

### Terms of Reference

The Vancouver Island University Research Awards Committee (VIURAC – formerly MRAC), which is advisory to the President of Vancouver Island University (VIU), has been established to encourage and support research and scholarly activity for the institution and to administer the Research Fund and other research funds that may be assigned to the Committee from time to time. Currently, the two funds administered by the Committee are the Research Fund (RF) and the Capacity Building Grant (CGB). VIURAC also serves in an advisory capacity to the Director of Research Services regarding external institutional grants.

The Committee is comprised of five faculty representatives, the Director of Research Services (ex-officio), and the Vice-President, Academic (ex-officio). Support is provided by the Research & Scholarly Activity Office (RSAO). The Vice-President Academic (or delegate) serves as the Committee Chair. A Vice-Chair is elected by the Committee from among the faculty representatives in the first meeting of each new academic year.

The Deans of the Faculties listed below will be given opportunity to nominate one or two individuals from their Faculties as member terms expire. Candidates are expected to have knowledge and experience related to research funding.

- Faculty of Health & Human Services
- Faculty of International Education
- Faculty of Science & Technology
- Faculty of Education
- Faculty of Management
- Faculty of Arts and Humanities
- Faculty of Trades & Applied Technology
- Faculty of Social Sciences
- Faculty of Adult & Continuing Studies

Candidates will normally be appointed for two-year terms, in staggered years. Nominations will be brought forward to the Management Committee for election so that appointments are made by October 15<sup>th</sup> in any given year.

Quorum will be four out of five voting members. In the event of a tie, the Committee will need to reconvene.

#### **A. VIU RESEARCH FUND (RF)**

VIU has made a commitment to support scholarship and excellence in teaching through the establishment of the Research Fund (RF). The RF is intended to encourage research and other forms of faculty scholarship, based on the belief that faculty need to pursue various forms of scholarly and professional activity to remain effective educators and to provide useful learning opportunities for their students. It is recognized that working towards a healthy environment for scholarship at our institution will benefit students, faculty, and the community alike. The Research Fund is not intended to serve as a substitute for major grants from outside funding agencies. It is expected that monies from the RF will “seed” projects and provide greater opportunities for faculty to be successful in outside funding competitions.

## **Research Fund Objectives**

1. To assist VIU in developing a level of research activity comparable to that of similar, primarily undergraduate, universities.
2. To stimulate and support the scholarly activity and research interests of faculty.
3. To encourage faculty to engage in collaborative scholarly activities involving colleagues, peers, and students.
4. To enhance the research capacity of VIU.
5. To support faculty efforts in securing outside agency funding for research.
6. To develop grant writing skills in research.
7. To encourage new research efforts.

## **Project Review**

The Research Awards Committee will set one or more deadlines for submissions and these will be publicized to VIU employees. All complete applications received by the deadline will be considered for funding. Late applications will only be considered if there are funds remaining after the initial review and allocation process.

The Committee may, under certain circumstances, entertain proposals other than at a set call date.

The selection of research projects will be based primarily on the scholarly merit of the proposal; however, the following factors will be viewed positively in adjudication (no priority ranking intended):

1. has potential to attract external funding, and/or utilizes funds from another source, e.g. PD funds, matching funds
2. supports the start-up of new researchers,
3. has potential to enhance the reputation of VIU,
4. involves collaboration within and/or outside the institution,
5. involves opportunities for student involvement,
6. leads to a tangible outcome, e.g. publication, conference, etc.,
7. has potential for high impact and significance,
8. has potential to develop areas of existing or emerging institutional strength and excellence
9. contributes to the development of the applicant's research program.

There are a variety of ways in which a proposal may address some or all of these factors. One approach the applicant might consider is to have subsections that address these factors as appropriate..

## **Eligibility & Conditions**

All regular faculty employed by VIU at the time of application are eligible to apply for RF funding, with the exception of the VIURAC members (see note below).

