

FACULTY RESEARCH START-UP FUNDING **GUIDELINES**



DEADLINE: COLLEGE OF MEDICINE START-UP FUNDING FOR ALL
NEW HIRES MUST BE NEGOTIATED AT THE TIME OF HIRE.

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

The start-up funding program will provide a base start-up funding amount to all eligible applicants determined by their dedicated research FTE.

Supplementary funding may be requested for expenses required beyond the base funding amount, but these expenses must be justified by the applicant.

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 to 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.

Base Funding

Base funding rate: \$20,000/0.1 Research FTE

This base funding amount is awarded to all eligible applicants based on their research FTE. The base funding amount is intended to enable faculty to maintain research support and/or student salaries and to purchase basic research and office equipment. This base funding amount (\$20,000/0.1 FTE) will be calculated and then distributed over 3 years unless otherwise negotiated with the OVDR.

Researchers who have greater than 0.8 FTE dedicated for research are eligible to apply for the maximum amount (\$200,000/1.0 FTE). The OVDR recognizes that all research FTEs above 0.8 are equivalent to a full research FTE.

Supplementary Funding

Supplementary funding is available for faculty to purchase additional equipment and supplies needed to launch a new research program at the University of Saskatchewan.

Maximum supplementary requests are determined by the applicant research pillar:

<i>Research Pillar</i>	<i>Supplementary Funding Maximum</i>
<i>Biomedical Research</i>	<i>\$200,000</i>
<i>Clinical Research</i>	<i>\$50,000</i>
<i>Health Services and Education Research</i>	<i>\$50,000</i>
<i>Social, Cultural, Environmental, and Population Health Research</i>	<i>\$50,000</i>

Requests for supplementary funding must include a well-justified and detailed budget. Support requested beyond the supplementary funding maximum for the research pillar must be exceptional, well-justified, and support College of Medicine or Departmental strategic goals.

Researchers who conduct work across pillars may apply with either funding maximum, provided their budget and work plan justifies the amount requested.

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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.

- Start-up funding support is subject to the fiscal situation of the College and availability of funds.

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 Description (3 pages)**
 - a. Purpose and objectives
 - b. Detailed methodologies
 - c. Expected outcomes, impact and outputs
 - d. Timeline of the research program and knowledge dissemination activities
 - Be sure to consider time required for obtaining appropriate approvals (ethics, operational, community approvals) and knowledge dissemination activities
2. **Budget (2 pages):** A comprehensive and fully justified breakdown of required funding to sustain the proposed research program for three years. The budget should include any base funding and supplemental funding requested. Budgets should include but are not limited to:
 - a. Personnel and Salaries, Operating Expenses, Equipment, Knowledge Dissemination
 - b. Secured External Funding
 - c. Expense Timeline
3. **Training Opportunities and HQP Plan (2 pages):**
 - a. List required staff and personnel (technicians, research assistants, lab managers etc.)
 - b. 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 the Research Executive Committee, the OVDR will provide a formal letter of notice directly to potential faculty members and copied to the department head.