JOHN MOLSON SCHOOL OF BUSINESS

Frequently Asked Questions from Students
About Thesis Grant Proposals

At what time during my studies should I apply for a Thesis Grant?
- PhD students nearing proposal defense.
- MSc students completing the Research Methodology course, who have selected a topic and linked with a supervisor, and are about to begin the literature review.

Are samples of previously approved grants available?
There are two examples of previously awarded thesis grants intended to support student research:
- Marketing
- Management

How many copies of my application do I need to submit?
You need to submit one (1) complete hard copy to MB 11.347 and one (1) complete electronic copy to research@jmsb.concordia.ca

How flexible is the deadline?
You can apply for a Thesis Grant between September and May.

When will I receive the results?
Up to a maximum of three (3) weeks after you submitted your application.

How will I know the results?
A letter will be sent to your supervisor, and a scanned copy of the letter will be sent to your JMSB email account. Shortly thereafter, a Notification of Award will be issued to your supervisor bearing an appropriate research fund number. Human Research Ethics approval is required before a fund can be opened. See below for more details.

How do I claim back my expenses?
An expense report (provided by your supervisor) completed by yourself, and bearing the appropriate account number and banner codes should be signed by your supervisor and sent to the Associate Dean, Research and Research Programs Office (MB 11.347) for approval. All receipts must be taped to an 8.5 X 11 paper and attached to the report. Banner codes are not optional. Incomplete expense reports will be returned causing unnecessary delays. Keep a complete copy for your records!

Can I get reimbursed for research related financial commitments and costs that were made before the grant is awarded?
It is a university policy that no financial commitments or costs can pre-date an award. Once you have received a letter from the Associate Dean, Research and Research Programs indicating that your application has been awarded and grant you may begin making financial commitments.
What is the usual term for a research award?
- MSc Thesis Grants are normally for a period of one (1) year.
- PhD Thesis Grants are normally for a period of two (2) years.

If you need more time to conduct your research than originally planned and you still have some funds left from your thesis grant you may request an extension by emailing research@jmsb.concordia.ca. Please include what research you have left to conduct, how much time you will need and how many funds you have remaining.

Does your research include Human Subjects?
For graduate students conducting research with human participants involving less than minimal risk, please contact your Department Research Ethics Committee.

For a graduate student conducting research with human participants involving more than minimal risk, a Summary Protocol Form (SPF) must be submitted to the UHREC, c/o the Research Ethics and Compliance Unit, GM-1000.

Research deemed to involve more than minimal risk includes:
- Research with participants under the age of 18 years.
- Research with participants with diminished capacity.
- Research with vulnerable groups/people.
- Research with Aboriginal peoples.

Your supervisor should be listed as the Principal Investigator (PI) in Part One: Basic Information under point 1. You should also state that you are applying for a CASA grant under point 3. Please submit your SPF before, or soon after the submission of your grant application. Please allow at least one (1) month for your SPF to be processed.