

**HAMPTON FUND RESEARCH GRANT
IN THE HUMANITIES AND SOCIAL SCIENCES**

**PROGRAM INFORMATION & APPLICATION INSTRUCTIONS
New Faculty Grant**

GRANT AMOUNT:
UP TO \$10,000 FOR INDIVIDUAL PROJECTS

TERMS OF REFERENCE

The University of British Columbia has dedicated a portion of the interest on funds received from the development of Hampton Place, UBC Vancouver's first major family housing neighborhood, to the Humanities and Social Sciences, including the Visual and Performing Arts. These funds are intended to promote a productive environment for research activity and to facilitate the communication of SSH project results.

OBJECTIVES

The Hampton Fund New Faculty Grant seeks to help Assistant Professors in the early stages of their careers and Associate and Full Professors new to UBC to establish their initial research programs. This grant supports projects that will enable the investigator to establish a research record and/or become a stronger candidate for future external funding possibilities. Thus, proposals should detail how the Hampton-funded project will form the basis for future applications to provincial, national, and international funding agencies, including application to the Social Sciences and Humanities Research Council (SSHRC).

Participation by undergraduate and graduate students in the proposed research is encouraged. Their research responsibilities should be clearly explained in the application.

ELIGIBILITY

1. The subject matter of the proposed project or activity must align with SSHRC's mandate (see [SSHRC Subject Matter Eligibility](#)).
2. To be eligible for a Hampton New Faculty Grant, the Principal Investigator must currently hold a full-time, tenure-track appointment that began no more than 24 months before the application deadline.
3. Faculty may not hold OR apply for more than one Hampton New Faculty grant at a time.

GUIDELINES

1. Grants must articulate clearly defined research objectives and methods.
2. Grants are given for a maximum period of two years. **Funding will not be extended beyond two years.**
3. Grants have a project maximum of \$10,000. A minimum request of \$1,000 must be made in each year of the project.
4. Allowable expenses are outlined in the [Tri-Agency Financial Administration Guide](#). Eligibility questions should be directed to the SPARC office for clarification.
5. Grantees must schedule a progress meeting with [SPARC](#) and/or, if applicable, a Faculty grant facilitator, 12 months after the grant is received. This meeting will focus on midpoint research outcomes and support for subsequent SSHRC applications. Year two funds will be released following this meeting.
6. Associate and Full Professors must demonstrate that obtaining the Hampton funding is essential in order to develop their research project to the point that it will be competitive for future SSHRC funding. Funding will not normally be granted to researchers arriving at UBC with Chair positions, or holding large research grants.

SELECTION PROCESS

Eligible applications will be evaluated by a committee composed of UBC faculty members from disciplines within the Social Sciences, Humanities, and Creative and Performing Arts. While the committee will look to fund as many applications as funds allow, committee members are asked to ensure that proposals meet the basic minimum standards of SSHRC evaluation criteria:

- Challenge – the aim and importance of the endeavour
- Feasibility – the plan to achieve excellence
- Capability – the expertise to succeed

Applications from early career scholars will be prioritized if applications exceed funding availability.

DEADLINE

Completed applications must be submitted via email to sparc.hampton@ubc.ca by **4:00pm PST on September 1¹**. Applications will be forwarded to the Office of Research Services (ORS) on your behalf.

Okanagan Applicants: Please submit your applications by the same deadline via email to ResearchOffice.UBCO@ubc.ca. They will forward your applications to SPARC on your behalf.

¹ If Sept 1st falls on a holiday, the deadline is 4pm on the following business day.

APPLICATION INSTRUCTIONS

The following are instructions for the written portion of the Hampton New Faculty Grant application. **The sections below should be added to the Application Form and submitted as a single PDF**, as per the “Attachment Requirements” detailed on the Application Form. The Application Form is available on the SPARC website:

<https://sparc.ubc.ca/programs/ssh-internal-funding-opportunities>

In addition, Hampton Grant applications **must be accompanied by a [Research Project Information Form \(RPIF\)](#)**. Signatures can be provided in hard copy, as a digital ID, or as a scanned signature. The RPIF should be included at the beginning of the application, and **all portions should be merged into a single PDF**. Note that the ORS Director’s signature is not required prior to submission.

1) Summary of Proposed Research (maximum one page)

The summary should be written in clear language that is accessible to the interdisciplinary members of the Hampton Committee. It should indicate the problem or issue to be addressed, the methods (or, for those in the creative and performing arts, the strategic creative approach) you will use to address that issue, and the anticipated outcome(s), deliverable(s) and/or product(s) of the project.

2) Detailed Description (maximum four pages)

The Detailed Description expands on the elements provided in the Summary and offers more specific information. It should include the following sections:

- a. Research Objective(s)
Briefly and explicitly state the research questions and objectives of your proposal.
- b. Methodology and Student Training
Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis. If you are hiring students and research assistants to work on your study, clearly detail their specific roles and responsibilities with respect to this project and explain how these undertakings will complement their academic training.
- c. Anticipated Outcome(s)
Address how the proposed work will meaningfully support the development of your research career. Elaborate on the potential benefits and/or outcomes of your proposed research activities for scholarship, society, and relevant target audiences.
- d. Future Funding
Describe the ways that the proposed project will make your research competitive in future applications to external funding sources. Please be as specific as possible regarding the external funds to which you will apply.

3) List of Works Cited or References (maximum one page)

Provide detailed bibliographic information in a format consistent with the norms of your discipline.

4) Budget Justification (maximum one page)

The budget justification is more than a detailed itemization of the budget. For example, the committee should be given an account of the qualifications and duties of research assistants, and these duties should be reflected in the number of hours of their time requested. Similarly, equipment should be justified – why do you need it, why is it not available to you as part of the research infrastructure, how did you determine the anticipated cost, etc.

Each item on the budget should be broken down into its individual components, and each component should be explained in terms of its specific purpose and the methods used to determine its cost. A category such as “Conferences” is not sufficient—the justification should include not only which conferences will be attended (where and when), but also evidence of how each conference will benefit the proposed project, detailed breakdowns of specific expenses (e.g. flights, accommodation, registration fees, per diem), and explanations of how these costs were determined. In the case of equipment and supplies, each item listed should be accompanied by clear explanations of its specific use for the project and the way that its cost was calculated.

Please note that travel is only funded when it directly supports collecting data or presenting research results. Allowable expenses are outlined in the [Tri-Agency Financial Administration Guide](#). Eligibility questions should be directed to the SPARC office for clarification.

5) Grant Application/Funding History (if appropriate – maximum one page)

Include details of any external and/or internal grants that you have been awarded in the past six years, currently hold, or for which you have a pending application.

6) Need for Research Funds (Associate and Full Professor applicants only – maximum ½ page)

Demonstrate that Hampton funding is essential in order for you to develop your project to the point that it will be competitive for future SSHRC funding. Specify the reason(s) that the research proposal is not currently competitive for an application to SSHRC.

7) UBC Curriculum Vitae

Complete your CV according to the official UBC guidelines and format, which can be found here: https://hr.ubc.ca/managers-admins/managing-and-leading/faculty-relations/faculty-tools-forms-and-checklists?check_logged_in=1