

## 2024-2025 HSD Internal Research and Teaching Scholarship Grant

### **Purpose**

HSD has combined two internal grants into an HSD Internal Research and Teaching Scholarship Grant. The aim remains the same; to support pre-tenured faculty members in HSD through funding for research development, knowledge synthesis and knowledge mobilization projects that will lead to external research funding submissions or scholarly publications and facilitate excellence in teaching and learning and/or cross disciplinary collaboration. Preference will be given to projects that address HSD Strategic priorities in transformative learning and teaching experiences including experiential learning and advance EDI, decolonization, and Indigenization.

Applicants may apply to **one** of the four categories:

**Section one:** general guidelines for applications to the Research and Teaching Scholarship Grants

**Section two:** detail guidelines for category 1, 2, 3 and 4.

1. **Research development funding**
2. **Knowledge synthesis funding**
3. **Knowledge mobilization funding**
4. **Teaching Scholarship funding**

### **Section One: General Guidelines for applications to the Research and Teaching Scholarship Grant**

#### **Eligibility**

The Principal Applicant must be an HSD Pre-tenured Faculty from either the teaching or research stream. Applicants may only apply as Principal Investigator to one award category. Faculty on leave, except leave without pay, may apply. There are no restrictions to applicants as Co-Investigators.

Post-doctoral fellows, laboratory instructors, senior academic assistants, emeritus faculty, adjunct faculty, limited-term faculty, and administrative or academic professionals are not eligible to apply.

#### **Award Duration**

Funding is for one-year: December 2024 – November 2025. Please refer to the detailed guidelines for the award amount for each category.

#### **Application Process**

Applications should include a completed cover page (See attached) with the name of the Principal Investigator and Co-Investigator for team applications, School affiliation, the title of the project and the category of the funding applied for. The Header of the application should include the name of the Principal Investigator and the Project title. Text should be single-spaced; the minimum acceptable font size is 12 point. Applications that do not adhere to the guidelines may not be considered.

Applicants should not include additional materials (e.g., price quotes, reviews of past work, letters of support, CVs, scholarly publications). All additional material will be removed prior to Committee review.

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Completed applications must be submitted as a single PDF file to the HSD Research Support Team (hsdrstlead@uvic.ca) by 4:30pm PST Monday October 28, 2024. Late applications will not be accepted.

### Evaluation Process

Applications will be reviewed by a committee of senior HSD faculty appointed by the Associate Deans Academic and Research, who will serve as co-chairs of the committee meetings and are non-voting/non-evaluating members.

Please refer to the detailed guidelines for the evaluation criteria for each category.

### Review Procedures

1. The Committee's evaluation will be made solely on what is presented in the application.
2. We will follow an **iterative, developmental review process** whereby applicants will submit their proposal for review and either a) receive approval of the application as it is submitted, b) receive recommendations for revisions and immediate resubmission (i.e. one week), or c) receive notification that the application will not be funded.
3. The Committee will assign each application a score out of 5 as follows, using the criteria and the weighting described for each award category.

| <b>Descriptor</b> | <b>Range</b> | <b>Outcome</b>                       |
|-------------------|--------------|--------------------------------------|
| Outstanding       | 4.5-4.9      | Fundable                             |
| Excellent         | 4.0-4.4      | Fundable                             |
| Very Good         | 3.5-3.9      | May be eligible for iterative review |
| Fair              | 3.0-3.4      | Not fundable                         |
| Poor              | 0.0-2.9      | Not fundable                         |

4. The Committee will prepare a ranked list (highest to lowest) of the applications where the ordering of applications will initially be based on the scores. The Committee may alter the position of an application in its list if the applicant has had interruptions/delays in scholarly productivity, as explained by the applicant.
5. The Committee will recommend the amount of funding to be awarded to each application, which must not be more than the allowable maximum.
6. The Committee will provide feedback for all applications.

### Conditions of Award

Upon notification of award, applicants should contact the HSD Research Support Team Lead (hsdrstlead@uvic.ca) to access the funds.

