



Faculty of Theology Research Committee Research Fund Policy

1. Grants cover the one-year period from May 1 to April 30, by which time any funds awarded but not used and claimed are forfeited.
2. All unused and unclaimed funds at the end of the funding year are rolled over to be added to the general funds available for the following year.
3. Individuals who expect to hold an initial FTh faculty appointment as of July 1 in a given year may apply for grants to be awarded in that year. If such an applicant succeeds, the grant period shall be July 1 to April 30.
4. All members of FTh, including those on sabbatical leave, are expected to submit their applications by the mid-March deadline. The precise dates will be communicated to members of FTh each year.
5. Grants may cover expenses for: attendance at a conference to deliver a paper; attendance at a conference to participate in a workshop or panel; or attendance at a conference as a prime conference organizer. Grants are also available for research assistance, research equipment, data processing or transcription expenses, travel for ethnographic research, visits to an archive, participation in an archaeological excavation, and purchase of resource material.
6. Lower priority grants may also be funded, depending upon availability. Such projects are, in order of priority: limited participation at a conference as a discussant or chair of a panel; attendance at a conference.
7. Recipients of research grants must submit a report on their research, specifying the manner in which the disbursed funds were spent and attaching relevant receipts. Recipients of conference grants must submit a full statement of expenses claimed along with relevant receipts. The deadlines for submission of reports for research grants and receipts for both research and conference grants is mid-May. The precise dates are communicated to members of FTh each year.
8. Faculty members who receive travel or research grants are responsible, in cooperation with the Dean, for managing coverage of their courses while absent for travel or research.
9. A member of FTh may apply before his or her paper has been accepted for presentation. For funds to be disbursed, the Research Committee must subsequently receive confirmation that the paper was accepted.
10. With the permission of the Chair of the Research Committee, a member of FTh may use an awarded grant for a conference or research project other than the one for which original application was made.
11. If a grant recipient's actual expenses are lower than the funds granted, the difference returns to the fund. If actual expenses exceed the funds granted, the grant may only be increased if the grant recipient becomes eligible for any top-up funds. Top up funds are distributed according to the criteria described in 14 below.

12. Grants must be returned under the following circumstances: (a) if the recipient's full-time appointment is terminated prior to or during the grant period; (b) if the recipient failed to provide an adequate report on a research grant held in a previous grant period; (c) if the recipient failed to provide an adequate expense statement in a previous grant period.
13. In each grant period, the total available funds will be divided as follows: 80 percent for the competition for full-time members of FTh (the "full-time" fund) and 20 percent for the competition for all other FTh instructors (the "part-time" fund). Full-time members of the faculty are those who have tenured, probationary, or limited-term contracts requiring research and publication activity. Part-time members of the faculty consist of full- or part-time sessional instructors and others whose contracts do not require research and publication activity.
14. If additional funds become available in a grant period, they will be disbursed to the full-time fund first, as top up funds for those whose initial grants awarded fell short of their actual budget; and, should funds still remain, second, to those new full-time members of FTh who are successful in applying for a new round of grants, following another call for applications. Should funds remain following these two steps, they will be rolled over into the following year. Unused full-time funds will be rolled over into the full-time fund the following year and unused part-time funds will be rolled over into the part-time fund the following year. If either the full- or part-time fund has unused moneys for two years in a row, in the third year the unused moneys will revert back to the overall fund.
15. Grant proposal applications will be due in March of each year, and decisions will be made and announced in April of each year.

APPENDIX

The full-time fund will be allocated in the following manner:

1. All eligible requests for grants will be funded to the fullest extent possible.
2. If the eligible requests exceed the total fund, then lower priority funds (as defined in note #7 above) will be ranked by the Research Committee and excluded as necessary.
3. If, following step 2, eligible requests still exceed the total fund, then the mean eligible fund is calculated by dividing the total fund by the number of eligible applicants. All those whose requests are lower than the mean eligible fund receive their total request.
4. Following step 3, a new mean of the remaining eligible requests is calculated by dividing the new total fund (reduced by the amount awarded in step 3) by the new number of eligible applicants (reduced by the number of those receiving grants in step 3). If the new mean is lower than any of the remaining eligible requests, then the remaining fund is divided equally among all eligible requests.
5. If the new mean exceeds any of the remaining eligible requests, all those whose requests are lower than the new mean eligible request receive their total request and the process continues as in steps 3 and 4 until all funds have been disbursed.

The part-time fund per grant awarded shall not exceed the highest mean eligible funding calculated for the full-time competition for a given grant period. Within this parameter, calculation of the part-time fund follows the same five steps as for the full-time fund, except that consideration of teaching load will be given when allotting funds. If funds remain, they will be disbursed according to note 13 above.