

Application Guidelines and Procedures

Background

At the heart of a strong university is its faculty, those highly educated individuals whose responsibilities encompass teaching, research and scholarship, and community service. As competition for the most talented of these intensifies across the country, the ability to offer faculty unique opportunities for study, travel, renewal and professional development can provide a decided advantage in recruiting and retaining top scholars. This is particularly crucial for UNB as it strives to promote its fundamental role in the intellectual, social, economic and cultural well-being of this province.

The Harrison McCain Foundation has offered the University of New Brunswick a rare opportunity to provide incentive to outstanding new or young faculty to join or remain at UNB. The Foundation has generously committed \$100,000 a year for two years to support this initiative.

Award Criteria

The Harrison McCain Young Scholars Awards are designed to provide special support to tenure or tenure-track faculty members who received their PhD less than 10 years ago and whose employment at UNB does not exceed 6 years.

Valued at up to \$10,000, the awards may be used for research projects, additional study, travel, equipment, stipends to provide release time for increased research activity, the hiring of a laboratory assistant, or other initiatives deemed to be supportive of establishing an academic career at UNB. The award cannot be used to host conferences or to complete a higher degree.

Application Process

Applications, along with a ranked application list, are to be submitted by individual Deans to the Office of Research Services by email on the deadline indicated on the funding programs page (<http://www.unb.ca/research/ors/internal-funding/harrison-mccain-foundation.html>). It is the responsibility of Deans to set the internal deadline for applications to be submitted to their offices by department Chairs or individual applicants. If the Dean, and Chair if applicable, cannot sign the Application Form they should confirm support through email, which must be included in the application package submitted by the Dean's office.

- An electronic copy of the full application package (including the original form-fillable PDF that will not have signatures, and all relevant attachments) must be e-mailed to ors@unb.ca by the individual applicant on the deadline date. It is understood this copy will not be signed. "Young Scholars Award" should appear in the subject line.
- Successful candidates may take up their award beginning in May of the same year.
- An application package includes:
 - The completed Application Form (.pdf), with the proposed budget;
 - Letter of support from the Chair or Dean, discussing the applicant's qualifications and anticipated benefits of the award to the applicant and the university;

- Detailed Project Proposal (max. 4 pages, use template provided);
- Bibliography (max. 1 page, use template provided);
- Budget Justification (max. 2 pages, use template provided);
- Curriculum Vitae - please attach a tri-council CV (NSERC Form 100, SSHRC CV, CIHR CCV) with research contributions from the last 5-6 years.

Please convert **all** application pieces to PDF and assemble them into **one** document in the order in which they are listed, above.

Templates for the various sections can be found on the Harrison McCain Foundation Awards page at <http://www.unb.ca/research/ors/internal-funding/harrison-mccain-foundation.html>.

As the membership of the selection committee is representative of a broad spectrum of research interests, applicants should refrain from extensive use of technical terms or jargon when describing their project.

Due to the tight schedule involved in the review process, late applications cannot be accepted.

Selection Process

- Applications will be adjudicated by a committee chaired by the Vice-President (Research), following the selection criteria (see below).
- The Committee shall have a quorum of at least three members and will meet at the call of the Chair once per year following the submission of applications.

Administration and Reporting

The application processes for the Harrison McCain Young Scholars Award will be administered by the Office of the Vice-President (Research).

The final selection, appointment, and removal of award recipients are the sole responsibility and prerogative of the University.

In most cases grant funds will be available for use beginning May 1st of the competition year. Grant funds will be set aside in the amount justified in the budget, and made available in the form of a restricted account administered by the Office of Research Services. Only officially invoiced costs will be reimbursed or paid directly to the invoice issuer. Funds will be available for two years after which they will be returned to the Harrison McCain Foundation general account for re-distribution to other awardees. Requests for an extension to use the funds must be made in writing prior to the end of the grant period to ors@unb.ca.

Award recipients will be required to submit an annual report detailing the activities undertaken as a result of the grant, within one month of the end of the grant period as noted on the letter of award. The University will provide an annual report to the Foundation each year detailing the activities encompassed by the Harrison McCain Foundation Young Scholars Award.

Harrison McCain Foundation Selection Criteria

Young Scholar Awards:

1. Degree of originality & expected contribution to the advancement of knowledge;
2. Clarity and scope of objectives and appropriateness of methodology;
3. Suitability and expected effectiveness of plans to communicate research results;
4. Appropriateness of, and justification for, the budget;
5. Where appropriate, the nature and extent of student training;
6. Academic achievement, experience, publication record and research aptitude of the applicant, in comparison to the other applicants.