- Priority will normally be given to individuals who have not been funded in the previous year. An applicant is ineligible if he/she has not submitted a final report on a previous project.
- First-time applicants must identify knowledge dissemination/mobilization activities anticipated **following conclusion** of their project.
- Repeat applicants must identify knowledge dissemination/mobilization activities **undertaken on previously funded projects**. Applications without demonstrated activities will be considered at a lower priority.
- VIU faculty, who are Tri-Agency grant holders and who have intentionally chosen not to hold their Tri-Agency grant at VIU, will receive second priority in consideration for funding for the reason that Tri-Agency funding held elsewhere does not contribute to VIU's Indirect Costs allocation.
- VIU Research Award Committee members are only eligible to compete for funding in the second year of their term, and are excluded from consideration of their own project.

Research Fund grants are intended to help defray the costs associated with research and scholarly activities. A non-exhaustive list of some examples of these costs includes:

1. contributions toward salaries for research assistants,
2. equipment,
3. supplies,
4. travel to research sites.

Grants from the Research Fund are **not** intended to provide:

1. release time for faculty,
2. travel costs to attend conferences (eligible for funding through the Travel and Conference Proceedings Committee),
3. items normally eligible for faculty Professional Development funds,
4. tuition and travel costs affiliated with completing degrees and doctorates,
5. funds for projects commenced but not yet concluded under the auspices of other institutions,
6. funding for publication, or
7. costs for immunization, medications, and health insurance coverage.

Although the Committee will not directly provide subvention in aid of publication, related costs (e.g. translation, preparing manuscripts, bibliographies, tables, or illustrations) may be supported. However, if projects that were funded by VIURAC incur publication costs in future, application can be made to the Committee to contribute to those publication costs. Applicants should demonstrate that the articles, books, or other scholarly works must have already have been accepted for publication. Consideration for funding would apply to non-royalty publications only.

Requests for financial incentive or appreciation payments to research participants may be considered on the condition of VIU Research Ethics Board (formerly CRIHS -Committee for Research Involving Human Subjects) approval of the research proposal and upon satisfactory explanation of the reason for financial incentive and the method and amount of payment.

The Committee will not fund travel to conferences for dissemination purposes.

Expenses incurred prior to receiving final approval from the Committee will not be funded retroactively.

### **Size of Awards**

Grants will normally range from \$1,000 to \$4,000, but the Committee can award larger amounts at its discretion. The Committee may recommend partial funding, or funding at amounts lower than those requested.

### **Support Personnel**

The Research Awards Committee may support the costs of hiring support personnel under the following terms. The application for funding must describe in detail the role of each person to be hired, including the nature of participation and tasks to be performed, and estimated hours of employment for each position. ***Note: Proponents must confirm with Human Resources the classification and salary levels for all potential grant and contract employees before finalizing budget proposals.***

Hiring for any duties that would normally be performed by a member of a bargaining unit will be in accordance with the provisions of the relevant collective agreement. This applies to any work related to the research project which is performed in Canada, whether on or off the VIU campus, or to hire in Canada for projects abroad.

Research assistants, performing work not covered within the scope of a bargaining unit and who are not students, may be hired through VIU on a temporary basis as Project Workers to carry out specialized research activities related to the project.

**Please consult the Human Resources Office for hiring procedures related to support staff and other project personnel. Please consult the Student Employment Manager for hiring procedures related to hiring VIU students.**

**Student Research Assistants** - Federal and provincial subsidies are available through the Student Employment Office, but proponents should be aware that there are deadlines for applying for summer students or work opportunity students. *Proponents should check with the Campus Career Centre regarding the possibility of federal subsidy for student research assistants as the RF will normally only cover the matching subsidies for hiring student research assistants.*

In those cases where an eligible student will be hired for the available work, hiring will be in accordance with the VIU Board Policy 32.01 *Employment of Students*. Appointments are subject to the Employment Standards Act of BC, the BC Human Rights Code, the Workers' Compensation Act of BC, and the Vancouver Island University Board Policy 43.26 *Employment of Relatives* (except where otherwise stipulated by the funding agency).

The Research Awards Committee will support costs according to the following scale (includes 4% vacation pay).