1. University research funds may be used only for the purposes specified in the notice of award.
2. Research must comply with the University's policies on the conduct of research and funds will not be released until all regulatory approvals are in place. Regulatory approvals **must be** in place within three months of the award notice being received. If approvals are not received within the three months, the award is forfeited.

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3. Funds remaining in research accounts at the end of the award will **not** be carried forward. Requests for any budgetary changes (exceeding 20% of a budget line) must be submitted to hsdrstlead@uvic.ca. Extensions may be considered only in exceptional circumstances.
4. Before additional funds are awarded for new projects, all outstanding final reports for previous University grants must be submitted to the applicable office.
5. Grant holders who determine that their awards will exceed actual expenditures are requested to inform the HSD RST Lead as soon as possible so that the additional funds may be re-allocated in support of other projects.
6. Faculty research accounts must be carefully monitored by the researcher. If a research account shows an over expenditure at the end of the award, the faculty member responsible for the account will be invoiced for the amount owing.
7. A grant may be used only to support the project for which it was awarded.

### **Section Two Guidelines for Applications to each category**

Applicants must indicate one of the following categories on the Cover page

1. **Research development funding.** This funding option provides faculty members with up to \$5,000 to engage in research development projects that will lead to external grant funding applications (e.g. Tri-Agency, MSHRBC, These activities include, but are not limited to, conducting preliminary literature reviews, research partnership development, research protocol development, and feasibility and pilot studies. Preference to research stream members.
2. **Knowledge synthesis funding.** This funding option provides faculty members with up to \$3,000 to engage in knowledge synthesis activities such as conducting a meta-analysis or scoping and systematic reviews, which can help inform decision makers and/or the application of wise practices.
3. **Knowledge mobilization funding.** This funding option provides faculty members with up to \$3,000 to engage in preparing the results of previous research for knowledge mobilization. These activities include, but are not limited to, peer-reviewed journal articles; technical, community or organizational reports; webinars, videos, or blogs; workshops, instruments/tools, training/teaching/learning modules, and manuals; policy briefs, case studies, etc.
4. **Teaching Scholarship funding:** This funding option provides faculty members with up to \$5,000 to engage in original research to facilitate transformative learning and teaching experiences and advance EDI, decolonization and Indigenization in the classroom, online, on land or in community/institutional practice. Projects funded by Learning and Teaching Support and Innovation (LTSI) or other funders will not be considered. Preference to teaching stream faculty or teams including teaching stream faculty.

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**Supplement: Collaborative Interdisciplinary Team.** HSD encourages collaborative research between faculty members from two or more HSD Schools and when applicable across research and teaching streams. To this end, team-based, interdisciplinary, collaborative projects in Category 1, 2, 3 and 4 may be eligible for an additional \$2,000 in funding.

This Award is not intended to provide continuing support for ongoing research or knowledge synthesis projects or to serve as a substitute for external funding.

All project types must include the paid employment of one or more students (upper-level undergraduate or graduate).

The project envelope category 1, 2, 3 is \$22,000 and 4 is \$15,000.

### **Application Components for Category 1, 2, 3 & 4**

All applications require three components:

#### **1. Detailed Description (2 pages max)**

Wherever possible, applicants should avoid highly specialized technical language and disciplinary jargon. Applicants should remember that the composition of the Committee is diverse. The onus is on the applicant to explain and place the project in context within their disciplines in a way that is comprehensible to non-specialists.

Project descriptions should, however, include the following information as appropriate:

- a brief project summary which will be used to match peer reviewer expertise to applications.
- rationale and objectives of the project
- consistency with the purpose of the 2024-25 HSD Internal Research and Teaching Scholarship Grant
- relevance and contribution to knowledge, practice and/or policy AND/OR teaching and learning
- activity plan, methods and processes, team qualifications, and materials
- roles and responsibilities of student assistants if applicable
- a realistic timeline with key milestones and expected outputs
- If applying for the supplement for team-based, interdisciplinary, collaborative projects, applicants should describe within the two pages the disciplinary contribution each of the team members will make to the proposed project, including what role they will play in the proposed activities.

