



GUIDELINES FOR RESEARCHERS HOLDING MBC GRANTS

Revised October 2009

1. Eligibility

- 1.1 Principal Investigators must hold a continuing position at a Canadian University (under normal circumstances this means a tenured or tenure-track appointment), and be recognized as an affiliate of Metropolis BC *as a Senior Researcher*.
- 1.2 *Co-Investigators* must also be affiliated with MBC, either as Senior Researcher or Associate.
- 1.3 Research Collaborators are typically graduate students (Junior Researchers), or they can be anyone relevant to the research project.
- 1.4 Research Partners are institutions that are relevant to a research project. They may be compensated (at an institutional level... i.e., through an invoice) for services rendered for a research project (e.g., recruitment of research subjects).
- 1.5 Both the applicant and his/her home institution must abide by the terms and conditions of these guidelines.
- 1.6 Our website (<http://mbc.metropolis.net/research/affiliates/index.html>) outlines a process by which individuals may become affiliated with the Centre.

2. General Principles and Conditions of the MBC grant adjudication process

- 2.1 It is Metropolis BC's practice to consider only one application from any of our research affiliates during any given grant competition. Researchers wishing to apply for more than one grant must seek the permission of the Co-Directors of the Centre, and must supply a good rationale, before doing so.
- 2.2 Consideration will be given to all applicants, but funding will be provided based on the merit of individual applications, policy relevance, and potential contribution to the mandate of Metropolis BC.
- 2.3 Proposals should be clear, justify the use of all monies requested, and provide all information requested on the application form.
- 2.4 Proposals that involve NGO research partners must adhere to the rules itemized in our [Charter of Community Research Principles](#).
- 2.5 Grant funds may be used only for the project and purposes described in the application, subject to any special conditions given in the Letter of Award.

- 2.6 Investigators must also abide by the policies and regulations operative in their home university.
- 2.7 The transfer of funds from one budget category to another is permitted, up to 20%, according to the needs of the research as it progresses. The use of funds for a previously unspecified cost or new budget item requires prior approval by the Co-Directors, MBC.
- 2.8 Grant funds may not be used to provide salary or honoraria for the Principal Investigator and/or Co-Investigators. Generally speaking, salaries are a valid budget line item for Collaborators when they are graduate students. Also, NGOs (Research Partners) may be reimbursed for their staff time spent on the study.
- 2.9 Funds will be transferred to the Principal Investigator in the form of a Grant Account to be established by the Office of Research Services at the Principal Investigator's home university.
- 2.10 Normally the term of the grant will be in accordance with the applicant's request or as negotiated with Metropolis BC. The term may be extended for an additional period upon written request to the Co-Directors of the Centre. The decision on whether an extension will be granted will be made by the Executive Committee. It is expected that funds will be completely spent by the end of the grant period.

3. Termination

- 3.1 An award may be terminated if conditions are not observed. Unspent funds must be returned to the Centre if the award is terminated.

4. Grants

- 4.1 The applicant, his/her Department Head/Chair, his/her Dean, and the University Research Grants Officer must sign the application. These signatures signify that the relevant authorities of the applicant's home university approve of the use of department facilities, services or other resources as may be necessary for the work, and that the applicant has (or will be allowed) the necessary research time within his/her normal work schedule.
- 4.2 Principal Investigators must assume responsibility for any overdraft on the grants provided and they should not expect supplementary funding beyond the original grant from Metropolis BC.
- 4.3 MBC grants are typically of one or two years' duration. All applicants are eligible to apply for a standard grant (\$15,000). Researchers who have successfully completed projects supported by MBC (or RIIM, its predecessor) are eligible to apply for either one or two-year grants (up to \$30,000).
- 4.4 Researchers may apply for a new MBC grant while holding one that was awarded in an earlier competition. However, their new application will only be considered if they are able to show good progress in the research plan outlined in their existing project.

5. Student Support

- 5.1 The pay rate for Graduate Research Assistants (GRAs) may vary from university to university and from discipline to discipline, and also by the student's level in the graduate program. Applicants should consult with the appropriate office on their campus for their University's guidelines.
- 5.2 The PI will be required in his/her annual report to Metropolis BC to list all students working on MBC funded research including names, level of academic study (e.g. M.A. or Ph.D.), academic discipline, and contact information. SSHRC also requires that the citizenship status of students be stated in annual reports.
- 5.3 Copies of all theses produced by students emanating from MBC-funded research should be forwarded to MBC (electronic or unbound copies are preferred, in order to duplicate and forward them to the Metropolis Project Team in Ottawa). Distribution will be subject to embargos arising from university thesis regulations and copyrights.
- 5.4 An effort shall be made by the Principal Investigator to ensure significant student participation by involving their student research assistants in Metropolis conferences, seminars and workshops (see item 6.2).

6. Travel

- 6.1 Travel must follow the guidelines in UBC Policy #83, or parallel policies of other universities. (<http://www.universitycounsel.ubc.ca/policies/policy83.pdf>)
- 6.2 Researchers are entitled to use MBC grant funds to support their participation in Canadian National Metropolis conferences, provided that this form of travel was specified as a budget line-item in their research proposal (i.e., for participation by PIs, or graduate students). MBC funds cannot be used to support travel to non-Metropolis conferences. Researchers may apply to the Co-Directors for permission if they would like to use MBC grant funds to support travel to an international Metropolis conference.

7. Reports

- 7.1 For two-year projects, an interim progress report must be submitted within two months of the end of the first fiscal year (i.e., two months after March 31st).
- 7.2 A working paper and Policy Briefing Note must be submitted as soon as possible after the project is completed (ideally within three months of the end of the term of award). We anticipate that Working Papers will also be revised and submitted to journals or other academic forms of publication. These positive developments should be itemized in the annual reports submitted to MBC by affiliated researchers in the years after completion of the project.
- 7.3 Researchers should also work with the Domain Leaders of MBC and the Metropolis National Priority Leaders to disseminate their findings through knowledge transfer/mobilization mechanisms such as policy briefs, Metropolis Conversations, Ottawa-based brown bag presentations, participation in IDC meetings, and targeted research syntheses.