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

Purpose

These procedures establish a clear and consistent framework for Support for Scholarly Activity 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 administering the Support for Scholarly Activity Fund.

Scope

These procedures apply to all full-time and part-time faculty members and professional staff across Yorkville.

Procedures

1. **Eligibility to apply for SSAF support**
    a. All full-time and part-time faculty members who have taught at least two terms and are scheduled to teach two future terms are eligible to apply for SSAF funding.
    b. Academic administrators, librarians, and academic staff engaged in scholarly activity are also eligible to apply for SSAF funding.
    c. Groups of faculty members or an academic unit within Yorkville are eligible to apply for support of team or collective projects.

2. **Fundable scholarly projects and activities**
    a. The Policy provides financial support for projects and activities that align with Boyer's (1990) Model of Scholarship (see definition of *Scholarly Activity*, above). Eligible individuals or groups may apply for funding to support projects in one or more of these areas of scholarly activity (See Appendix A, below, for examples of scholarly activities in each of the Boyer areas).
    b. SSAF funding may be used to support direct and necessary expenses incurred during the planning, execution, or dissemination of scholarly work. Eligible expenses include, but are not limited to:
        i. Research-related supplies and materials.
        ii. Specialized software or licenses.

iii. Purchase of goods and equipment required for the successful conduct of the scholarly activity, on the understanding that the goods and equipment become the property of Yorkville upon completion of the project and provided that the equipment does not require special facilities, permanent installation, or ongoing maintenance.
iv. Compensation for research or administrative assistants.
v. Travel, accommodation, and meals required to conduct or present scholarly work.
vi. Costs associated with preparing scholarly outputs for publication or public dissemination (e.g., editing, layout, open access fees).

c. The scope, size, and complexity of the project must normally allow the project to be completed within 12 months of receiving SSAF funding.
d. SSAF will not support the following activities:
    i. Doctoral research or activities directly related to the completion of a degree program in which the applicant is enrolled, whether at Yorkville or another university.
    ii. Development or revision of academic programs or courses.
    iii. Creation or expansion of businesses or development of a product, process, or service where the goal is essentially commercial and not scholarly.
    iv. Building or renovation of facilities.
    v. Purchase of equipment requiring dedicated facilities, permanent installation, and/or ongoing maintenance by Yorkville.

3. **Application for SSAF support:**
    a. The Director of Academic Research will initiate competitions for SSAF funding. Normally, there will be two competitions each year, one initiated in the winter with awards made in April or May, and one initiated in the fall with awards made in November or December.
    b. Competitions for funding will include the following stages:
        i. ***Call for proposals***: The Office of Academic Research issues a formal call for proposals twice annually.
        ii. ***Publications of guidelines specific to the competition***: When call for proposals is made, the Director of Academic Research will make available detailed guidelines and requirements for applications.
        iii. ***Mentorship and consultation support***: Applicants may schedule 1:1 mentorship and consultation sessions with the Office of Academic Research to seek guidance, improve their proposals, or clarify requirements prior to submission.
        iv. ***Submission of applications***: Completed application packages will be submitted through the Office of Academic Research website by the specified deadline. Late or incomplete submissions may not be considered.
        v. ***Initial review and summary***: The Director of Academic Research will review each submitted application for completeness and alignment with the policy, procedures, and guidelines.
        vi. ***Assessment of applications by the Support for Scholarly Activities (SSAF) Committee*:** A summary of all applications is compiled and circulated to the Committee for evaluation. Members of the SSAF Committee independently review and assess the applications based on the established funding assessment criteria. The SSAF Committee convenes to discuss the

applications and finalize funding decisions. Each proposal will receive one of the following outcomes: Funded, Rejected, or Deferred for Future Consideration.

vii. ***Notification of outcomes***: The Chair of the SSAF Committee communicates the final decisions to applicants in writing, along with any relevant feedback or conditions.

viii. ***Acceptance and compliance***: Successful applicants will sign a Fund Acceptance Letter confirming their commitment to adhere to SSAF regulations, use funds for approved purposes, and fulfill all reporting and dissemination requirements.

c. Application requirements:
   i. Applicants must demonstrate how their proposed activity aligns with one or more dimensions of Boyer's model.
   ii. All proposals must include a clear rationale, detailed timeline, realistic budget, and anticipated outputs/outcomes aligned with the objectives of the SSAF.
   iii. Applicants must indicate whether their project will require Research Ethics Board (REB) review and approval. If REB approval has not been sought at the time of application, applicants must commit to seeking REB review. If the SSAF application is successful, no funds will be released until confirmation of REB approval has been received.

