

**YUKON UNIVERSITY
SCHOLARLY ACTIVITY GRANTS
(SAG) FUNDING PROGRAM
CRITERIA AND GUIDELINES**

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OVERVIEW AND PURPOSE

Yukon University (YukonU) has established the Scholarly Activity Grants (SAG) funding program to support research and scholarly activity conducted by YukonU faculty, staff and students in order to foster a culture of research and scholarship across all areas of the organization.

Funding priorities for the SAG funding program will be established by Senate's Academic and Research Planning and Priorities Committee, and will align with relevant YukonU planning documents and priorities.

ELIGIBILITY

At YukonU, scholarly activity is described as follows:

Scholarly activity is an intentional, sustained process of creating, validating and transferring knowledge. Scholarly activity happens on the land, the water and in the sky, lab, field and all learning spaces; it reaches a relevant audience and engages community.

The SAG funding program accepts applications for scholarly activity that falls under this description, including applications relating to scientific discovery, creative exploration, and scholarly inquiry (including the scholarship of teaching and learning).

All YukonU faculty and staff are eligible to apply. Faculty and staff must be continuously employed by YukonU for the duration of their SAG award. Projects proposed by students enrolled in a YukonU program may be submitted to for consideration, but these must be with a YukonU faculty or staff member identified as a co-applicant. All applications require approval of the applicant's supervisor and Senior Leader prior to submission.

Awardees who are non-compliant with the funding guidelines are excluded from submitting new applications until non-compliance is resolved.

APPLICATION PROCESS

Applications are made to the SAG funding program using the SAG Application Form available on the Research SharePoint page.

All applications must be typed and submitted electronically. Handwritten or incomplete applications will not be accepted. Applications that do not adhere to the guidelines outlined herein may not be considered. Where possible, the Research Services Office will notify applicants of incomplete application elements prior to the closing of each funding cycle.

Applications must include approval by the applicant's supervisor and Senior Leader, indicated by signature on the application form.

Completed applications must be submitted in pdf format to sag@yukonu.ca. Applications may be considered in the subsequent period if the deadline is missed. Applicants are encouraged to resubmit declined applications after addressing review comments provided by the SAG Adjudication Committee.

GUIDELINES FOR SCHOLARLY ACTIVITY AWARDS

- The maximum allowable budget for each SAG application is \$10,000.
- All activities outlined in the application must be completed within the fiscal year of award.
 - Some exceptions apply and will be adjudicated on a case-by-case basis. These may include student wages or fieldwork expenses. Exceptions are recommended by the SAG Adjudication Committee to YukonU's senior administrator responsible for Research and are approved conditional on SAG program funding being available in the subsequent fiscal year.
- There is no limit to the number of applications a faculty or staff member or student may be awarded in one fiscal year.
- Each application should represent a discreet project with an identifiable outcome. Applicants may build on past SAG activities with new SAG proposals, but each proposal must represent a discrete activity with an identifiable outcome.

ELIGIBLE EXPENSES

The following expenses are eligible as part of SAG funding applications. Additional expenses not listed here may be recommended for approval by the SAG Adjudication Committee, with final approval from the YukonU's senior administrator responsible for Research.

Eligible expenses include:

- Student wages
- Release time for eligible faculty
- Salary expenses for eligible staff
- Honoraria
- Supplies and materials directly related to the conduct of the scholarly activity
- Capital equipment, when such equipment is essential to the activity and no existing capital equipment already acquired by YukonU can be used.
 - All equipment purchased with SAG funds will be the property of YukonU and will be made available to others following project completion, and will be managed according to YukonU policies and procedures.
- Travel directly associated with the objectives of the project.
 - Details regarding purpose of trip, destination, duration, mode of transport and cost of travel must be provided in the application.

- If conference travel is requested, it must be for the purposes of presenting activities conducted as part of the SAG activities, and details regarding the presentation must be included in the project's final report for reporting purposes.
- Expenses associated with dissemination of project results

INELIGIBLE EXPENSES

Ineligible expenses include:

- Expenses incurred prior to SAG award approval date, or after SAG award end date.
- Costs associated with professional development (including attendance at conferences that does not include knowledge dissemination)
- Personal expenses not associated with the proposed scholarly activity
- Regular or routine expenses not directly associated with the proposed scholarly activity
- Desktop or laptop computers (unless it is a specialized need and meets the "eligible expense" criteria)
- Membership and/or fees
- Equipment maintenance and service
- On-going expenses that will continue beyond the duration of the SAG award (e.g., multi-year subscription or membership fees)
- Costs associated with external services (e.g., transcription, facilitation)

REVIEW

Applications will be reviewed and assessed by the SAG Committee within 10 days of the submission deadline, and a notice of decision will be issued to applicants within 5 business days of adjudication.

Recommendations for funding are developed by the SAG Adjudication Committee based on consensus and are presented to YukonU's senior administrator responsible for Research for approval.

Unsuccessful applicants are encouraged to revise proposals and reapply.

CONDITIONS OF AWARD

- Successful awardees must comply with YukonU's research ethics and integrity policies (AR-01, AR-02, AR-03 and AR-04). Awardees are expected to obtain all required ethics approvals prior to undertaking award activities. Failure to comply may result in revoking of funds and potential future ineligibility to the SAG funding program.
 - Necessary ethics approval must be in place within three months of the award notice being received or award may be revoked.

- All financial administration for the use of these funds will be conducted by the Research Services Office. Awardees will work through the Research Services Office for all spending activities, including initiation of travel claims, purchases and other payments.
- Awardees are responsible for monitoring project expenses and ensuring compliance with eligible and ineligible expenses.
- Expenditure of funds will be conducted in accordance with YukonU policies and procedures.
- SAG funds may be used only for the purposes specified in the notice of award.
- Over-expenditures beyond approved project budgets are the responsibility of the awardee's department or division.
- Unspent funds from approved projects will be returned to the SAG budget for reallocation to other SAG activities.
- Each applicant must submit a final narrative and expenditures report, using the template provided by the Research Services Office, to sag@yukonu.ca upon completion of the project and within the fiscal year of award. Failure to submit a final report will result in ineligibility to future SAG award competitions.
- Funds will only be awarded to applicants previously funded by the SAG funding program if all final reports for previously-held grants have been submitted and accepted by the SAG Adjudication Committee.
- Project inactivity for a period of longer than 3 months may result in a funding default and funds may be cancelled and returned to the program. Notice of periods of inactivity longer than three months can be provided by the award holder to sag@yukonu.ca to ensure continuance of award.
- SAG recipients are required to acknowledge YukonU and the SAG funding program in all project-related materials and communications, including dissemination activities.
- Notification of successful awards and final report plain language summaries and photos will be provided to University and External Relations. No communications activities will be undertaken by University and External Relations without knowledge and consent of award holders.
- Metrics associated with the SAG funding program, including the names of successful applicants and their project titles, will be provided to Senate's Academic and Research Planning and Priorities Committee for the purposes of reporting. This information will be shared by that committee with Senate.
- All reports and publications generated the SAG award will be archived with the YukonU library.