. In the case of multiple grants, an applicant must justify how the requested funding is related to other grants or grant applications. Requests for support of overlapping research projects are not eligible for funding.

If REB approval is required as per Tri-Council TCPS2 policy guidelines on Indigenous research, the principal investigator must obtain the REB certificate for funds to be released. Research supported by this grant must comply with the University of Ottawa policies on the conduct of research. It is the applicant's responsibility to secure the appropriate approvals for the proposed research from the University and from the relevant Indigenous organizations/communities. Funds will not be released until such approvals have been obtained. Applicants are encouraged to consult recent documents from the Tri-Agencies regarding Indigenous Research: https://www.sshrc-crsh.gc.ca/funding-financement/merit_review-evaluation_du_merite/guidelines_research-lignes_directrices_recherche-eng.aspx

Allocation of funds will be divided between fiscal years. The first installment will be of \$6000 and it will be allocated between January 1st and April 30th. The second installment will be for the remaining amount and it will be allocated starting on May 1st.

A request to extend the duration of funding beyond the original period needs to be made to the Research Office, if granted, the extension will not exceed another full calendar year and a maximum of 2 extensions can be requested. **A formal request must be made at least two months prior to the end of the grant period.**

This grant is not intended **for pedagogical uses** and is subject to availability of funds.

Evaluation process and criteria

Applications will be reviewed and adjudicated by members of the ad hoc Indigenous Research Grants Committee: consisting of one member of the Telfer School Research Committee with relevant expertise in management/business pertaining to the proposed research project, and a faculty member of uOttawa or other Canadian university with expertise on indigenous research. The committee will make their recommendations to the Vice-Dean, Research, Telfer School who will make the final decision. The applications will be reviewed based on SMRG guidelines expanded to account for Indigenous research and potential benefit to Indigenous communities.

The following criteria will be used:

- quality and originality of the proposal and relevance to the purpose of the grant, as well as ability of researchers to complete the proposed study
- nature and extent of involvement of Indigenous persons, organizations, or communities in the research from start to finish, taking into consideration the views of all relevant sectors
- plans for engaging with the Indigenous community which is an integral part of ethical research with Indigenous peoples, including Tri-Council premises of reciprocity, respect, and mutual benefit in research-community relations

More information can be found in the Tri-Agency Guidelines for the Merit Review of Indigenous Research: https://www.sshrc-crsh.gc.ca/funding-financement/merit_review-evaluation_du_merite/guidelines_recherche-lignes_directrices_recherche-eng.aspx; and the Tri-Council TCPS2 (2018) Chapter 9 _ Research Involving the First Nations, Inuit, and Metis peoples of Canada: https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html

Deliverables

The recipient must provide a short report at the end of the grant period and give a presentation in a research seminar at the Telfer School. This report should clearly state what was accomplished (contribution to academic knowledge and Indigenous research; contribution to practice). If original goals were not achieved, an explanation of the reasons must be provided. The reporting of grant results will be considered in future granting decisions.

Each publication or presentation having been made possible through funding from the SMRG program has to explicitly acknowledge the support of the Telfer School of Management.

Student Refugee Support Grant

This grant is intended for graduate students who are registered full-time in a Telfer School of Management program (MSc in Management, MSc in Health Systems, MSc in Digital Transformation and Innovation with Telfer supervisor) who claim a refugee status. The Student Refugee Support Grant has been created to support students within the first 12 months of their MSc program or until the successful defense of their thesis proposal. The value of the grant is a maximum of \$3000 offered as a bursary.

The number of grants may vary from one financial year to another depending on the availability of funds.

Eligibility

Applications are submitted by full-time tenured and tenure-track faculty at the Telfer School of Management, with a graduate student named on the application. The principal investigator is responsible for managing the funds according to University of Ottawa and Telfer School of Management policies and regulations.

- The student must be registered full-time in the MSc in Management, MSc in Health Systems, or MSc in Digital Transformation and Innovation program offered by the Telfer School of Management.
- The student must be supervised by a Telfer faculty member.
- The student is expected to work full time their studies as these funds cannot be used for research or teaching assistantships.

Policies

Supervisors who have external funding will be expected to provide a top-up contribution of \$1000.

Request for funding must be submitted through the online portal by the supervisor.

A graduate student is eligible to receive the Student Refugee Support Grant only once for a given program of a study. A confirmation of their refugee status will be made with the Telfer Graduate Office to validate eligibility.

