



IDEAS Workshop Series *Innovation * Development * Entrepreneurship * Analysis * Strategy*
Starting and Funding your Research Program at BCIT

Description:

To successfully apply for funding, research faculty must first identify and articulate their track record, skills, and interests - whatever applies - to engage in research. Collaboration is an important part of research, forming networks with other researchers as well as mentors. Funding is available from internal and external sources, ranging from startup funding from BCIT Institute Research Funds, to industry partnerships, to Canada Research Chairs. Successful applications cannot be written without substantial effort and engagement by the researchers themselves, but support is also available at BCIT. This workshop will cover the above, and will offer opportunities for questions and answers.

Who Should Attend:

- Researchers at BCIT (and potential researchers!)
- Researchers at other organizations interested in collaborative research projects with BCIT faculty.

Benefits of Attending:

- Gain an understanding of the funding application process
- Learn about available funding programs (internal and external)
- Learn about existing BCIT researchers, research projects and programs
- Attain a greater understanding of the BCIT resources available to assist with research applications and developing a research program

You Will Learn How To:

- Match your research interests and experience to available funding programs
- Move from framing a research question, to applying for funding, to developing a full research program
- Connect with BCIT researchers and resources
- Interpret and complete a full scale research CV and application form (NSERC Forms 100 and 101)

Starting and Funding Your Research Program at BCIT

Overview:

- Identify and articulate track record | skills | interests
- Networking
- Funding - internal and external
- Policies and Procedures
- Applying | Research Process
- Get going
- Things to keep in mind



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Identify and articulate: track record | skills | interests ...

Do you already have a research track record?

→ put it in writing, keep it up to date:

- Projects
- Students
- Publications and presentations
- Intellectual Property
- Funding
- Success and Failures
- Memberships



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- Projects**
 - Projects you've worked on in the past:
 - As the research project leader — if so, who else was involved?
 - As a research collaborator — if so, who was the project leader?
 - Involved in other ways — explain.
 - Have these projects been completed successfully? — explain.
 - Projects you are working on now:
 - As the research project leader — if so, who else was involved?
 - As a research collaborator — if so, who was the project leader?
 - Involved in other ways — explain.
- Students**
 - List students you have supervised in the past and /or are supervising now.
 - Make sure you know how to get in touch with them, and what they are up to now ...
- Publications and presentations**
 - List of publications (in print, or on-line) for which you are the author or a co-author.
 - Peer reviewed research publication, local newspaper, BCIT Update, on-line publications, ...
 - List of presentations you have given.
 - List of articles published in print, or on-line that talk about you and/or your research.
- Intellectual Property**
 - List of patents, design patents, copyrights, trade secrets, trade marks, etc. that you have authored, or co-authored, that you own, or co-own, or have other rights to.
- Funding**
 - List all research funding (contracts, grants, scholarships, ...) you have previously received or are still receiving.
- Success and Failures**
 - Describe specific success stories and/or failures from which you have gained useful experience.
- Membership**
 - List formal and informal associations and research teams/networks which you are a member of, or in which participate in other ways.

Identify and articulate: track record | skills | interests ...

**With, or without research track record, you likely
have interests and skills**

→ **put it in writing, keep it up to date:**

- Big picture
- Focus area
- Why **you**?
- Student- and industry involvement
- Next steps



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- Big picture
 - Describe the context which surrounds your research focus area.
- Focus area
 - Describe the focus area of your research – how does it fit within the big picture?
- Why **you**?
 - Describe why you should be doing the research.
 - Do you have the right skills and passion?
 - What will you need to proceed (lab-space, equipment, time, technical assistance, ...) — what is/ is not available to you?
- Student- and industry involvement
 - How will you be able to engage students and/or industry?
- Next steps
 - Clearly articulate your near-term research goals, and the steps you plan to take to reach them.

