



UNIVERSITY  
of Prince Edward  
ISLAND

## INTERNAL RESEARCH GRANT (IRG) & UPEI SSHRC EXPLORE RESEARCH GRANT (SERG) 2025 COMPETITION - PROGRAM GUIDELINES

### PURPOSE:

The Internal Research Grant (IRG) & UPEI SSHRC Explore Research Grant (SERG) programs support research pursuits through the funding of fully developed research proposals. Researchers are especially encouraged to provide high-quality student training opportunities and to propose collaborations with others from different, but complementary, disciplines.

This program is not intended to support ongoing, established programs of research. Therefore, priority will be given to support the following categories of principal investigators:

- 1) new faculty members (applicants who have been independent academic investigators for five years or less) who are looking to initiate/build their program of research,
- 2) investigators planning to re-engage in research with future externally funded proposals and who have not held external research funding (grants/contracts) awarded between January 1, 2023 and the application deadline, and
- 3) investigators looking to conduct pilot work to move into a new area of research and who have not been principal investigator on externally funded research grants/contracts awarded between January 1, 2023 and the application deadline.

The IRG program will support applications that align with the mandates of the Canadian Institutes of Health Research and/or the Natural Sciences and Engineering Research Council. The SERG program will support applications that align with the mandate of the Social Sciences and Humanities Research Council. Please visit [“Selecting the Appropriate Federal Granting Agency”](#) for more information on agency mandates. Applicants cannot apply for both an IRG and the SERG in the same competition year.

**VALUE:** up to \$7000 for a one-year term

### APPLICATION DEADLINE & COMPETITION RESULTS:

Deadline: **December 16, 2024 by 4pm**

Notification: February 2025

### ELIGIBLE APPLICANTS:

Tenured, Tenure Track, Term and Sessional UPEI Faculty in Arts, Business, Education, IKERAS, Nursing, Science, or Sustainable Design Engineering, and Librarians, who are employed by UPEI at the time of application and for the duration of the award. Faculty members in Veterinary Medicine may participate as co-applicant but cannot be the Principal Investigator. A professor emeritus or adjunct professor may apply as co-applicant with a tenure/tenure-track UPEI faculty member. Please review general information below for other eligibility considerations.

## GENERAL INFORMATION:

- Grants support the direct costs of research e.g., research assistance, operating expenses, research travel/subsistence, manuscript preparation, materials and supplies, etc. Ineligible expenses include: consultation fees paid to other faculty members, subcontracting of research, purchase of books, retro-active research expenses, and grant over-expenditures. Grants may not be used to travel for the purpose of attending a conference for dissemination of results.
- Applicants may hold only one Internal Research Grant/SSHRC Explore Research Grant at a time. Grants are awarded for a 'stand-alone' project; thus, if the proposed project is linked to past and current research projects, applicants are required to briefly describe how the proposed research project differs from those projects and how it is linked to an overall research program (200 words).
- Applicants who received an IRG or SERG in the 2024 competition **are not eligible to apply** for an IRG or a SERG in the 2025 competition, and applicants who receive an IRG or SERG in the 2025 competition **will not be eligible to apply** for an IRG or an SERG in the 2026 competition, in order to distribute funds to a greater number of applicants.
- For further information, please consult the '[UPEI Internal Funding – General Regulations](#)' document or contact Leslie Cudmore, Research Grants Coordinator, at 902-566-0709 or [lcudmore@upei.ca](mailto:lcudmore@upei.ca)

## APPLICATION INSTRUCTIONS:

Applications must be completed and submitted using the UPEI Romeo Researcher Portal (login or register [here](#)).

- On the Home page, click on 'Apply New' to access the available application forms. Select the 'Internal Research Grant Application Form.' Complete the tabs, taking note of the following instructions:
  - Project Information – enter the required information; note that the project term must fall between March 1, 2025 and February 28, 2026
  - Project Team – enter the required information regarding the applicant and any co-applicants
  - Project Sponsor – Select UPEI as the 'Agency' and either 'Internal Research Grant' or 'SSHRC Explore Research Grant' as the 'Program' depending on the subject matter of your application (however, the adjudication committee reserves the right to re-classify your application)
- Complete the application form, using the PDF-fillable template available in the 'Attachments' tab.
- Upload your completed application form to the 'Attachments' tab.
- Consolidate your relevant attachments into one document, and upload it to the 'Attachments' tab.
- When your application is complete and free from errors, click the 'Submit' button. Please note that your application will be routed to your Chair (if applicable) and your Dean for approval before being received by Research Services, therefore, you must submit the application well in advance of the deadline to allow sufficient time for their approval. Research Services must receive your application by **4pm on December 16, 2024**. It is the applicant's responsibility to monitor the Researcher Portal (see the 'log' section) to determine the status of their application.

Late and/or incomplete applications will not be considered for funding. If you have questions regarding the required components of your application, please contact the Research Grants Coordinator at 902-566-0709 or [lcudmore@upei.ca](mailto:lcudmore@upei.ca). However, it is the applicant's responsibility to ensure that the application is complete. If you have questions regarding the UPEI Romeo Researcher Portal, please contact [researchservices@upei.ca](mailto:researchservices@upei.ca).