

The CPA - Queen's Centre for Governance (CPAGOV Centre). Main Grant Proposals – For Amounts \$5000 or more

Centre Mission:

To be the premier Centre for the thoughtful study of governance in Canada with a special emphasis on the roles of the public accountants and audit committees to whom they report.

The purpose of the larger grants proposals is to fund research relevant to the Centre's theme but with a longer term development of basic research. In other words the applicant is in the early stages of developing a major research idea and needs substantial funds to carry out an initial paper in the area prior to applying for a larger thematic grant from a funding council or where the applicant has a significant basic research 'one of' project that would not normally attract the multi-year funding from such councils. The applicant has a duty to make clear the linkage of the research proposed to the term "governance". Where the applicant is a graduate student, a signed memo or email of support from a faculty member familiar with the applicant's work and reason for applying (and willing to discuss it with the Centre) is required.

The following information should be provided:

- Curriculum vitae of the applicant (s).
- Project title, date submitted, authors' names and affiliations.
- Objectives, purpose and significance of the proposed work, and its relationship to existing research in this area.
- Plan, including steps to be taken, methods to be employed in conducting the research, and data sources (if any).
- Timetable including major time commitments (teaching, research, and administration) during the period of the proposed research.
- Budget, including estimated costs and stipends. Unusual items and stipends (course release) must be specifically justified. Inadequate justification may result in reduction of the amount of the award.
- Other funding obtained or applied for. If you have submitted, or intend to submit, the proposal to other funding agencies (especially other programs within Smith School of Business), this information must be included. Provision of information about intent to submit to other programs within Smith provides explicit permission to share information with the funders of those programs. The description should indicate whether the Centre is being asked to fund the entire project or a component of a larger research program.
- Applications involving experimentation on human subjects must be submitted to appropriate Research Ethics Boards for approval prior to the start of the research (NOT the submission of proposal or granting of funding). The successful applicants must provide the Centre with a copy of their ethics approval.

Successful applicants will be expected to inform the Centre of their progress, normally once per year. Most proposals should involve projects that can be completed in 18-24 months.

Eligible Costs

These include, but are not necessarily limited to:

1. Payment to research assistants for tasks defined in the project's budget.
2. Purchase or rental of special data sets, software, etc.

3. Transportation and subsistence costs for data gathering, direct research, developing research arrangements, etc. Research dissemination (e.g. conference attendance to present paper) costs are not funded by the Centre.
4. Telephone, postage, photocopying, typing, etc.
5. Course release (teaching buyout) particularly where full-time involvement in the project will require the researcher(s) to forego other income (e.g. from summer teaching and research leave). Applications for course release should include a statement by the university authority (normally the Dean or his designate) that course release will be permitted.

Proposal approval

All research projects funded will be approved by a sub-committee of the advisory board upon recommendation by the Centre's Academic Director. A complete project proposal, as indicated above, will normally be evaluated and responded to within twenty (20) business days. Incomplete proposals will take considerably longer.

Payment of Funds

The researcher may only charge to the grant expenses that are directly related to achieving the objectives of the grant and generally consistent with the expected costs described in the research proposal. Course release funds may not be reallocated to research expenses and research funds may not be reallocated to provide a course release. Funds may not be reallocated from other expected uses to purchase computer hardware or software that were not requested in the research proposal.

Acknowledgement

The researcher will give appropriate credit to the Centre and the organization (the ICAO in the first instance) which provided the funds for the research project in any papers and publications resulting from it.

Reporting

The principal researcher will respond to periodic requests, typically on an annual basis, from the Centre Academic Director for progress reports on the status of the research project. The researcher will include copies of published papers with the progress reports (author(s) of published papers supported from Centre research funds must provide a copy of the published paper to the Centre Academic Director).

Completion of Project

The principal researcher will undertake and attempt to carry out to its completion the research project described in the proposal submitted to the Centre. In the event of exceptional circumstances, such as illness of the principal researcher, which prevents continued work on the project, the principal researcher should contact the Centre Academic Director as soon as practical to discuss the need to return to the Centre some or all of the funds. The project shall be considered complete when the resulting working paper(s) are accepted and presented at a peer-reviewed academic conference or published in a journal, whichever comes first. The project will also be considered to be complete if the principal researcher indicates that, due to unforeseen circumstances other than illness, work is no longer continuing on the project.