Networking

Create your personal network

- Events
- Web-sites
- Social media
- Publications
- Personal list

- Events
 - Attend networking events at BCIT and elsewhere to meet other researchers in your area.
- Web-sites
 - Create your own website, and review personal web-sites of other researchers.
- Social media
 - Use social media to get to know other researchers and their work.
- Publications
 - Read aggressively – paper-based, and electronic publications, watch Discovery Channel, etc.
- Personal list
 - With all this information, create your own list:
 - Potential collaborators — most successful research is based on team work.
 - Friendly reviewers — who may help before you submit.
 - Potential peer reviewers — at arm's length; those you can suggest to funding agencies.
 - Potential competitors — those you would like to exclude from review committees.

Funding

Look for funding opportunities

- BCIT Applied Research website
- BCIT Institute Research Funds
- Provincial, Federal, International Funding Agencies
- Industrial and other sponsors/ contract research
- Use your network → collaborative research
- ARLO

Check for Funding agencies, for example:

- BCIT Applied Research website:
 - <http://www.bcit.ca/appliedresearch/funding/>
 - <http://www.bcit.ca/appliedresearch/funding/sources.shtml>
- BCIT Institute Research Funds:
 - <http://www.bcit.ca/appliedresearch/rtg/actions.shtml#funding>
- Check for Funding agencies, for example:
 - NSERC — http://www.nserc-crsng.gc.ca/index_eng.asp
 - SSHRC — <http://www.sshrc-crsh.gc.ca/funding-financement/index-eng.aspx>
 - CIHR — <http://www.cihr-irsc.gc.ca/e/37788.html>
 - CRC — <http://www.chairs-chaieres.gc.ca/program-programme/index-eng.aspx>
 - CFI — <http://www.innovation.ca/programs/funds>
 - BCKDF — <http://www.cse.gov.bc.ca/TRI/research/funding/BCKDF/Pages/default.aspx>
 - NSF — <http://www.nsf.gov/funding/>
 - NIH — <http://www.nih.gov/science/>
 - ...
- Look for industry and NGO sponsors; engage in contract research.
- Use your network — Cultivate contacts in industry and academia, advertise your skills, get involved in collaborative research projects, at any level.
- Check with ARLO directly.



Check for Policies and Procedures, for example:

- BCIT Applied Research website (general overview): — <http://www.bcit.ca/appliedresearch/process/policies.shtml>
- Contracts (2501): — <http://www.bcit.ca/files/pdf/policies/2501.pdf>
- Standards of Conduct and Conflict of Interest (1504): — <http://www.bcit.ca/files/pdf/policies/1504.pdf>
- Integrity in Research (6600): — <http://www.bcit.ca/files/pdf/policies/6600.pdf>
- Intellectual Property Policy (6601): — <http://www.bcit.ca/files/pdf/policies/6601.pdf>
- Intellectual Property Procedures (6601procedures): — <http://www.bcit.ca/files/pdf/policies/6601procedures.pdf>
- Copyright Compliance (7506): — <http://www.bcit.ca/files/pdf/policies/7506.pdf>
- Granting Permission for Use of BCIT Copyright Materials – Procedure (7506-PR1): — http://www.bcit.ca/files/pdf/policies/7506_pr1.pdf
- Copyright Clearance Request Form: — <http://www.bcit.ca/files/pdf/policies/copyrightclearanceform.pdf>
- Health and Safety: — <http://www.bcit.ca/safetyandsecurity/safety/>
- Occupational Health & Safety (7512): — <http://www.bcit.ca/files/pdf/policies/7512.pdf>
- Environmental Protection (7519): — <http://www.bcit.ca/files/pdf/policies/7519.pdf>
- Protection of Equipment and Property (7525): — <http://www.bcit.ca/files/pdf/policies/7525.pdf>
- Research Ethics Board (REB): — <http://www.bcit.ca/appliedresearch/ethics/>
- Research Ethics for Human Participants (6500): — <http://www.bcit.ca/files/pdf/policies/6500.pdf>
- Research Ethics for Human Participants – Process (6500-PR1): — <http://www.bcit.ca/files/pdf/policies/6500procedures.pdf>

Applying | Research Process

“All proposals require evidence of detailed planning and sound budget justification, and must clearly spell out the underlying assumptions, intended approaches, milestones, and deliverables.”

NSERC – CRD grant instructions



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“All proposals require evidence of detailed planning and sound budget justification, and must clearly spell out the underlying assumptions, intended approaches, milestones, and deliverables. “

The above statement taken from NSERC’s CRD grant instructions applies to any grant application.

