

Research Grant and Award Appeals Policy

St. Thomas University

Approved by the Senate Research Committee January 2014

Policy passed by Senate June 19, 2014

1.0 OBJECTIVE

The objective of this policy is to provide unsuccessful Research Grant and Award applicants with the opportunity to appeal a funding decision. The appeals process is managed by the office of the Vice-President (Academic & Research) or designate who will Chair an ad-hoc Appeals Review Committee comprised of three former Senate Research Committee (SRC) members.

2.0 POLICY

Appeals may only be requested by the principal applicant named in the application and be made only on the basis of errors in process.

2.1 Errors in process may include one or more of the following:

- 2.1.1 An undeclared, unaddressed, or perceived conflict of interest.
- 2.1.2 A failure by the Office of Research Services to provide the forms and criteria for the adjudication committee and/or the applicant.
- 2.1.3 An adjudication committee decision not to recommend a grant or award based on a conclusion that is contrary to information provided by the applicant in the application.
- 2.1.4 Other error(s) in process.

2.2 Appeals cannot be based on:

- 2.2.1 A disagreement over the decision of the SRC as regards the merits of the application.
- 2.2.2 The eligibility of subject matter.
- 2.2.3 A difference in scholarly opinion from that of SRC members.
- 2.2.4 The composition of the adjudication committee.
- 2.2.5 The amount awarded.

2.3 All decisions on appeals are final.

3.0 PROCEDURE

3.1 Applicants wishing to file an appeal must submit a formal letter (in writing) to the office of the Vice-President (Academic & Research) or designate or person identified in the letter of decision.

- 3.1.1 The letter of appeal must be submitted within 10 working days of the date on the letter of decision.
- 3.1.2 New supporting documents cannot be included.
- 3.1.3 Within 10 working days of receipt of the letter, the office of the Vice-President (Academic & Research) or designate will convene the ad hoc Appeals Review Committee to review the appeal.
- 3.1.4 Within 10 working days of reviewing the appeal, the office of the Vice-President (Academic & Research) or designate will notify the applicant in writing with the results of the appeal.

3.2 An appeal may result in:

- 3.2.1 A decision of no error in process and dismissal of the appeal.
- 3.2.2 A decision of error in process which does not affect the decision regarding the award.
- 3.2.3 A decision of error in process which does affect the decision regarding the award and a recommendation in favour of the applicant. In such a case, the committee may decide to grant an award based on the merits of the application.