Application Instructions

General Guidelines
To apply to the FRDF Small Grants fund please upload the completed application through the dropbox in the DWFoM Research site on OWL. To join this site in OWL:

- In My Workspace, from the menubar, click Membership
- Click Joinable Sites to see a list of all the available sites that you haven’t joined.
- Select DWFoM Research
- Click Join

NO SIGNATURE REQUIRED: Applicants please note that submission of the completed form indicates knowledge of and adherence to the terms of reference and guidelines in this document and as posted on the DWFoM website.

Deadlines: Please check the website for current deadlines. Generally the deadlines will be June 15 and December 15 each year.

Reports: Within two (2) months after completing the activities for a funded project faculty are required to submit the Western Internal Funding Award Report which can be found on the Faculty Research Website under “Apply for Funding”. Failure to do so may jeopardize a faculty member's eligibility for future competitions.

ROLA
Karen Kueneman (kueneman@uwo.ca), Research Officer for the Don Wright Faculty of Music, will help with this process. Note: Do not complete the ROLA before submitting your application. ROLA is only required if your application is successful.

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Applicants
List any and all co-applicants, their place of employment and role at that institution. N.B. Applications for collaborative research are particularly encouraged.

Research Description (two page maximum)
Organize the detailed description under the following headlines:
• **Objectives**: Detail the research problem/concept/question that will be addressed by the project.
• **Context**: Describe the relationship of the proposed project within the current context of the discipline.
• **Methodology/approach**: Outline how you will undertake the scholarly/artistic/creative research and achieve the stated objectives by providing a clear work plan and timeline. Include as appropriate, the hypothesis or concept to be explored, the procedures of data gathering or program development and the role and activities of all participants, including the role of students and how they will benefit.
• **Significance and Impact**: Summarize the results of your most recent and ongoing research program and specify how the grant will advance that program.
• **Dissemination**: Outline your dissemination/performance plans.

**Research Development Impact (one page maximum)**

Explain how the proposed project will help the faculty to achieve the required outcomes of the FRDF in terms of one or more of the following:

• **HQP development** – support and training of undergraduate or graduate students, post-doctoral scholars etc. (and indicate how HQP would be directly supported by these internal funds).
• **Publication or Research-creation activity** – proposed publications, performances, compositions, recordings or other research-creation output to be generated from receiving FRDF support for research project.
• **External funding activity** – proposed external funding submissions
• **Awards and distinctions activity** -

**Budget**


Complete the budget spreadsheet provided in the application form

Budget requests shall not exceed $2,500 over one fiscal year.

**Budget Justification (two page maximum)**

**DO NOT SIMPLY LIST THE BUDGET ITEMS.**

Provide a thorough justification of each request in relation to the aims of the project.

• **Personnel**
  Requests for part-time research assistance must clarify the distinction between the work of the researcher and the assistant, and must indicate the level and duration of assistance required and provide justifiable costs for this support.

• **Travel**
  Expenditure for travel will be granted where such travel is for the purpose of primary data collection. For example, travel funds may be provided for fieldwork,
visits to use the holdings of external libraries and archives, site visits to public institutions to study and copy otherwise inaccessible documents, and travel to conduct interviews and to consult essential experts who are not available locally. Support for attending conferences and hosting symposia will only be granted when the applicant has clearly illustrated how they are essential to the research program and will add particular value to it. (Justification using the normal arguments for communication of results and networking with peers will not suffice – such requests should be submitted to the FRDF Travel Fund.)

- **Other expenditure**

  Items of minor equipment may be requested. A descriptive statement of each item of equipment must be included in the justification of the budget. Applicants are reminded that all equipment purchased with research grants remains the property of Western University.

  Applications for computer equipment will need to provide a particularly strong justification, establishing the specific need of the item for the proposed program.

**References / Bibliography (two page maximum)**

List all cited references.

**CV**

Insert a copy of your abbreviated CV (Last 6 years). Include funding currently held, funding received and applied for, student supervision (including master and doctorate advising), Highly Qualified Personnel (HQP) training (i.e. research assistants trained from research grant), publications, presentations, research creation activities, creative works, exhibitions, performances.

**Review Criteria:**

**Adjudication:** Applications will be adjudicated by the Faculty of Music Research Committee or, if required because of conflict of interest, by an ad hoc committee of full-time faculty members. Applications that offer a clear rationale for the proposed project, exhibit innovation, and contain a budget explaining fully how the money requested will be spent, will receive preference. Priority will be given to probationary faculty members, and applicants wishing to start new projects that will lead to SSHRC (or other funding agency) applications. Special consideration will be given to projects for which other funding is not readily available and to candidates, who at the time of the award, are not beneficiaries of major research grants. Distribution of awards will be dependent upon the number of eligible applicants and funds available.

In general, the committee members will consider the following in an application: eligibility of the applicants; quality of the proposed research project; impact of the deliverables (particularly publication venue expected and pathway to larger grants); circumstances and justification of the applicant; previous support and its utilization; development of HQP;
In addition, applications will be assessed in accordance with the following SSHRC Merit Review Criteria and the extent to which FRDF objectives are met.

1. **Challenge—The aim and importance of the endeavour (50%)**:
   - originality, significance and expected contribution to knowledge;
   - appropriateness of the literature review;
   - appropriateness of the theoretical approach or framework;
   - appropriateness of the methods/approach;
   - quality of training and mentoring to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute; and
   - potential influence and impact within and/or beyond the social sciences and humanities research community.

2. **Feasibility—The plan to achieve excellence (20%)**:
   - probability of effective and timely attainment of the research objectives;
   - appropriateness of the requested budget and justification of proposed costs;
   - indications of financial and in-kind contributions from other sources, where appropriate;
   - quality of knowledge mobilization plans, including for effective knowledge dissemination, knowledge exchange and engagement within and/or beyond the research community; and
   - strategies and timelines for the design and conduct of the activity/activities proposed.

3. **Capability—The expertise to succeed (30%)**:
   - quality, quantity and significance of past experience and published and/or research-creation outputs of the applicant and any team members relative to their roles in the project and their respective stages of career;
   - evidence of contributions such as commissioned reports, professional practice, public discourse, public policies, products and services, development of talent, experience in collaboration, etc.; and
   - potential to make future contributions.