Applying | Research Process

The BCIT research process has 3 stages:

1. Idea to approved proposal
2. Approved proposal to funded research project
3. Research project implementation to completion/evaluation

The process is guided by BCIT's Research-related policies and procedures (see previous slides and notes).

BCIT research process: — <http://www.bcit.ca/appliedresearch/process/>

- ❑ Idea to approved proposal:
 - <http://www.bcit.ca/appliedresearch/process/stage1.shtml>
- ❑ Approved proposal to funded research project:
 - <http://www.bcit.ca/appliedresearch/process/stage2.shtml>
- ❑ Research project implementation to completion/evaluation:
 - <http://www.bcit.ca/appliedresearch/process/stage3.shtml>
- ❑ BCIT's Research-related policies and procedures (see previous slides and notes):
 - <http://www.bcit.ca/appliedresearch/process/policies.shtml>

1: Idea to approved proposal

- Discuss your research idea, with your School Research Committee
- Discuss with your Department Head and/or Dean
- Get approval to proceed with application development
- Contact the Applied Research Liaison Office to discuss — as applicable on a case by case basis ...
 - Disclosure and protection of IP,
 - Opportunities for collaboration,
 - Conflict of Interest
 - ...



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Stage one [<http://www.bcit.ca/appliedresearch/process/stage1.shtml>]

— includes all necessary steps to be completed by a faculty or staff principal investigator (PI) before an application for research funding is developed, submitted and approved, and before any legal document leaves BCIT.

- Discuss your research idea, with your School Research Committee
http://www.bcit.ca/files/appliedresearch/pdf/bcit_school_and_institute_research_committees_v2.pdf
- Discuss with your Department Head and/or Dean
- Get approval to proceed with application development — make sure you don't waste your time developing a formal application for funding, which will not be supported by your school/ department.
- Contact ARLO, ask for feedback on issues such as
 - Intellectual Property — disclosure and protection
 - Opportunities for collaborations with others,
 - Conflict of Interest
 - ...

2: Approved proposal to funded project

- Discuss your research idea, with ARLO
- Proceed with protection of IP, as applicable
- Get Non-Disclosure Agreements signed, as applicable
- Submit application for Research Ethics Board approval, as applicable
- Develop formal grant application for submission to funder, as applicable
- Draft contractual agreement with industrial collaborators/ funders, as applicable
- Get letters of support, as applicable
- Discuss budget with your Operations Manager
- Get signatures for official BCIT submission
- Submit application



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Stage two of the research process [<http://www.bcit.ca/appliedresearch/process/stage2.shtml>]

— begins once the proposal has been reviewed by the School Research Committee and approved by the respective Dean. Working with ARLO, the Principal Investigator (PI) applies for ethics approval from the BCIT Research Ethics Board, clarifies ownership of Intellectual Property (IP) and submits the final grant application(s) or industry contract(s) to various funding sources.

Before the application(s) or contract(s) are submitted, the PI is responsible for ensuring the proper signatures have been obtained: Associate Dean, Operations Manager, Dean of your School, Dean of Applied Research, and in some cases, Vice President.

- Discuss your research idea, with ARLO
<http://www.bcit.ca/appliedresearch/arlo/>
- Proceed with protection of IP, as applicable
- Get Non-Disclosure Agreements signed, as applicable
<http://www.bcit.ca/supply/forms.shtml>
- Submit application for Research Ethics Board approval, as applicable
<http://www.bcit.ca/appliedresearch/ethics/>
- Develop formal grant application for submission to funder, as applicable
- Draft contractual agreement with industrial collaborators/ funders, as applicable
<http://www.bcit.ca/supply/forms.shtml>
- Get letters of support, as applicable
- Discuss budget with your Operations Manager
- Get signatures for official BCIT submission — Note: Contracts are between the Institute and Company, NOT between PI and company, and have to be signed by signing authority of BCIT. The equivalent applies to grant applications.
- Submit application

3: Implementation to Completion

- Accept Award/ Contract
- Set up account and org-code
- Get REB approval, as applicable
- Continue to work with ARLO on IP issues
- Work with your Operations Manager on financial issues
- Ensure research progress
- Submit progress reports, as required by funder
- Disseminate results
- Celebrate success, mentor others.

