

Faculty of Arts and Social Sciences (FASS) Research Committee Appeals Policy and Process

(Passed by motion of FASS, Nov. 24, 2017)

1. In the event of an unsuccessful application the committee shall set aside the funds for the applicant as if their application had been successful. The applicant will not have access to these funds but they shall be temporarily reserved for them.
2. Upon notification of their unsuccessful application, the applicant shall have two calendar weeks to appeal.
3. To appeal, the applicant shall re-send their initial application as well as a letter responding to the committee's reasons for rejecting it. The letter should reference the FASS Research Committee Grant Fund Policy, clarify any matters the applicant feels the committee has misunderstood, and provide any necessary supporting documentation. The letter shall be sent to the Chair of the Committee via the appropriate FASS administrative assistant.
4. The Committee shall then respond with its decision regarding the appeal within two calendar weeks of its receipt.
5. In the event that the appeal is denied and the applicant remains convinced the grant should have been awarded, they may appeal to the Dean of the Faculty of Arts and Social Sciences within two weeks of the receipt of the rejection of their appeal.
6. In this event, the Dean shall strike an ad hoc committee consisting of the Dean and two members of the FASS faculty (exclusive of the three members of the Research Committee). This ad hoc committee shall review the Research Committee's decision in consultation with all the relevant documentation, policies, and correspondence and issue a final decision on the application as soon as is possible. The ad hoc committee may decide more than one appeal if necessary.
7.
 - a) If the final decision is that the grant is unsuccessful at any stage in this process the funds that were reserved for the applicant as stipulated in clause 1 shall be redistributed equitably to the successful grant applicants from the relevant pool of faculty whose actual awards were less than the amounts for which they had been approved by the Committee. The Committee shall not redistribute the funds until all possible appeals from the relevant constituency have been finalized.
 - b) If the final decision is that the grant is successful then the money that was set aside as stipulated in clause 1 shall be made available to the grant recipient subject to the usual conditions.