This grant is not intended **for pedagogical uses** and is subject to availability of funds.

Deliverables

Must maintain full-time status in the program.

MSc Graduate Student Conference Travel Support

This travel grant is available to Telfer MSc students and DTI students supervised by Telfer professors starting in the 2nd year of their program. The grant supports the presentation of MSc research findings at a recognized academic conference that use a peer-review system to adjudicate the submissions.

The total amount available per student is **\$1200 for Telfer students and \$400 for DTI students (DTI students can receive additional funding from the Engineering faculty)**, to present their work at one pre-approved conference. The thesis supervisor must approve the use of these funds for travel and sign the application form.

Requests will be processed on a first-come, first-served basis, subject to the availability of funds.

Presenting at a Conference:

- Students must request a travel grant prior to their thesis defense, and the conference must take place before completion of their program requirements.
- We encourage students to also apply for research travel grants from the Graduate Students' Association (GSAÉD) and other available sources of funding. Additional funding is also available from the Faculty of Engineering for DTI students. If a partial reimbursement is obtained from an alternate source of funding for the same conference this needs to be declared on the Grad-SMTF application.

- Should the travel grants provided by GSAÉD or other sources, and the Telfer School of Management, prove to be insufficient to cover your cost of travel, you are encouraged to seek additional contribution from your thesis supervisor.

Steps:

1. **BEFORE THE TRAVEL**, complete the **Telfer School of Management Travel Fund for Masters Students application** in the SMRG portal, attaching all required documents (abstract, confirmation of acceptance and copies of travel fund requests to GSAED or others). You may need to create a user account, just be sure to indicate that you are a student from the drop- down menu.
2. Once a verification of your application is conducted, you will receive a confirmation letter from the Research Office stating the response to your application (favorable or unfavorable).
3. If your travel request is approved, a copy of this letter will be sent to your thesis supervisor and the School's Administrative Officer. You will receive information from Kathy Cunningham (Cunningham@telfer.uottawa.ca) related to the next steps to take and your reimbursement.

PLEASE NOTE:

- **Retroactive applications for travel funds (event has already taken place) will not be considered;**
- **Attending a conference without presenting is not eligible;**
- **There will be no travel advance prior to the travel.**

PhD Graduate Student Conference Travel Support

This travel grant is available to Telfer PhD in management students and DTI PhD students supervised by Telfer professors starting in the 2nd year of their program. The conference must take place before the program requirements are completed. The grant supports the presentation of PhD research findings at a recognized academic conference that use a peer-review system to adjudicate the submissions.

The total amount available per student per year is **\$1,300 for PhD in management students and \$500 for DTI students (DTI students can receive additional funding from the Engineering faculty)**, to present their work at one pre-approved conference. This amount is available twice during their program. The same research findings cannot be presented to two different conferences.

The thesis supervisor must approve the use of these funds for travel and sign the application form.

Requests will be processed on a first-come, first-served basis, subject to the availability of funds.

Presenting at a Conference:

- We encourage students to also apply for research travel grants from the Graduate Students' Association (GSAÉD) or other available sources of funding. Additional funding is also available from the Faculty of Engineering for DTI students. If a partial reimbursement is obtained from an alternate source of funding for the same conference this needs to be declared on the Grad-SMTF application.
- Should the travel grants provided by GSAÉD or other sources, and the Telfer School of Management, prove to be insufficient to cover your cost of travel, you are encouraged to seek additional contribution from your thesis supervisor.

Steps:

1. **BEFORE THE TRAVEL**, complete the **Telfer School of Management Travel Fund for PhD Students application** in the SMRG portal, attaching all required documents (abstract, confirmation of acceptance and copies of travel fund

requests to GSAED or others). You may need to create a user account, just be sure to indicate that you are a student from the drop-down menu.

2. Once a verification of your application is conducted, you will receive a confirmation letter from the Research Office stating the response to your application (approved or denied).

3. If your travel request is approved, a copy of this letter will be sent to your thesis supervisor and the School's Administrative Officer. You will receive information from Kathy Cunningham (Cunningham@telfer.uottawa.ca) related to the next steps to take and your reimbursement.

PLEASE NOTE:

- **Retroactive applications for travel funds (event has already taken place) will not be considered;**
- **Attending a conference without presenting is not eligible for travel funding;**
- **There will be no travel advance prior to the travel.**