<i>Research Assistants</i>	<i>Minimum Hourly Rate</i>	<i>Maximum Hourly Rate</i>
Undergraduate or Other	\$10.00	\$18.00

Masters	\$10.00	\$21.00
Ph.D.	\$12.00	\$25.00

## Travel

Individuals are responsible for ensuring that they have appropriate immunizations, medications, health coverage, travel insurance, and documentation (e.g., passport) before traveling. Costs associated with these items will not be funded by the Committee.

## Capital Equipment

Appropriate capital equipment expenditures will not exceed 20% of the total budget of the Research Fund in each budget year. In order for funding to be allocated for the purchase of capital equipment, it must be shown to the Committee's satisfaction:

1. that the equipment would not be purchased through the normal capital expenditures of the proponent's department, and
2. that the equipment is essential for conducting the proposed research.

Funded capital equipment must be purchased through VIU's regular purchasing procedures. All equipment will be under the use and care of the proponent for the duration of the project, but ownership and eventual disposition will remain with the institution.

## Period of Support

In general, grants are to fund projects over a one-year period from the date of the award. Two-year projects may be considered provided justification is presented in the proposal; however, the maximum individual grant amount still applies.

If a funded project is unfinished after the grant period, the Committee will not further fund the project, as this will be considered as budget overrun, which is not eligible for funding from the Research Fund.

## Administration of Funds

**Any work started prior to receiving final approval from the Committee will not be considered.**

Grants will be administered through one of the Committee's cost centres or through individual research cost centres. Purchase orders, travel advances, and expense claims will be authorized by the Vice-President Academic, or the appropriate Dean, in accordance with VIU policy. **Any unspent funds will become unavailable to the researcher three (3) months after the expiry date of the award** unless the proponent applies for and receives an extension. Please note that **extensions must be requested before the expiry date** of the award.

When a faculty member is no longer employed at the institution but has been granted research funding, any decision to continue or discontinue funding will be made at the discretion of the Committee.

## **Acknowledgement of funding**

Faculty who receive funding support for their research or scholarly activity should acknowledge the funding source with a statement in their publications or by other appropriate method of dissemination. They should also acknowledge collaboration with any other faculty and/or students.

For acknowledging funding, include statements such as: "This publication [or event] was supported by funds received from the Vancouver Island University Research Fund".

For acknowledging collaboration, where appropriate in their published work, the faculty member(s) shall indicate affiliation with Vancouver Island University and acknowledge their indebtedness to students and their academic colleagues in relation to their own research.

## **Accountability**

The recipients of VIURAC funds are obligated to report on the outcomes of the project on the Research & Scholarly Activity Office database. **Proponents of funded projects will be required to submit to the Committee a brief [1–3 page] final report by the end of the project term. The final report is to be submitted via e-mail. It should summarize the results of the project in the format detailed on page 8 of this document. Alternatively, a template is available from the Research website at [http://www.viu.ca/research/committees/fundingcomm/funding\\_docs/MRAC\\_Final\\_Report\\_Form.doc](http://www.viu.ca/research/committees/fundingcomm/funding_docs/MRAC_Final_Report_Form.doc)**

Excerpts from the final report may be included in VIU's *Annual Research Report*.

## **Application Process and Guidelines**

### Requirement for Ethical Review

**Proposals that involve research which will impact human or animal subjects must be approved by either the VIUREB - Research Ethics Board (formerly CRIHS - Committee for Research Involving Human Subjects), or the Animal Care Committee (ACC), as appropriate, prior to consideration for funding by the Research Awards Committee.** As such, funds will not be released to the recipient until official notification of human ethics approval and/or animal care protocol is submitted to the Research & Scholarly Activity Office.

Applicants should refer to the submission requirements of the appropriate ethical review committee as posted on the Research & Scholarly Activity Office website:  
<http://www.viu.ca/research/committees/index.asp>.

### Submission Process

Please follow the headings and guidelines listed in the following section, Application Contents.

Requests for funding, including all information outlined below, should be submitted to the Research Awards Committee through the Research & Scholarly Activity Office by the application deadline.

