



Terms of Reference

Purpose

This document details the grant application and approval process for the Canadian Centre for Advanced Supply Chain Management and Logistics (C-ASL). It includes the types of grants available, the application process, and the process employed for awarding C-ASL grants.

C-ASL offers two types of grants:

1. **Research Grants:** Research Grants are intended to support research activities that will further knowledge related to advanced supply chain management and logistics activities. Applicants must explain how the research will contribute to advance knowledge in advanced supply chain management and logistics.
2. **Teaching Development Grants:** Teaching Development Grants are intended to produce a benefit for faculty who teach advanced supply chain management and logistics topics. Applications must demonstrate at the time of application how the endeavour will benefit the classroom environment and student learning.

Amount of Funding Available

Proposal requests should be up to \$10,000. A total of \$60,000 is available in the fund until March 2018.

Applicant Eligibility

Full-time faculty and instructors on continuing appointments in Haskayne School of Business (HSB) are eligible for these funds. Visiting faculty, temporary and part-time lecturers, graduate students, and sponsored research staff are only eligible if they are partnering with full-time faculty or instructors on continuing appointments.

Priority will be given to those with limited sources of research funds and proposals that show promise of making an important contribution to the University's Eyes High Strategy, Haskayne School of Business' goals, and are aligned with the mandate of C-ASL. Preference will also be given to proposals that show potential for attracting additional external funding.

Guidelines for Funding Support

- Projects from all academic areas in HSB will be considered provided there is a link to advanced supply chain management and logistics.
- Faculty groups are encouraged to submit proposals involving joint collaboration among the faculty members at HSB (submit a joint application) and/or the University of Calgary.
- Applicants can request funds to supplement other grants (note: budget breakdown required) and are encouraged to utilize other available funds prior to submitting applications.
- Case studies could be submitted to Ivey as part of the joint Haskayne-Ivey publishing arrangement.

- HSB Faculty may apply for a C-ASL Research and Teaching Development Grant more than once per year.
- If a faculty member already holds one or more internal research grants (e.g., CCAL, HCEI, C-ASL, CGA, HROD-Strategy, etc.), s/he should check with the Office of the Associate Dean (Research) before applying to ensure that s/he is eligible.

Eligible Expenses

- Equipment, instruments, material or supplies (with the understanding that items of a physical nature with a continuing value are being purchased on behalf of the university and are the property of the university).
- Payment to casual and part-time assistants who have been employed directly in the research or in the preparation of articles, manuscripts or books pertaining thereto.
- Expenditures for research or research assistance, such as access to databases, computer time, software.
- Funds may be used to cover travel expenses as needed for the research or teaching development activity or for conference travel.
- For guidance on any expenditures not addressed in this document, please refer to guidelines for NSERC and SSHRC grants.

Ineligible Expenses

- The grant does not support faculty or lecturer summer salary or teaching release time.
- Funds may not be used for personal honoraria for the principal or other investigator(s).
- Funds in the research account belong to the University. No salary, fees, stipends, etc., will be paid to the principal or other investigator(s), or his/her immediate family, from the funds in the research account.

Application Process

A complete application should include the following:

- Haskayne Grant Application Form
- Research project proposal (maximum 2 pages), including the following details:
 - Project description: purpose, goals, objectives and duration of the proposed research;
 - Benefits: How does the proposed research align with the goals and mandates of C-ASL and HSB, as well as those of the applicant(s);
 - Intellectual and methodological approaches: data gathering, reasons for travel (if applicable), etc.;
 - Knowledge mobilization: how will the research results be communicated to the research and business communities;
 - Budget: itemized table including estimates of expenditures, including travel, per diems, research assistants, etc., and details about cost-sharing (where applicable);
 - Project schedule: timeline showing an approximate completion date for the project and important milestone dates;
 - Potential future sources of funding if the research is successful;
 - Statement on need for ethics application or copy of ethics approval from University of Calgary.

- Curriculum vitae (no more than 2 pages) for each participating faculty member
- For any other internal research funding (C-ASL, CCAL, CGA, HCEI, HROD-Strategy, etc.) that you have received, you must have submitted a progress report in order to be eligible for new funding. If any progress reports are outstanding, use the Progress Report template provided and include the report(s) with this application.

Application Deadlines

Intake of applications is continuous, i.e., applications are accepted at any time. Grant applications will be assessed by a committee based on their merits and their relevance to the advanced supply chain management and logistics fields.

Applications are to be submitted to the Office of the Associate Dean (Research) through Sandra Gushulak (sandra.gushulak@haskayne.ucalgary.ca).

Evaluation and Selection

Application review will follow a two-stage process:

1. Applications will be checked for eligibility, completeness and relevance to C-ASL's mandate by the C-ASL Director.
2. Eligible applications will be adjudicated by a committee consisting of the HSB Research Directors or the C-ASL Academic Advisory Group.

Applications will be judged based on the following criteria:

- a. Quality of proposal;
- b. Potential contribution to the field;
- c. Applicant's previous record of completion of funded research projects, where applicable;
- d. Experience, knowledge, and background of applicant in the proposed area of research; and
- e. Research publication record of applicant in past five years.

Criteria d. and e. may be relaxed in the case of new faculty members.

In the event that the one of the Adjudication Committee members applies for one of the available grants, an alternate member will be appointed to review his or her application.

Decisions will be made by the Adjudication Committee based on the nature and importance of the research to advanced supply chain management and logistics. The applicant's previous record of completion of funded research projects, research publication, and reporting on past internal funding awards will also be considered when approving an application.

As funds are limited, it may not be possible to fund all deserving proposals, or to fund proposals at the requested level. The Adjudication Committee has discretion to be flexible in the use of the available funding. Successful applicants will be expected to make research presentations to HSB upon completion of the project, as well as provide evidence of external dissemination of the research.

Reporting Obligation

Grant recipients are required to submit a report that details progress, any outcomes, and the use of the funds on an annual basis from the notice of award (via a detailed progress and expense report). In the long term, grant recipients must also report any publications, or progresses in course design or delivery resulting from the C-ASL Research or Teaching Development grant.

Amendments

This process and the grant details may be amended by the mutual consent of the University and the Donor. If changed circumstances should at some future time make it impractical to continue using this gift for the designated purpose, and the Donor is not able to consent to an amendment, then the University may re-designate the gift, provided that the amended terms shall adhere as closely as possible to the Donor's intent. The University will also respect and consider Donor recognition of the original gift, adhering as closely as possible to the spirit and intent.