#### **2. Principal Applicant's Research and Scholarship Contributions and Relevant Experience (4 pages max)**

Prepare this document using the following recommended sub-headings:

##### **a. Research and Scholarly Activity Funding**

Include either a list of external applications (both requested and awarded) during the past five years or an explanation as to why such applications have not been made.

##### **b. Scholarly Publications/Artistic Achievement**

- List all publications and/or major works completed in the past 5 years.

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- List all research and knowledge synthesis/dissemination projects completed in the past 5 years. Only items published, accepted, exhibited or performed should be listed. Start from the most recent and identify with an asterisk (\*) those that have undergone a peer (or community) review process.

### c. Other Scholarly Achievements

Describe any other contributions to research and the advancement of knowledge within the past 5 years, including research contributions to non-academic audiences (e.g., public, policymakers, private sector and not-for-profit organizations) as well as student training and mentorship achievements.

### d. Career Interruptions

Include details about any career interruptions in the past 5 years that you would like the committee to consider.

### Principal Applicant's Scholarly Activity/Research on Teaching and Learning (1 page max)

- a. Describe contributions to Scholarly Activity/Research on Teaching and Learning and the advancement of pedagogy within the past 5 years, as well as student training and mentorship achievements.
- b. List all scholarly achievements.

### 3. Budget and Budget Justification (1 page max) for all category

Detailed budgets should be presented in table format and will be scrutinized. Please note the following:

- Budgets for the proposed project must be specific
- All expenses must be justified in the application and relate to the direct costs of the project
- Funds cannot be used for any expenses outside the approved project. No overspending is permitted.

#### Eligible Expenses

##### Salaries

- Salaries must be in accordance with the current University Policy and Procedures. The recommended rates for Undergraduate students: \$19.85/hr. + 15% benefits; graduate students: \$31.80/hr. + 15% benefits. Please indicate the hourly rate, the number of hours requested and the nature of the tasks to be carried out.

##### Supplies and Operating Expenses

- Supplies and operating expenses directly related to the project. It is assumed that standard office supplies (including photocopying) are provided by the applicant's School.
- Software licencing and programming costs.

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- Page charges, technical preparation charges and reprint costs and other expenses required for publication in refereed journals.
- All expenses must be allowable as per UVic policy

### Expenses Related to a Disability

- The Central Accommodation Fund is available to assist with expenses needed to accommodate a disability. See the Terms of Reference at <https://www.uvic.ca/hr/health-wellness/return-to-work/central-accommodation-fund/index.php>.

### **Ineligible Expenses**

- Society membership dues or journal subscriptions
- Equipment purchase or rental, equipment upgrades, internet connections
- Entertainment
- Spouse travel expenses
- Cellular phone charges
- Book publishing costs. Such expenses may be eligible under the [UVic Book/Creative Projects Subvention Fund](#).

### **Evaluation Criteria and weighting for Research and Teaching Scholarship Applications**

Applications will be assessed using the following equally weighted criteria:

1. Quality and potential of the proposed project (50%).
  - The quality and originality of the proposal.
  - The extent to which it is consistent with the purpose of the HSD Internal Research and Scholarship Grant.
  - Strength of the budget justification for meeting the plan as outlined in the application.
  - The interdisciplinarity and contribution of the team (if applicable)
2. Scholarly productivity commensurate with the stage of career (50%).
  - The Principal Applicant's scholarly publications, creative endeavors, and other contributions.
  - The Principal Applicant's record of proposed and awarded external funding.

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**Application Cover Page**

**1. Funding category**

| <b>Please select one of the following categories</b> |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Research development        | <input type="checkbox"/> Knowledge synthesis | <input type="checkbox"/> Knowledge dissemination/mobilization | <input type="checkbox"/> Teaching Scholarship |

**2. Project Title**

**3. Name, position and academic unit of the Principal Investigator**

**4. For team applications, please list the name(s), position(s) and academic unit(s) of members**