Please note that all applications for the Research Fund must be approved by your department Chair and Dean using a VIU Institutional Signature Sheet for Research Funding prior to their submission. This form can be downloaded from the Research Office website at <http://www.viu.ca/research/documents/InstitutionalSignatureSheet.doc>, and must accompany a copy of the application. Applicants are strongly advised to allow sufficient lead-time for the proper consideration at each level.

Applications should be submitted in duplicate: a hardcopy to the Research Awards Committee, c/o Lyn Johnson, Research & Scholarly Activity Office, Building 305, Room 454, and an electronic copy, submitted as an e-mail attachment, to [lyn.johnson@viu.ca](mailto:lyn.johnson@viu.ca). Proponents will be notified of the Committee's decision within 30 days of the Call deadline.

### Application Contents

The following information and documentation must be submitted together in the application package. *Please note:* As sections of the proposal may be used for publishing purposes should the application be approved, please write the application from a third person perspective. Total application should not exceed 8 pages.

Cover page format: [one page]

1. Date of call (month and year)
2. Name of principal researcher and faculty/department
3. Employment status with Vancouver Island University, *e.g.*, *regular full-time (yes or no)*
4. Co-applicants, if any
5. Disciplines involved
6. Project title
7. Amount being requested from VIU Research Fund
8. Contributions of this work to your academic development

Application requires:

1. Summary / abstract written in lay terms [50-80 words]
2. Background and objectives or research question, with a summary of key literature where relevant [250-500 words]
3. Procedure/methods
4. Detailed budget breakdown and rationale (expenses, supplies, salaries, etc.) [approximately 1 page]
  - All budget estimates should be undertaken as accurately as possible and in accordance with institutional purchasing policies regarding services or capital items.
  - For all outside contract work, more than one bid is required (unless circumstances are exceptional). An actual quote from each company involved must be included in the application.

- List all other sources of funding, including associated awards, grants, and/or leaves, indicating whether these have been confirmed or not. Where applicable, include partner's material contributions, e.g., cash and in-kind, and funds you have requested from other sources for proposed research related to this application.
5. Referees
  6. Contributions to VIU (How will this raise the profile of VIU? How will this benefit students?)
  7. Knowledge dissemination/mobilization activities:  
(How do you plan to disseminate or put into action your results?)
  8. Anticipated timelines.
  9. References/citations
  10. Names and addresses of suggested academic reviewers (those who have expertise in the particular field of research and would be capable of commenting on the quality of the research and approach, who may be contacted at the discretion of the Committee).
  11. Signature of Dean of proponent's Faculty.
  12. The signed ethics approval letter from the VIU Research Ethics Board or Animal Care Committee, for projects having impact on human or animal subjects.
  13. A completed Internal Institutional Signature sheet, a copy of which can be obtained from the Research Office website at <http://www.viu.ca/research/documents/InstitutionalSignatureSheet.doc>.
- **All documentation and information pertaining to the project proposal must be submitted together in one complete package by the deadline.**
  - Examples of successful proposals, including budgets, are available on the Research website at <http://www.viu.ca/research/committees/fundingcomm/successfulprop.asp>

### Final Report

Proponents of funded projects will be required to submit to VIURAC a brief final report **by the end of the project term**.

The final report form is available for download from the Research Office website at [http://www.viu.ca/research/committees/fundingcomm/funding\\_docs/MRAC\\_Final\\_Report\\_Form.doc](http://www.viu.ca/research/committees/fundingcomm/funding_docs/MRAC_Final_Report_Form.doc)

The template includes the following headings:

1. Date of Final Report
2. Name of Project Leader
3. Title of Research Project
4. Call Date Submitted (e.g. November 16, 2009)
5. Report, including:
  - a. Abstract or Executive Summary, including highlights/major findings. Please write in language accessible for the larger Vancouver Island University community and suitable for publication to the general community (maximum of 200 words)
  - b. Background and Objective
  - c. Methodology

- d. Results/Outcomes
  - e. Evidence of dissemination if applicable
6. Accounting of grant money disbursements

The final report is to be submitted as an electronic copy to the Committee c/o Lyn Johnson at lyn.johnson@viu.ca. Excerpts from the final report will be included in VIU's *Annual Research Report*, therefore, please write from a third person perspective.

