

**CASA – Concordia Aid to Scholarly Research Fund  
Grants to Faculty to Assist MSc and PhD Student Research  
Contingent on the availability of funds**

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**OBJECTIVE:**

To help students, together with faculty supervisor, achieve thesis research objectives. Research should be of an academic nature and have potential for publication in an academic journal. Due to university regulations, the faculty member is the principal investigator. Please note that there is no prescribed limit to the number of such grants that a faculty member may hold.

**MSc THESIS STUDENT RESEARCH:**

**AMOUNT:** \$2,500 (max) for a period of one year. Only limited funding is provided for very specific expense items. (Please be sure to follow the appropriate Expense Guidelines when preparing your budget). Only one grant per student will be awarded.

**PhD THESIS STUDENT RESEARCH:**

**AMOUNT:** \$5,000 (max) for a period of one year initially. Only limited funding is provided for very specific expense items. (Please be sure to follow the appropriate Expense Guidelines when preparing your budget). Only one grant per student will be awarded.

**ELIGIBILITY:**

- MSc students who have selected a topic and are formally linked (link-up form completed) with a supervisor are eligible.
- PhD students who have defended their proposal are eligible.
- Supervisors (grant holder) must be full-time faculty members at the rank of Assistant Professor, Associate Professor or Professor. (Note: Recipients must be on the University payroll during the entire grant period.) Dean and Associate Deans supervising PhD or MSc thesis research may apply.
- Faculty Research Committee members may apply. The Committee member will be excluded from the evaluation process while his/her application is considered.
- The proposed study(ies) have been approved for ethics where applicable (certificate required)

**EVALUATION CRITERIA:**

- Objectives and research question(s)
- Brief summary of the main theoretical foundations
- Methodology/methodological justification
- Expected Contribution (theoretical and applied)
- Budget with appropriate quotes where applicable (please see eligible expenses in appendix)
- Timeline for the project

## **REQUIRED DOCUMENTS:**

All applications should be submitted **electronically ONLY in one pdf** to [research.jmsb@concordia.ca](mailto:research.jmsb@concordia.ca) and shall consist of the following (**We will not accept hard copies of the applications**):

- Research Grant Application Form
- Student application not to exceed five (5) pages (minimum 11font size, 1 inch margin, double spaced).
- Supervisor form completed and signed by the supervisor
- Student CV
- UHREC Ethics Certificate (where applicable; this must be obtained prior to applying for this grant)

## **PROCESS OF APPROVAL:**

With their supervisor's guidance, MSc and PhD students can apply for CASA grants after they have successfully defended their proposal (when applicable) and obtained the necessary ethics approval for their project.

The grant application will be screened initially by a staff member in the office of the Associate Dean, Research and Research Programs (ADR), to ensure that the application is compliant with format and regulations. Applications may be returned to the applicant and his or her supervisor with comments.

Applications that are deemed eligible will be reviewed by the Associate Dean, Research and Research Programs or his or her delegate. If there are content-related questions, the ADR may either (1) contact the student and the supervisor directly to request further information or (2) refer to the appropriate representative (from the department in question) on the Faculty Research Committee.

If questions remain, the application will be reviewed by all members of the Faculty Research Committee at their next meeting. The ADR will make one of the following decisions: accept to fully fund, partially fund or not accepted.

In the case when a student supervised by the ADR applies for a CASA grant, the application will be reviewed by a member of the Faculty Research Committee with relevant expertise.

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