4. **Assessment of applications:**
   a. Applications will be assessed by the SSAF Committee, a committee chaired by the Director of Academic Research and composed of faculty members from across all degree programs at Yorkville (See Support for Scholarly Activities Fund Committee Terms of Reference).

   b. The Committee will consider the following factors in assessing the merit of applications.

SSAF Assessment Criteria		
Criteria	**Description**	**Weight**
Scholarly Merit and Methodological Feasibility	Assesses the originality, academic relevance, and methodological rigor of the proposal. The research design must align with the research question and be feasible within a 12-month period.	20%
Alignment with Boyer's Model and Institutional Priorities	Evaluates the proposal's fit with the four dimensions of Boyer's model and Yorkville's strategic goals, particularly supporting excellence in teaching, inclusion of non-traditional learners, and knowledge mobilization.	20%
Clarity, Appropriateness, and Feasibility of the Research Plan	Reviews the structure and logic of the research plan. Strong applications present specific objectives, realistic milestones, and a clear sequence of activities.	20%

Budget Appropriateness and Justification	Ensures the proposed budget is justified, cost-effective, and directly supports the research. Requests should avoid duplication of existing resources and ensure roles like RAs are appropriately scoped.	20%
Potential for Impact and Dissemination	Prioritizes projects with clear outputs and strategies for dissemination and contribution to disciplinary, institutional, or professional communities (e.g., publication, conference, report).	20%

c. The SSAF Committee may decide to deny funding, provide full funding, or provide funding only for some of the items included in the proposed project budget. Funding decisions may consider the applicant's previous scholarly record and/or potential for scholarly growth and development, budget appropriateness and justification, and the total amount of funding available for distribution.

5. **Responsibilities of SSAF award holders:**
   a. Award holders must date, sign, and return an Award Acceptance Letter in qhich they confirm acceptance of all terms and conditions attached to the award and compliance with all applicable Yorkville policies and procedures.
   b. Funds must be used solely for the purposes stated in the approved application and cannot be reallocated without prior written approval from the Director of Academic Research.
   c. All expenditures must comply with Yorkville's financial and ethical guidelines, including those related to conflict of interest.
   d. Any proposed changes in project scope, methodology, personnel, or budget must be submitted in advance and approved by the Director of Academic Research to ensure continued eligibility for support.
   e. Approved applicants must maintain accurate records of all expenses and submit original receipts for reimbursement. Failure to provide adequate documentation may result in delays or cancellation of funding.
   f. Funded projects are expected to be completed within the designated funding period, typically 12 months from the date of approval. Any delays or requests for extensions must be communicated in writing.
   g. Recipients are required to share their work and outcomes through internal or external venues when requested by Yorkville University, such as institutional research showcases, workshops, or knowledge dissemination events.
   h. Non-compliance with reporting, dissemination, or ethical requirements may affect eligibility for future funding rounds.
   i. Payment and Reporting
      i. Recipients will be reimbursed after completion approved activities and submission of original receipts and supporting documentation. Reimbursements for approved activities may be requested as expenses are incurred.

ii. Recipients are required to submit a final report to the Chair of the SSAF Committee within one month of completing their project or activity. This report must verify the appropriate use of SSAF funds and include:
    1. A summary of outcomes and deliverables.
    2. Dissemination activities (e.g., presentations, publications, knowledge mobilization efforts).
    3. A financial summary with relevant receipts and documentation.
    4. When possible, copies of publications, presentation materials, conference reports, or other concrete outputs.
iii. Reports from award holders become part of the institutional record and may be used in official reporting to regulatory bodies (e.g., DQAB, PEQAB, PETL, MPHEC).
iv. Reports must be submitted no later than one year from the date of fund allocation.
v. Failure to submit the final report within the required timeframe will render the recipient ineligible for future SSAF funding until all reporting obligations are met.