Failure to present a final report, with full disclosure of how the funding was used, will render the proponent ineligible for future VIURAC funding.

### Presentation of Findings

It is expected that successful applicants, upon invitation, will make a public presentation at the annual Celebration of Scholarship or other appropriate VIU event.

## **B. CAPACITY BUILDING GRANT (CBG) FUND - SSHRC INSTITUTIONAL GRANT (SIG)**

The purpose of the VIU/Social Sciences and Humanities Research Council Capacity Building Grant is to provide support for members of the VIU research community in the social sciences and humanities disciplines. Capacity Building funds may be used as seed funding to support faculty in developing research grants, developing or strengthening their research programs, or in the dissemination of research results.

Funding for the CBG is made possible through an annual SSHRC allocation to the University (Small Institutional Grant or SIG). The amount of this grant is based on the University's latest performance in SSHRC's research grants programs, as well as the number of University faculty eligible for funding from SSHRC.

The Research and Scholarly Activity Office administers the VIU/SSHRC Capacity Building Grant program. Applications for support are subject to competitive adjudication by members of the Research Awards Committee.

### **Acknowledgement of funding**

Faculty who receive funding support for their research or scholarly activity should acknowledge the funding source with a statement in their publications or by other appropriate method of dissemination. They should also acknowledge collaboration with any other faculty and/or students.

For acknowledging funding, include statements such as: "This publication [or event] was supported by funds received from the Research Awards Committee, the Capacity Building Grant and the Social Sciences and Humanities Research Council."

For acknowledging collaboration, where appropriate in their published work, the faculty member(s) shall indicate affiliation with Vancouver Island University and acknowledge their indebtedness to students and their academic colleagues in relation to their own research.

## **Activities Eligible for Funding**

SSHRC stipulates that the funding be used towards:

- supporting the advancement of knowledge through funding of small-scale research projects;
- helping the development of scholars embarking upon their research careers through seed money for pilot projects, preliminary research, and small-scale research projects;
- supporting preliminary research-related activities to assist scholars seeking external research funds;
- providing developmental support for new and innovative research related initiatives.

Within these general guidelines, our Capacity Building Grant is intended to support:

- Seed funding for establishment of research teams and creation of research networks or partnerships involving participants from two or more departments or institutions;
- Projects (including pilot studies) that will lead directly to an application to an external funding agency;
- Initiatives that lead to the creation of research agendas;
- Projects that build on existing research here at VIU or bridge prior externally funded work to new work for which new external funding is being sought;
- Creation of necessary small infrastructure for research;
- Encouragement for interdisciplinary research.

Examples of acceptable expenses could include:

- Hiring a student to do a literature review to identify research gaps;
- Costs involved in attending or hosting meetings that identify research needs or address potential issues, gaps, problems, or ideas;
- Taking existing research done at VIU and extending, expanding or building on the initial research. This could be achieved by involving more faculty and therefore multiple perspectives, or by looking at further questions raised, or by going into the research in more depth than the initial project did;
- Costs associated with initiating or exploring collaboration. For example, teleconferencing costs, couriers, sharing of materials, or bringing potential research partners together;
- Costs associated with obtaining research tools, which may include: software (citation, bibliographic software), materials, library materials, bibliographies, etc. as long as the tools present an essential component of a research program. Preference would be given to tools that can be accessible to many faculty;
- Dissemination costs associated with funded research, including preparation costs, such as translation, preparation of manuscripts, bibliographies, tables, or illustrations.

Note: Requests for financial incentive or appreciation payments to research participants may be considered on the condition of REB (Research Ethics Board) approval of the research proposal and upon satisfactory explanation of the reason for financial incentive and the method of payment.

