



Douglas College

2008/09 ACADEMIC YEAR

COLLEGE-WIDE FUND FOR SCHOLARLY ACTIVITY
APPLICATION FORM

CLOSING DATES: October 15th and February 15th

Send completed applications to the Office of the Vice President, Education, for forwarding to the Scholarly Activity Funding Approval Committee (SAFAC).

- The SAFAC will assess your application using the criteria described in the Terms of Reference. **Please read the fund's Terms of Reference carefully.**
- Applications are adjudicated by a multi-disciplinary committee; please ensure that your proposal is free of jargon and does not assume committee members are familiar with concepts in your discipline.

PART A – Applicant Information

Name: _____

Department/Faculty: _____

Project Title: _____

Brief Project Description (350 words): *(attached abstracts for papers or workshops are acceptable when available)*

I am applying for assistance with: *[check all that apply]*

- Time-release for scholarly research or artistic creation
Please note that in addition to Parts A through D, Part E of this application must be completed to be considered for time release.
- Scholarly research (costs may include research assistants)
- Artistic creation (projects creating original work in fine and performing arts)
- Dissemination of scholarship through publication or presentation of papers/workshops
(Please attach letter of acceptance for conference presentations or indicate date it is expected.)
- Research grant proposal writing (costs may include reviewer's assistance)

- Development of research skills (costs may include attendance at approved workshops)
- I have previously received funding from the College-Wide Fund for Scholarly Activity.

Date of Previous Award: _____ Amount Received: _____

Outcome of the award:

In the event you are asking for funding for more than one project, please fill in a separate application for each up to a total value of \$3,000 per academic year.

Please be aware that each project has a maximum limit of \$3,000. Co-presenters must split this amount.

PART B – Request for Funding

B.1 Budget

Please list your estimated expenses in **Canadian Dollars**

Travel: ¹	\$ _____
Meals: ²	\$ _____
Accommodation:	\$ _____
Registration fees:	\$ _____
Honoraria: ³	\$ _____
Research assistance: ⁴	\$ _____
Equipment, including software ⁵	\$ _____
Supplies (consumables) ⁶	\$ _____
Other: (please provide details)	\$ _____

Project subtotal: \$ _____

Less funds from other sources \$ _____ (Please explain)

Total amount requested: \$ _____

¹ Please obtain quotes for airfares in Canadian dollars.

² Please use the current per diem amounts to calculate the meal budget.

³ Please provide details of the intended honorarium and its purpose.

⁴ Please indicate the role of research assistants in the project. Be aware that research assistants must be hired through contract to purchase services and that salaries must be calculated to include the costs of benefits – currently at X %

⁵ Please confirm that the software intended for purchase is not available free from the college before adding it to the budget. Be aware that all equipment purchased, including software, remains college property.

⁶ This budget item includes items that will be used up in the course of the project.

B.2 Budget Rationale

Please provide details on the intended honorarium and its purpose, the duties of the research assistants, the bases for calculating their salary and number of hours of assistance needed and any other item that requires clarification. Please provide a rationale for the purchase of software or other equipment and the supplies to be ordered.

PART C – Ranking Criteria

Please respond to the criteria below concisely, addressing each point separately (below the statement of the criteria).

Criteria

1. Clearly state the purpose/goals of your project.
2. Describe how your project aligns with College and Faculty-level strategic plans and directions(http://www.douglas.bc.ca/shared/assets/Strategic_Plan_200648202.pdf. For Faculty level strategic plans, consult your Dean.)
3. Describe how your project aligns with current department, discipline or individual initiatives.
4. Describe your involvement in the relevant scholarly community and/or provide evidence of scholarly activity over the last three years.
5. Describe how your project will contribute to the College's internal and external reputation for significant scholarship.
6. Describe how your project will contribute to the development of students' research skills directly as assistants on the project or indirectly through the use of the research in class.

PART D – Ethics Approval

Please note that approvals are required for research conducted by College employees involving human participants, including College students. If your project involves such research, you must obtain the required approvals from the College's Research Ethics Board (REB). **You will be ineligible for Scholarly Activity Funds until you have done so.**

Please submit a **current** ethical approval certificate as evidence that you have received REB approval for your research. It is your responsibility to make a submission to the REB early in the process of making an application to the Scholarly Activity Fund. Details on the REB submission procedure may be found at:

<http://www.douglas.bc.ca/about/policies/edu/guidres.html>

PART E – Sectional Release Ranking Criteria

Please respond to the criteria below concisely, addressing each point separately (below the statement of the criteria).

1. Describe the goals you wish to achieve with requested the sectional release.
2. Describe the preparation to date that will allow you to begin work on your project without delay.
3. Detail a work plan for the sectional release. Include a breakdown of activities and a realistic time line for the completion of each. Identify anyone else who might be responsible for parts of the activity.
4. Describe how the project helps you advance the goals of a larger research/creative activity plan if you have one.
5. Identify the reasons why your project warrants a significant investment from the College.

PART F – Dean’s Review

The Dean’s signature affirms that:

1. The project fits the category of the assistance applied for.
2. Part B, the budget, is complete, accurate and appropriate.
3. Part C, ranking criteria, is complete and the proposal aligns with College and Faculty-level strategic plans and directions as outlined in response to point 2.
4. Part E, sectional release ranking criteria, has been completed if appropriate.
5. Applications are aligned with College and Faculty-level strategic plans and directions.

Please note: Incomplete applications will not be signed by the Dean, and will be returned to the applicant.

Dean’s Signature: _____ **Date:** _____