Stage three of the research process [<http://www.bcit.ca/appliedresearch/process/stage3.shtml>]

— Upon receipt of award notification, the award must be accepted by the Institute, and accounts and org-codes have to be set up for the research budget.

Once the grant award/contract funding is received, unless other arrangements are made, your School or Department will be responsible for administering grants/contracts. While responsibility for fulfillment of the research requirements resides with the PI, your School will be responsible for reviewing expenditures for compliance and providing financial reporting for research grants/contracts as required through ARLO, to the funding body.

As the project progresses, the PI continues to work with ARLO to disclose and manage any IP resulting from the research project.

Discuss your research idea, with ARLO

<http://www.bcit.ca/appliedresearch/arlo/>

- Make sure award gets accepted by the Institute, and/ or contract is signed without amendments. Otherwise further negotiations will be required.
- Make sure account and org-code are set up for your funded project — work with your Operations manager
- Await approval from Research Ethics Board approval, as applicable
<http://www.bcit.ca/appliedresearch/ethics/>
- Continue with protection of IP, as applicable
- Get additional Non-Disclosure Agreements signed, as applicable
<http://www.bcit.ca/supply/forms.shtml>
- Discuss financial issues with your Operations Manager
- Ensure project progresses well and keep funder apprised of problems, as applicable.
- Submit all required progress reports on time
- Disseminate results, acknowledge funder support
- Celebrate success, mentor others at BCIT, think about your next project.

Get going

School Research Committees

Contacts:

- SoB: Ronald Correll
- SoCAS: Dean Hildebrand
- SoCE: Wayne Hand
- SoE: Mubasher Faruki
- SoH: Shan Satoglu
- SoT: Rob McGregor
- Services and Support: James Albright



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The new Institute Research Funds may well be the easiest funds for BCIT researchers to access:

— <http://www.bcit.ca/appliedresearch/funding/institute.shtml>

- VP Research Seed Fund** — to fund research applications that will require partial release time from duties for the principal investigator for extended periods of time, usually one or more terms
- Discovery Parks Fund** — The intention of this fund is to fund research applications that are for a fixed term or to fund the preparation of applications for external grants
- Check Guidelines — http://www.bcit.ca/files/appliedresearch/pdf/bcit_institute_research_funds_v2.pdf
- Complete Application Form — http://www.bcit.ca/files/appliedresearch/doc/bcit_internal_research_funds_application_form_v2.docx
- Take a look at the checklist — http://www.bcit.ca/files/appliedresearch/doc/bcit_institute_research_funds_checklist.docx
- Help is available
 - School Research Committees: — <http://www.bcit.ca/appliedresearch/committees.shtml>
 - Library: — <http://www.bcit.ca/library/>
 - ARLO: — <http://www.bcit.ca/appliedresearch/arlo/>
 - ...

Get going

Library Resources

- Catalog and databases:
 - How do research
 - Subject specific
 - Industry specific, etc.
- Lin Brander, Librarian – Business, Research And International Programs
- School Liaison librarians



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- Discovery Parks Fund** — The intention of this fund is to fund research applications that are for a fixed term or to fund the preparation of applications for external grants
- Check Guidelines — http://www.bcit.ca/files/appliedresearch/pdf/bcit_institute_research_funds_v2.pdf
- Complete Application Form — http://www.bcit.ca/files/appliedresearch/doc/bcit_internal_research_funds_application_form_v2.docx
- Take a look at the checklist — http://www.bcit.ca/files/appliedresearch/doc/bcit_institute_research_funds_checklist.docx
- Help is available
 - School Research Committees: — <http://www.bcit.ca/appliedresearch/committees.shtml>
 - Library: — <http://www.bcit.ca/library/>
 - ARLO: — <http://www.bcit.ca/appliedresearch/arlo/>
 - ...

