Approving University Official(s): Academic Council
Responsible Unit: Director of Academic Research
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Support for Scholarly Activity Policy

Purpose

This policy establishes a clear and consistent framework for Support for Scholarly Activity Policy ("the Policy") at Yorkville University ("Yorkville"). It provides guidance to ensure alignment with the institution's operational, academic, and regulatory obligations, and supports Yorkville's commitment to the disbursement of the Support for Scholarly Activity Fund (SSAF). The Policy establishes guidelines and foundational principles for supporting scholarly activity via the SSAF.

Scope

This Policy applies to all faculty members and academic support staff at Yorkville.

Definitions

Academic staff - An employee in a department supporting the academic mission of Yorkville but not a faculty member.

Faculty member - An employee – sessional, full-time, or part-time - whose primary duties include teaching and advising students, participating in curriculum development, review and renewal, contributing to the governance of the academic program, campus, and university, and maintaining an active program of scholarly endeavours.

Research - For purposes of this policy, *research* is synonymous with *scholarly activity*.

Scholarly Activity - Yorkville has adopted the definition of scholarly activities that encompass the four domains defined by Boyer's (1990) Model of Scholarship:

- *Scholarship of Discovery* means the complex application of activities seeking to satisfy curiosity and the quest for new knowledge.
- *Scholarship of Application* means the deployment of knowledge and expertise to address real-world problems and benefit society.
- *Scholarship of Integration* means synthesizing and connecting knowledge across disciplines, fields, or time.

- *Scholarship of Teaching and Learning* means systematic study of and development of methods to improve teaching effectiveness, curriculum development, and pedagogy.

Policy Statement

1. Yorkville values and promotes intellectual engagement and scholarly inquiry. Therefore, Yorkville has established a Support for Scholarly Activity Fund (SSAF) to provide financial support to faculty members' scholarly endeavors.
2. SSAF funding will be available to support projects in any of the four categories of scholarly activity defined above. However, allocation of funds may reflect priorities of Yorkville by favouring projects related to the scholarship of teaching and learning and/or scholarship of application related to professional practice.
3. The size of the SSAF will be determined annually during the regular university budget-making process. The Provost, having considered the advice of the Director of Academic Research, is responsible for recommending the amount of the allocation.
4. Allocation of SSAF support to individual researchers will be competitive.
    a. Eligible faculty members and academic staff will apply for funding in accordance with procedures developed under this policy and following guidelines published by the Director of Academic Research before each competition for funding.
    b. Applications will be assessed by a committee of research-active faculty members struck and chaired by the Director of Academic Research (Support for Scholarly Activities Procedures and SSAF Committee Terms of Reference).
    c. Assessment of applications for support from the SSAF will be impartial and objective, based on criteria and processes described in the Support for Scholarly Activities Procedures.
    d. The maximum size of awards from the SSAF will be determined by the Director of Academic Research in consultation with the SSAF Committee before each competition for funding.
    e. Funding decisions made by the SSAF Committee are final.

5. Access to SSAF funding will be broad. Full- and part-time faculty members will be eligible to apply. Research-active administrative staff in academic and academic support departments will be eligible to apply. Groups of faculty members or an academic department within Yorkville will be eligible to apply (Support for Scholarly Activity Procedures for details related to eligibility).

6. SSAF funding will be provided for approved projects to cover the direct costs of undertaking the scholarly activity, such as wages for research assistants, specialized equipment or software, and travel required to pursue the scholarly activities. The following limitations and conditions are placed on SSAF funding.
    a. Award holders cannot pay themselves: SSA Funding is intended to reimburse faculty members for out-of-pocket expenses associated with undertaking and disseminating the results of scholarly activities. It cannot be used to pay for the faculty member's time.
    b. Goods purchased using SSAF funding become the property of Yorkville, not the award holder.

c. The SSAF process does not replace normal academic and business governance processes and cannot be used to develop or revise academic programs or courses or to involve Yorkville in business activities.
d. SSAF-funded projects cannot require dedicated facilities, renovation of facilities, or purchase, installation, and maintenance of major equipment.
e. SSAF funding must normally be used within a year of being awarded. Therefore, SSAF funding cannot normally be used to support complex, multi-year projects.
f. SSAF funding cannot support projects that include as a primary deliverable or outcome a commercialized product, process, or service.

7. Recipients of SSAF funds will:
    a. Be responsible for managing expenditures to avoid spending beyond the amount allocated.
    b. Abide by all Yorkville policies related to research, including the Responsible Conduct of Research Policy and the policy on Ethical Conduct and Research Involving Humans.
    c. Avoid conflicts of interest when deploying funds.
    d. Comply with Yorkville policies and procedures related to managing Yorkville resources, employing assistants, purchasing goods and services, and reimbursement of expenses.
    e. Report on the results and outcomes of the funded project as required by the Support for Scholarly Activity Procedures.

8. Reporting and communication:
    a. The Director of Academic Research will report annually to the provost (or more frequently if requested by the provost) on the deployment of the SSAF and the activities of the SSAF Committee. The provost will determine what information should be reported to Academic Council, Provincial Senates, the Yorkville community, and the public.
    b. The Director of Academic Research will provide information about SSAF funding to the Regulatory, Governance, and Government Affairs office as required to meet regulatory requirements.

Responsibilities

The Director of Academic Research is responsible for the overall administration of this policy.

Related Information

- Responsible Conduct of Research, Scholarly, and Creative Activity Policy.
- Responsible Conduct of Research, Scholarly, and Creative Activity Procedures.
- Support for Scholarly Activity Procedures.
- Support for Scholarly Activity Committee Terms of Reference.
- Faculty Professional Development Policy.
- Faculty Professional Development Procedures.
- Ethical Conduct and Research Involving Humans Policy.
- Ethical Conduct and Research Involving Humans Procedures.
- Yorkville University Research Ethics Board Terms of Reference.

Contacts

For questions regarding this policy, please contact:

Department/Office Name: Dr. Thu Le, Director of Academic Research
Email: oar@yorkvilleu.ca

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca.

Revision History

Version Code	Date	Summary of Changes	Authorized by (Title)
1.0	November 14, 2019	New policy	President
1.1	July 3, 2025	Focus is on YU; TFS not included Definitions added Policy statement expanded to include guidance for procedures	Academic Council
1.2	September 25, 2025	Updated to new template	-