



St. George's University

Small Research Grant Initiative Guidelines for Applicants

- 1) A small research grant initiative (SRGI) was created in 2003 to encourage faculty to conduct pilot studies that will enable them to compete for external research funds. Such awards can be used to purchase small equipment items, consumables, ground transportation, and occasionally regional/international travel (when resources/equipment is not locally available) deemed necessary to implement the research program. Applicants are encouraged to secure funds for regional and international travel from other sources available to them at the University (professional travel etc.). The SRGI does not cover support for presentations at conferences.
- 2) Applicants must be full-time faculty members at SGU. Inter- and intra-departmental collaborative research projects are strongly encouraged.
- 3) Graduate students may apply for SRGI funding for their research projects through his/her supervisor, who must be full time faculty.
- 4) As appropriate, the proposed research must have received approval from the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC) prior to submission for funding. Attach all the appropriate documents, and send by email.
- 5) If Government personnel, facilities or resources are to be utilized, the approved clearance form(s) from relevant Government ministries must be attached. Contact the Office of Research (kcoomans@sgu.edu) regarding the forms and process.
- 6) All applicants must complete the small research grant application form (GSP\SRGI\0400) and submit it with a copy of the proposal to kcoomans@sgu.edu, in the Office of the Dean of the GSP for distribution to committee members. Proposals must be no longer than ten (10) pages, double spaced, and must include the following: 1) Introduction, 2) Materials and Methods, 3) Budget, 4) Expected Outcomes, and 5) Time Frame. The GSP Guidelines for Preparation of Research Projects should be consulted for completion of research proposals. All documents are to be sent by email.
- 7) Upon receipt of all documents, the SRGI Review Committee will consider the application and respond to the applicant generally within ten (10) working days of submission.
- 8) While a Principal Investigator (PI) can hold no more than one SRGI at any one time, he/she could apply for another SRGI once a report of the previous project is submitted to the Office of Research.
- 9) Grants will not normally exceed US\$5,000.00 (inclusive of compensation to research assistants). Applicants will not be reimbursed for funds spent in excess of the grant amount.
- 10) Given that there is competition for limited funds, unsuccessful applicants may resubmit their proposals up to a maximum of four times.
- 11) If a member of the SRGI review committee applies, either as the PI or co-investigator for an SRGI, that committee member cannot participate in any discussion or vote on the outcome of that application.

- 12) Successful applicants are encouraged to present the results of their research at local or international meetings and to publish their work in peer reviewed journals. Subsequent SRGI grant applications will take into account such scholarly outcomes.
- 13) Grants must be used within the financial year operated by SGU. This means that all expenses approved prior to June, have to be expended prior to June of that same year as the budgets run from July 1st to June 30th of the following year.
- 14) All expenditures must be accounted for and all receipts turned in to the Dean of the GSP upon completion of the funds awarded.
- 15) A report of all research findings and publications arising from the research carried out using the SRGI must be provided to the Office of Research.
- 16) Compensation to assistants in research projects can be made up to a maximum of \$1000 USD per award, except in exceptional circumstances to be determined by the SRGI Review Committee. Persons who can receive such compensation can be SGU staff (not faculty), community members and SGU students who will not be co-authors on papers or abstracts. These individuals will be compensated at the existing university rate (currently US\$5.00 per hour), for a maximum of 40 hours per month. The appropriate form to claim such compensation must be completed and signed by the assistant(s), the grant awardee and approved by the Director of Research.
- 17) Faculty members are not eligible for personal compensation associated with research funded by the SRGI.
- 18) SRGI funds cannot be used for reimbursing expenses for hosting meetings (ground transportation, food and drink).