**Expenses incurred prior to receiving final approval from the Committee will not be funded retroactively.**

The VIU/SSHRC Capacity Building Grant Program invites applications for less than \$1,000. Two or three researchers may apply in a single application for a maximum of \$2,000. The contribution of each investigator must be clearly explained in the application.

## **Eligibility & Conditions**

Priority will be given to first time applicants.

Social Sciences and Humanities faculty at VIU who hold regular appointments, whether full-time or part-time, are eligible to apply for a Capacity Building Grant. This grant is a Social Sciences and Humanities Research Council (SSHRC) grant and as such is restricted to faculty in those disciplines. If you are unsure that your discipline falls within the SSHRC mandate, please check the SSHRC website [http://www.sshrc.ca/site/apply-demande/background-renseignements/selecting\\_agency-choisir\\_organisme\\_subventionnaire-eng.aspx](http://www.sshrc.ca/site/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx), and if still unsure, check with the Research and Scholarly Activity Office.

### Application Contents

Applications should be a maximum of three pages including cover page. and indicate Primary and Co-Applicants names and Department or Faculty. Applications should include the following items:

The following information and documentation must be submitted together in the application package. .

Cover page format: [one page]

### Application requires

#### 1. Cover page

- a. Date of call (month and year)
- b. Name of principal researcher and faculty/department
- c. Employment status with Vancouver Island University, *e.g., regular full-time (yes or no)*
- d. Co-applicants, if any
- e. Disciplines involved
- f. Project title
- g. Amount being requested from VIU Capacity Building Grant
- h. Contributions of this work to your academic development and future research goals

#### 2. Project overview

- a. Description of the project
- b. Fit with SSHRC criteria
- c. Objectives if applicable

#### 3. Project plan

- a. Timeline, if applicable

#### 4. Project Budget

- a. Detailed budget breakdown and rationale (expenses, supplies, travel, etc) See acceptable expenses above..
5. Institutional Signature Sheet

Note: Ethics approval, if required needs to be completed prior to the commencement of the project

## **Submission of Application**

Please note that all applications for the Capacity Building Grant must be approved by your department and Dean using a VIU Research Funding Application Internal Institutional Signature Sheet prior to its submission. This form can be downloaded from the Research Office website at <http://www.viu.ca/research/documents/InstitutionalSignatureSheet.doc> and must accompany a copy of the application. Applicants are strongly advised to allow sufficient lead-time for the proper consideration at each level.

Applications should be submitted in duplicate: a hardcopy to the Research Awards Committee, c/o Lyn Johnson, Research & Scholarly Activity Office, Building 305, Room 454, and an electronic copy, submitted as an e-mail attachment, to [lyn.johnson@viu.ca](mailto:lyn.johnson@viu.ca). Proponents will be notified of the Committee's decision within 30 days of the Call deadline.

## **Final Report**

By the end of the project, each researcher will be required to complete a brief 1-3 page report. A template for the report is located on the Research Office website at [http://www.viu.ca/research/committees/fundingcomm/funding\\_docs/CBGFinalReport.doc](http://www.viu.ca/research/committees/fundingcomm/funding_docs/CBGFinalReport.doc).

The final report is to be submitted, as an electronic copy, to VIURAC c/o Lyn Johnson at [lyn.johnson@viu.ca](mailto:lyn.johnson@viu.ca).

Excerpts from the final report will be included in VIU's *Annual Research Report*, therefore please write from a third person perspective.

The final report should include the following:

- 1) Date of Final Report
- 2) Name of Project Leader and any co-researchers
- 3) Title of Research Project
- 4) Original Call Date Submitted (e.g. November 16, 2009)
- 5) Report to include:
  - a) Abstract/Executive Summary (including highlights/major findings). Please write in language accessible to the larger Vancouver Island University community and suitable for publication to the general community. (Maximum of 200 words.)
  - b) Original objective for the grant
  - c) What did you achieve?
  - d) An accounting of how the grant money was spent

### Presentation of Findings

It is expected that successful applicants, upon invitation, will make a public presentation at the annual Celebration of Research or other appropriate VIU event.