6. Administrative responsibilities - summary

a. ***Director of Academic Research:***
i. Develops and proposes the annual budget request for SSAF funds.
ii. Strikes and chairs the SSAF Committee as set out in the SSAF Committee Terms of Reference.
iii. Organizes, publicizes, and administers competitions for SSAF funding.
iv. Supports and advises applicants.
v. Facilitates SSAF Committee review processes.
vi. Monitors progress on funded projects and processes SSAF award holders' requests for reimbursement, hiring research assistants, and purchase of goods and services.
vii. Maintains records of all awards, disbursements from awards, and project outcomes.
viii. Prepares reports as required.

b. ***SSAF Committee:***
i. Provides advice and guidance related to the use of the research fund.
ii. Reviews and evaluates applications.
iii. Ensures fair, transparent, and inclusive adjudication.
iv. The Chair of the SSAF Committee will compile and present an annual report to the President and Vice Presidents, summarizing all activities supported by the SSAF during the reporting period.

c. ***Faculty:***
i. Submit accurate and complete applications.
ii. Conduct research in compliance with ethics and SSAF guidelines.
iii. Submit required reports and support institutional dissemination of findings.

Appendix A: Scholarly activities organized according to the Boyer model[1]		
Discovery and Discovery	Scholarship of Application / Integration	Scholarship of Teaching and Learning
Creation of a new artistic item	Contributions to a creative art through exhibition, performance, or a related form	Research on innovative pedagogical strategies
Refereed (i.e., peer-reviewed) journal articles with Yorkville University affiliation	Engagement in basic and/or applied research with community, industry, or government organizations	Published work on teaching and learning practices
Authored peer-reviewed books or textbooks with Yorkville University affiliation	Application of expertise to advise community, industry, or government organizations, such as reports to industry or consulting work	Development of new curriculum and learning material (e.g., case study)
Edited peer-reviewed books or textbooks with Yorkville University affiliation	Creation of manuals / guidelines for practitioners	Development of teaching resources (e.g., course packs, text, or cases)
Book, chapter with Yorkville University affiliation	Service on scholarly, professional, or community organization committees and advisory boards	Organizing or facilitating teaching-focused workshops or seminars

[1] Note: The table assumes that activities are relevant to the faculty member's field and/or discipline and/or profession.

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Discovery and Discovery	Scholarship of Application / Integration	Scholarship of Teaching and Learning
Book or article review with Yorkville University affiliation	Acting as a referee or serving on the editorial board for scholarly or professional journal	Contribution to faculty development initiatives
Publication of a case study	Participation in regulatory and accrediting association workshops, degree audits, or related work in their fields	Organizing and supervising co-curricular learning activities and opportunities for students
Invited address, keynote speakers or presentations at provincial, national, or international conferences, competitions, or exhibition with Yorkville University affiliation	Organizing scholarly conferences, symposia, or public engagement events	Organizing and/or managing and advising student organizations relevant to one's field of study
Full-text paper in prominent conference proceedings with Yorkville University affiliation	Contributions to professional or community newsletters, media articles, or commentaries	Engagement in scholarly review or editorial activities related to pedagogy
Participation (other than presentation) at provincial, national, or international conference, competition, exhibition, or public forums		

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Discovery and Discovery	Scholarship of Application / Integration	Scholarship of Teaching and Learning
Non-refereed publication, technical reports, case briefs, formal report for industry or government, policy documents; non-juried exhibits or Documentation PROCEDURE Page 3 of 7 Type of Activity Evidence Required performances, participation in competitions such as being a judge in case competitions, investor panels etc.		

Reference

Boyer, E. L. (1990). *Scholarship reconsidered: Priorities of the professoriate*. Princeton, N.J: Carnegie Foundation for the Advancement of Teaching.

Related Information

- Responsible Conduct of Research, Scholarly, and Creative Activity Policy.
- Responsible Conduct of Research, Scholarly, and Creative Activity Procedures.
- Support for Scholarly Activity Policy.
- 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: Academic Governance Office
Email: academicgovernance@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	Definitions added All procedures updated to reflect practices introduced since 2019. Statement of assessment criteria added. Appendix added	Academic Council
1.2	September 25, 2025	Updated to new template	-