

Dental Hygiene Graduate Research Fund (DHGRF)

Research Operating Grants- Terms of Reference

1. Graduate students who are dental hygienists must be conducting research under the primary supervision of faculty members in the School of Dentistry at the University of Alberta.
2. The maximum amount of a grant awarded by the DHGRF is \$5000 per project. However, in exceptional cases additional funds may be considered. All applicants must clearly explain the use of the DHGRF funds in the budget section of the application and disclose any other sources of funding for the project.
3. In accordance with the letter and spirit of the University of Alberta guidelines on conflict of interest and nepotism, funds may not be used to pay for services rendered by members of the awardees' family or individuals with whom he/she has other than a purely professional relationship. It is also not expected that members of the research team, applying to the DHGRF, will not budget for payment for their own involvement in the research project.
4. Any expenditure valued at \$1,000 (Cdn) or more must be pre-approved and authorized by the Director, Dental Hygiene Graduate Program. Any item ordered over the total funded amount that has not been authorized by the aforementioned person will **not** be paid from the DHGRF grant. The supervising faculty member will be responsible for the cost. All invoices and paperwork associated with the award are to be submitted to Ms. Peggy Scade, Finance Office, School of Dentistry, 5-590 Edmonton Clinic Health Academy for accounting purposes.
5. Grants are given on the understanding that the work has not been previously completed. Retroactive expense claims will not be approved.
6. Where applicable, evidence of approval of the research protocol by the appropriate Research Ethics Board, Animal Welfare, Biosafety or Radiation Safety Committee must be provided before funds will be released.
7. The support from the DENTAL HYGIENE GRADUATE RESEARCH FUND is to be acknowledged in any scholarly dissemination activity. All approved applicants are REQUIRED to present research findings at a Discover Dental Sciences Seminar during the term of their grant or immediately following completion of the research project.
8. At the end of the grant period, any unused funds will revert back into the DHGRF (3-years for masters and doctoral students).
9. Any applicant requesting the purchase of a new laptop, desktop, external hard drive or related IT (Information Technology) equipment, must receive approval from the IT department at the School of Dentistry. All IT equipment purchased with grant support will remain the property of the School of Dentistry.

10. DHGRF Adjudication. The committee will be composed of two tenure-stream faculty members from the School of Dentistry external to the Dental Hygiene Program, one tenure-stream faculty member in the Dental Hygiene Program, and the Director of the Dental Hygiene Graduate Program.
 - a. Members will be appointed by the Director of the Division of Dental Hygiene and approved by the Chair, School of Dentistry.
 - b. Proposals will be reviewed and recommendation for funding will be made. Final approvals for funding allocation will be made by the Chair, School of Dentistry in accordance with spending and financial policies of the University of Alberta.

The signature of the principal applicant on the application form, signifies acceptance of these terms.