

# Research Initiation Grant Guidelines

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**Faculty of Arts and Science  
Queen's University**

June 2022



## **I. Background**

The Faculty of Arts and Science (FAS) offers one-time start-up research funding, referred to as a Research

#### **IV. Responsibility**

- x The provision of RIG funding is the sole responsibility of the department which funded the RIG.
- x RIG project holders are responsible for:
  - o Regularly monitoring the balance of their RIG project account to prevent any overspending.
  - o Using the RIG funding in accordance with Queen's policy and procedures.
  - o Submitting any requests for an extension of their RIG funding timeline in writing to the Associate Dean (Research) for approval.
- x Signing authority rests with the faculty member (or delegate).

#### **V. Policies Governing RIG Accounts**

- x All expenditures must be in support of research activities.
- x Equipment, software, and other assets purchased using RIG funds are the property of Queen's University.
- x RIG funds are subject to all relevant Queen's University policies, regulations and guidelines, including but not limited to:
  - o [Research Administration Policy](#)
  - o [Queen's Travel and Expense Reimbursement Policy](#)
  - o [Hospitality Policy](#)
  - o [Policy on Approval and Execution of Contracts and Invoices \(Signing Authority\)](#)
  - o [Procurement Policy](#)

#### **VI. Establishment of a RIG Project Account**

- x The Department Head shall submit a written request to the Associate Dean (Research) to obtain approval to offer RIG funding, at the time of recruitment or recommendation of a new appointment.
- x The appointment letter shall indicate the amount of RIG funding approved by the Associate Dean (Research).
- x After the appointee has accepted the appointment, the Faculty's Research Grants Coordinator will assist the new faculty member with requesting a RIG project account via the *Tools for Research at Queen's (TRAQ) Researcher Portal*. The faculty member will be required to prepare and submit a budget showing the planned use of RIG funding and demonstrating how the RIG funding will be used to support an application for external funding.

## **VII. Closure of a RIG Project Account**

- x The RIG project will be closed on the earlier of one of the following two events unless an extension is granted by the AD Research:
  - a) ~~The~~ three years after the