

## YSPOR Funding Application Guidelines

Please follow these guidelines when completing an application for YSPOR funding. You may use the [forms on our website](#) or [email](#) us an application that was used to apply for other funding, as long as the application addresses all the YSPOR application criteria. YSPOR is happy to assist you with applying for funding. Please phone, email, or set up a time to meet with us to discuss. Our contact information can be found at the bottom of this guide.

There are no deadlines to apply for funding, and applications are reviewed as they are received. YSPOR aims to review applications within one month of receipt. Proposals may be sent to a selection committee for review, which may result in a longer review period. All applicants will be notified of funding decisions and the process for award acceptance within three months of applying. Unsuccessful applicants will be provided feedback and are encouraged to revise proposals and reapply.

At this point, organizations/ supervisors are eligible for one YSPOR award in each stream per fiscal year (April 1<sup>st</sup> to March 31<sup>st</sup>). Please note that reporting for previous YSPOR awards must be completed before another funding award can be issued.

### Criteria for all funding streams

1. Projects must be based in the Yukon.
2. Projects must have either a research/ evaluation component or develop capacity relating to health and community-oriented research in the Yukon. Projects should address locally identified health and wellness priorities.
3. Proposals must include letters of support from First Nations or community groups that are involved in your project.

### Criteria for research project stream

1. Research must be built in collaboration with people with lived experience of the health area your project focuses on.
2. Research teams must have completed TCPS-2 and OCAP® training. YSPOR has OCAP® top-up funding available, contact us for more information.
3. Research Ethics Board approval, [if applicable](#). YSPOR-funded projects can be reviewed by the Yukon University Research Ethics Board. Please contact us for more information.

### Non-Financial Support from YSPOR

YSPOR is pleased to offer support beyond funding for your project. Please ask us if you have requests for non-financial support. Here are some areas we can help:

- Ethics and Licensing applications
- Trainings
- Making and building research connections
- Research and logistical support, including knowledge sharing support
- Some administrative support

## Eligible and Ineligible Expenses

Expenses incurred prior to YSPOR application approval date, or after funding end date, and ongoing expenses that will continue beyond the award's duration, are not eligible.

YSPOR is funded by the Canadian Institutes of Health Research, therefore YSPOR awards must be used for eligible expenses in accordance with the Tri-Agency Guide on Financial Administration. For more information, please see the guide [here](#).

Eligible	Ineligible
Appreciation/ compensation for patient/ community partners to support the project as part of the research team.	Any project that has received tri-agency (CIHR, SSHRC, NSERC) funding.
Fees related to access to, storage, or analysis of data.	Any expenses not directly associated with the proposed activity.
Payments for secretarial support or research assistants necessary for the project.	Capital expenses such as computers, equipment, or property.
Payment for technical advice or consulting that contributes significant value to the project ( <i>please describe the value in your application</i> ).	Personal expenses. Administrative fees ( <i>please contact us if this is a barrier</i> ).
Payment for reasonable expenses to support research participants in alignment with ethical guidelines.	Compensation for individuals already being compensated for their contributions to the project.
Expenses related to travel with benefits directly attributable to the project. Yukon University-affiliated projects should follow standard YukonU rates.	Salaries - YSPOR can support staff time but not positions.
Expenses related to bringing together communities and building relationships.	Costs associated with work/ services provided free of charge from another organization. Cost of alcohol or any other substances.
Employee hours dedicated to project work. ( <i>Please breakdown hourly cost and hours to be dedicated to project specific work</i> ).	<b>Specific to research project stream:</b> Not intended to supplement the salary of the Nominated Principal Applicant or Co-Applicants, or graduate students doing their thesis or other research under the Applicant's research program
Literature review laying the foundation for a community-oriented research study.	

## **Reporting**

YSPOR requires project teams to report on both impacts and finances related to the funded project. Impact reporting consists of a reflective discussion with YSPOR staff. Additionally, when invited, YSPOR staff may attend project activities to offer more support if needed and experience the project's impacts, supporting this element of reporting.

For financial reporting, project teams will be asked to generally report on their expenditures compared to their original budget. Funded projects are not required to strictly adhere to the activities that they propose in their application, provided the money is used for the broad purpose for which it was originally awarded. As a federally funded body, YSPOR is required to record basic information of projects through a [Form 300: Grants in Aid of Research Statement of Account](#). YSPOR will assist successful applicants in completing this form.

To promote the YSPOR funding program and share the successes of funded projects, YSPOR requests permission, if appropriate, to share about funded initiatives through their media channels including the quarterly newsletter, Facebook, and Twitter. All funded initiatives are also invited to present their work at YSPOR's annual summit.

## **Intellectual property and ownership**

YSPOR does not claim any ownership or rights related to any funded projects. When appropriate, YSPOR encourages public knowledge sharing of outcomes of YSPOR-funded projects. This may include storytelling, visual representations, or open-access publications, if applicable.

## **Contact Us:**

Email: [yspor@yukonu.ca](mailto:yspor@yukonu.ca)

Phone: 867-332-2934