

Research Initiation Grant Guidelines

Faculty of Arts and Science Queen's University

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I. Background

The Faculty of Arts and Science (FAS) offers one-time start-up research funding, referred to as a Research Initiation Grant (RIG), for new academic appointees who meet the eligibility requirements described in the *Eligibility* section below. The RIG program is intended to provide funding, for up to three (3) years at the start of an appointment while awaiting approval of external research funding. It is not intended to replace applications to either internal or external research granting committees/agencies.

II. Eligibility

RIGs are available to new faculty members with the following types of appointments:

- Tenure-track or renewable term appointments
- Appointments with Tenure
- Special Geographically Full-time appointments of three (3) years or longer
- Special Appointments (as defined in the prevailing Collective Agreement; currently Article 25.1.4.3 Collective Agreement 2015-2019) of three (3) years or longer

In accordance with the [Queen's University Faculty Association \(QUFA\) collective agreement](#) (section 25.9.5), RIGs are offered to all candidates on an equitable basis.

III. Terms of the RIG

- New faculty members are expected to seek external research funding and use the RIG funding to develop their research program in support of applications to external funding agencies.
- At the time of recruitment or recommendation of a new appointment, approval of RIG funding must be obtained from the Associate Dean (Research), on the recommendation of the Department Head.
- New faculty members must submit a budget to the Department Head and Associate Dean (Research) showing the intended use of the RIG funding over the three (3) year term demonstrating how the RIG funding will be used to support an application for external funding.
- RIG funds are to be used within three (3) years of the appointment start date with FAS and once the RIG term has been reached all unspent RIG funding will be returned to the department which funded the RIG unless the time for expenditure is extended upon approval by the Associate Dean (Research).
- If the faculty member resigns, retires, or ceases to work at Queen's, or takes a leave other than a sabbatical, maternity/paternal leave, any unspent RIG funding will be returned to the department which funded the RIG.
- RIGs are one-time funding and are not renewable.
- Overspending will not be permitted.

IV. Responsibility

- The provision of RIG funding is the sole responsibility of the department which funded the RIG.
- RIG project holders are responsible for:
 - Regularly monitoring the balance of their RIG project account to prevent any overspending.
 - Using the RIG funding in accordance with Queen's policy and procedures.
 - Submitting any requests for an extension of their RIG funding timeline in writing to the Associate Dean (Research) for approval.
- Signing authority rests with the faculty member (or delegate).

V. Policies Governing RIG Accounts

- All expenditures must be in support of research activities.
- Equipment, software, and other assets purchased using RIG funds are the property of Queen's University.
- RIG funds are subject to all relevant Queen's University policies, regulations and guidelines, including but not limited to:
 - [Research Administration Policy](#)
 - [Queen's Travel and Expense Reimbursement Policy](#)
 - [Hospitality Policy](#)
 - [Policy on Approval and Execution of Contracts and Invoices \(Signing Authority\)](#)
 - [Procurement Policy](#)

VI. Establishment of a RIG Project Account

- The Department Head shall submit a written request to the Associate Dean (Research) to obtain approval to offer RIG funding, at the time of recruitment or recommendation of a new appointment.
- The appointment letter shall indicate the amount of RIG funding approved by the Associate Dean (Research).
- After the appointee has accepted the appointment, the Faculty's Research Grants Coordinator will assist the new faculty member with requesting a RIG project account via the *Tools for Research at Queen's (TRAQ) Researcher Portal*. The faculty member will be required to prepare and submit a budget showing the planned use of RIG funding and demonstrating how the RIG funding will be used to support an application for external funding.
- Financial Services will send an email notification, once the RIG project account is created.
- The Faculty's Research Grants Coordinator will transfer the pre-approved RIG funding to the new RIG project account and notify the faculty member once the transfer is complete.

VII. Closure of a RIG Project Account

- The RIG project will be closed on the earlier of one of the following two events unless an extension is granted by the AD Research:
 - a) Three years after the appointment start date with FAS.
 - b) The faculty member leaves the employment of the University or takes a leave other than a sabbatical or a maternity/parental leave.
- Upon notice of termination of employment with Queen's, the Faculty's Research Grants Coordinator with the home Department shall notify Research Accounting of the intent to close the RIG project account.
- Any remaining RIG fund balances will be returned to the Department which funded the RIG.
- An extension request for approval should be sent in written ahead of the deadline to the Associate Dean, Research. The faculty member must provide justification for the extension with an explanation for why the funds were not used and how the funds will be used during the extended period to support their research.

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