RDC

Procedure

General Research Fund	
Policy: Support for Research, Scholarly Activity, and Scholarship	
Category: Academic-Administrative	**Approval Date: June 9, 2021**
Procedure Owner: Vice President, Academic and Research	**Effective Date: June 9, 2021**
Procedure Administrator: Associate Vice President, Teaching, Learning, and Research	**Review Period:** 5 years
Associated Documents: Research Grant Management Procedure	

PURPOSE

To set out procedures for the management, disbursement, and use of funds held in Red Deer College's General Research Fund accounts, in compliance with the Tri-Agency's Guidelines for the General Research Fund (NSERC and SSHRC only).

PROCEDURE

General

1. Red Deer College (RDC) operates two General Research Funds (GRFs) into which money remaining unspent at the termination of Tri-Agency-supported projects is deposited.
2. RDC manages separate GRF accounts for NSERC and for SSHRC, but administers the monies in the GRFs in a centralized manner.
3. It is the expectation of RDC and the Tri-Agency that GRF money be used as start-up grants, serve as bridge funding, or as funds to support the direct costs of research. Indirect costs of research and overhead expenses are not eligible.
4. Eligible expenses are detailed in the Tri-Agency Guide on Financial Administration (TAGFA), Part 2: Use of Grant Funds; these conditions, as well as RDC's Research Grant Management Procedure, apply at all times to the use of money from the GRFs. Any unspent money will be returned to the specific GRF.
5. The amount of money available in a given year is highly variable. As per Tri-Agency guidelines, RDC must spend at least 50% of each GRF balance during the current fiscal year.
6. RDC submits, by 30 June each year, a Statement of Account (Form 300) for each of its GRF (NSERC and SSHRC) accounts for the period of April 1 to March 31.

Application and Award

1. The GRFs are managed and disbursed through the GRF sub-committee of the Research and Scholarship Committee on behalf of the President.
2. In years in which there are funds available, the Research and Scholarship Committee will send out a call for grant applications, including the maximum amount that may be requested. Application deadlines and award timelines will be included when the opportunity is announced. Grant applications will be submitted electronically to the Office of Research and Scholarship.
3. There is no specific form for General Research Fund applications; however, applications must include:
   a. Scope of work and the expected outcome
   b. Budget
   c. Budget justification
   d. Timeline (not more than 12 months)
   e. Ethics Board Certification (if required)
   f. Amount of funds being requested
4. The SSHRC GRF will be used to support social science and humanities research and the NSERC GRF will be used to support natural sciences and engineering research.
5. Applications will be evaluated and ranked by the GRF sub-committee of the Research and Scholarship Committee using the framework for assessing scholarship and scholarly activity/research at RDC as presented in the [Research, Scholarly Activity, and Scholarship Procedure](#).
6. The committee's recommendation will be forwarded to the Associate Vice-President, Teaching, Learning, and Research, who will act as the President's delegate for final approval.

DEFINITIONS

CIHR: the Canadian Institutes of Health Research

GRF: General Research Fund, money held in trust by the College on behalf of Tri–Council Agencies

NSERC: Natural Sciences and Engineering Research Council of Canada

SSHRC: Social Sciences and Humanities Research Council

Tri-Council: the collective administration and regulation of research funding programs coordinated by CIHR, NSERC, and SSHRC