



# NEW FACULTY START-UP FUNDING PROGRAM GUIDELINES

## OVERVIEW OF THE FUNDING PROGRAM

*Goal: To build capacity and support new faculty in various disciplines of health research in the College of Medicine at the University Saskatchewan*

### Guiding Principles:

- **Transparent:** Policies and procedures are clearly outlined and easily accessible
- **Equitable:** Fair, but not necessarily equal
- **Holistic:** Start-up packages should consider more than just research funds: protected time, space, equipment, mentorship
- **Flexible:** Funding needs to allow for different types of research and collaborations, build capacity and encourage external funding application
- **Accountable:** Recipients are accountable to submit progress reports to Research Executive Committee. Similarly, the Research Executive Committee is accountable to recipients for clarification or assistance as needed
- **Demonstrates Return on Investment:** Start-up funds are an investment in people and research outcomes, with an expectation of return on investment

## PROGRAM DETAILS

*Research Start-up Package funding is provided by the Office of the Vice-Dean Research (OVDR) within the College of Medicine. All applications undergo a thorough review process involving the Dean, Vice-Dean Research, and the Dean's Executive Committee. Please note that the program terms are subject to change at any time.*

### Eligibility

- Faculty applicants being offered an appointment to the U of S College of Medicine
- Appointment must include a minimum appointment of 0.3 FTE protected research time and must not be a term position.
  - In extraordinary cases where incoming research-intensive faculty are not provided with research time, the OVDR Executive Committee *may* consider waiving this requirement. Please contact the OVDR about your situation in advance of completing an application.
  - Faculty with less than 0.3 FTE protected research time or those in term positions are invited to apply to a complementary career development stream in our CoMRAD research funding program. Funding is specifically earmarked for clinicians who do not have protected time to do research or Faculty members in term positions.
- Application for start-up funding is made only as part of hire negotiation.
  - OVDR must be informed of intention to hire by department at time of posting in order for candidate to be eligible to receive start-up funding.
  - Applications for Start-Up Funding will not be accepted after the letter of offer has been signed.

## Funding

Applicants are eligible to apply for a maximum of \$250,000. This funding amount is intended to enable faculty to maintain research support and/or student salaries and to purchase basic research and office equipment. Start-up funding is available for use for three years from the applicants' start date.

Please be aware that the maximum funding amount is subject to change without prior notice. **Start-up funding support is subject to the fiscal situation of the College and availability of funds.**

## Additional Funding Terms

- **Term Length:** Funding will be distributed over a term length of 3 years. With a written request and justification, the OVDR *may* extend the duration available to spend start-up funds to a maximum of 5 years.
- **Research Mentorship:** Start-up funding recipients will be strongly encouraged to participate in the College of Medicine Research Mentorship Program.
- **Reporting:** Recipients must provide a yearly report to our OVDR Executive Committee detailing their research progress, intention to apply for external funding, and outline the year's expenses and planned expenditures for the coming year. Reports will be required for the duration of funding and for one year following fund closures. Failure to submit the reports will exclude the applicant(s) from being eligible to apply for any future funding from the OVDR.
- **Eligible Expenses:** Recipients must adhere to the current version of the [Tri-Agency Guide on Financial Administration Part 2: Use of Grant Funds](#) when spending their start-up funds. Any expenditures outside these guidelines must be approved by the OVDR Executive Committee in advance.

## APPLICATION

A complete application for start-up funding must include the following:

- Completed *New Faculty Start-Up Fund Application*
- Research Program Proposal
- Letter of Support and Mentorship (from Department Head)
- Comprehensive CV

## Research Program Proposal Section Guidelines

The proposed research program should be three years in duration and contain the following components:

1. **Research Program Executive Summary (1 page):**
  - Purpose and objectives
  - Detailed methodologies
  - Expected outcomes, impact and outputs
  - Brief timeline of the research program and knowledge dissemination activities
    - Be sure to consider time required for obtaining appropriate approvals (ethics, operational, community approvals)
  - Linkages to future external funding
2. **Budget (up to 2 pages):**

A comprehensive and fully justified breakdown of required funding to sustain the proposed research program for three years. Budgets should include but are not limited to:

- Personnel and Salaries, Operating Expenses, Equipment, Knowledge Dissemination
- Secured External Funding
- Expense Timeline

3. **Training Opportunities and HQP Plan:**

- List required staff and personnel (technicians, research assistants, lab managers etc.)
- Describe comprehensive training program for all levels of trainees (undergraduate, graduate, postdoctoral, residents, research associates)

4. **Attach a complete list of references cited:**

- a. Provide full citations (no shortened formats)
- b. Bold your name in any references in which you were an author
- c. Number your entries

## Letter of Support and Mentorship

The letter of support from the Department Head should outline:

1. **Researcher/Position Characteristics**

An overview of the position including contractual agreement or appointment details:

- Appointment Contract: Academic Clinical Funding Plan (ACFP) or University of Saskatchewan Faculty Association (UFSA)
- Appointment Type: Assistant Professor, Associate Professor, Full Professor
- Career Stage: Early career (< 5 years), mid-career (5-15 years), senior researcher (>15 years)
- Position Research FTE and assignment of duties (minimum 0.3 research FTE to be eligible for start-up funding)

2. **Mentorship Plans:**

- a. Composition of the proposed mentorship team

3. **Potential of the Researcher and Impact:**

- a. Potential for securing future external funding
- b. Impact of hire for the Department, College of Medicine, University and Province
- c. Established collaborations and potential of establishing additional collaborators in the Department/ College/ University and world-wide

## Notification of Success

After consideration by all applicable parties, the OVDR will provide a formal letter of notice directly to potential faculty members and copied to the department head.