Queen’s-Dartmouth Research Development Fund
Terms of Reference

Purpose

The Queen’s-Dartmouth Research Development Fund provides financial support for faculty at Queen’s University and Dartmouth College to develop a new or deepen an existing research or scholarly collaboration.

Queen’s University and Dartmouth College are both members of The Matariki Network of Universities (MNU), a group of seven like-minded universities dedicated to international excellence in research and education. As the only two North American members of MNU, Queen’s University and Dartmouth College have a unique opportunity to strengthen their bilateral relationship. Preference will be given to those proposals that align with Queen’s and Dartmouth’s MNU research priorities of cyber security, global health, and sustainability, environment and resources.

This program is intended to foster diverse types of scholarly collaborations that have the potential to extend beyond the lifetime of this grant. Collaborations should produce one or more specific deliverables, such as joint grant applications, lecture series, papers, conferences, and exhibits, within the two-year period of the grant. As this award is intended to deepen institutional engagement between Queen’s and Dartmouth, collaborations must also show evidence of benefit to the wider Queen’s and Dartmouth communities by advancing the universities’ strategic priorities. Annual reporting on progress will be expected.
Amount and Duration

- Up to three awards of up to US$20,000 each will be issued in 2018-2019. The funds will be divided equally between the lead applicants at Queen’s and at Dartmouth.
- Start Date: January 2019 (may be extended for new collaborations).
- Projects must be completed within two years.
- Non-renewable.

Eligibility

- Two lead applicants (one each from Queen’s and Dartmouth) must apply for the grant.
- Leads must be tenured or tenure-track faculty members or clinical faculty members with protected time for research.
- Faculty members in all areas of research or scholarship are eligible, but priority will be given to proposals that align with one or more of Queen’s and Dartmouth’s MNU research priorities of cyber security, global health, and sustainability, environment and resources.
- Endorsement by each lead applicant’s Department Head/Chair is required.

Eligible Expenses

- Support for undergraduate students, graduate students, and/or postdocs to participate in research, excluding salaries and tuition;
- Travel that is guided by the university travel policy;
- Materials and supplies;
- Venue and catering costs for conferences;
- Publication expenses (e.g., cost of permissions and images, dissemination costs);
- Equipment (under US$5,000).

Indirect costs of research, student tuition, honoraria, and faculty salary support are not allowable. All expenditures must follow either Queen’s University’s or Dartmouth College’s travel, procurement and other relevant policies, to be determined by which institution is paying the expense.
Selection Criteria

- Contribution to research excellence and impact of the project on the field of study.
- One or more clearly identified and feasible deliverables within the two-year period of the grant.
- Applications should align broadly with one or more of Queen’s and Dartmouth’s MNU research themes of cyber security, global health, and sustainability, environment and resources.
- Collaborations must benefit the wider Dartmouth and Queen’s communities by advancing the universities’ strategic priorities. All applicants should work with their chair and dean to identify areas of alignment with institutional priorities. For example, a collaboration could contribute to department or faculty equity and diversity goals, graduate student training, or student mobility targets amongst others. Queen’s applicants can refer to Queen’s Strategic Research Plan 2018-2023, the Strategic Framework, and Comprehensive International Plan for insights into priorities.
- Feasibility of proposed work and appropriateness of the budget.
- Potential for the research collaboration to extend beyond lifetime of this grant.

Application Process

Applications should be submitted to the Office of the Associate Vice-Principal (International), Queen’s University at vp.international@queensu.ca by midnight EST on **Monday, October 15, 2018**. A committee of faculty and administrators from Queen’s University and Dartmouth College will be convened to adjudicate the applications. Decisions will be released in December 2018.

Required application materials include:

1. Completed application form
2. Endorsement form from each lead applicant’s Department Head/Chair
3. One page budget
4. Academic CVs of lead applicants

Queen’s faculty members must submit a TRAQ number with their applications. Successful projects will be funded by grants distributed equally by Queen’s University and Dartmouth University. When setting up your Queen’s TRAQ file, enter only half the value of your proposed project budget. You must still submit a full budget with your application.
Reporting Requirements

At the end of the first and second years of activity, the lead applicants will submit a brief summary of the outcomes of the project and next steps.

Intellectual Property and Ethics

Successful applicants will enter into a collaboration agreement, addressing items including publications, confidentiality, research ethics, and intellectual property rights. This collaboration agreement will be created in partnership by Queen’s University and Dartmouth College. This agreement will not reduce any rights of Queen’s or Dartmouth faculty members under their respective collective agreements.

Questions about the Fund may be directed to the Office of the Associate Vice-Principal (International) at vp.international@queensu.ca.