Get going

BCIT Institute Research Funds (IRF)

- ❑ VP Research Seed Fund and Discovery Parks Fund
 - ❑ intended to spread the opportunity to conduct research across the widest possible audience
 - ❑ fund partial release time for principal investigator
 - ❑ fund research for a fixed time period
 - ❑ fund preparation of applications for external grants
 - ❑ not intended to provide ongoing permanent release to conduct research

The new Institute Research Funds may well be the easiest funds for BCIT researchers to access:

— <http://www.bcit.ca/appliedresearch/funding/institute.shtml>

- ❑ **VP Research Seed Fund** — to fund research applications that will require partial release time from duties for the principal investigator for extended periods of time, usually one or more terms
- ❑ **Discovery Parks Fund** — The intention of this fund is to fund research applications that are for a fixed term or to fund the preparation of applications for external grants
- ❑ Check Guidelines — http://www.bcit.ca/files/appliedresearch/pdf/bcit_institute_research_funds_v2.pdf
- ❑ Complete Application Form — http://www.bcit.ca/files/appliedresearch/doc/bcit_internal_research_funds_application_form_v2.docx
- ❑ Take a look at the checklist — http://www.bcit.ca/files/appliedresearch/doc/bcit_institute_research_funds_checklist.docx
- ❑ Help is available
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 - Library: — <http://www.bcit.ca/library/>
 - ARLO: — <http://www.bcit.ca/appliedresearch/arlo/>
 - ...

Get going

To get ready for external funding, complete your CV
 → NSERC Form 100 – Personal Data is a good standard

**FORM 100
Personal Data Form
PART I**

Natural Sciences and Engineering Research Council of Canada / Conseil de recherches en sciences naturelles et en génie du Canada

Family name: _____ Given name: _____ Initial(s) of all given names: _____ Date: _____
 Personal identification no. (PIN): _____

I hold a faculty position at an eligible Canadian college (complete Appendices B1 and C)

I do not or will not hold an academic appointment at a Canadian postsecondary institution

Place of employment other than a Canadian postsecondary Institution (give address in Appendix A): _____

APPOINTMENT AT A POSTSECONDARY INSTITUTION

Title of position: _____ Tenured or tenure-track academic appointment: Yes No

Department: _____ Part-time appointment Full-time appointment

Campus: _____

Canadian postsecondary institution: _____

• For all non-tenured or non tenure-track academic appointment and Emeritus Professors, complete Appendices B & C
 • For life-time Emeritus Professor and part-time positions, complete Appendix C

ACADEMIC BACKGROUND

Degree	Name of discipline	Institution	Country	Date yyyy/mm

NSERC Form 100 – Personal Data Form serves as a good standard, even if you do not apply for NSERC funding. It has a number of sections, and Appendices:

- Type of Appointment you hold – “Research Faculty”
- Academic Background
- Training of Highly Qualified Personnel – numbers only (this can include technicians)
- Academic, Research and Industrial Experience
- Research Support held
- List of individual Highly Qualified Personnel you have trained, and their present positions. Note to release names, you need to get signed copies of Appendix D (see below).
- Appendix A — additional info for first time applicants
- Appendix B — Eligibility Questionnaire, since BCIT positions are not tenured positions
- Appendix C — Description of Applicant’s Activities, since BCIT positions are not tenured positions
- Appendix D — Consent to provide limited personal information about HQP to NSERC — for each HQP you’ve supervised, you need a signed copy, or else you cannot identify them by name.

Get going

NSERC Form 100 – Personal Data Form

- use NSERC's On-line Services.
- register first
- instructions on how to complete Form 100 – Personal Data.
- FYI: check out Video Tips on applying for an NSERC Discovery Grant and Demystifying the review process for NSERC Discovery Grants.
- The process is highly competitive! To be successful, start early and ask for help along the way.



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To get going with NSERC Form 100 – Personal Data Form ...

- use NSERC's On-line Services — http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp
- register first — https://ebiz.nserc.ca/nserc_web/nserc_register_e.htm
- instructions on how to complete Form 100 – Personal Data — <http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/100/e.asp>
- FYI: check out Video Tips on applying for an NSERC Discovery Grant — http://www.nserc-crsng.gc.ca/Professors-Professeurs/Videos-Videos/DGTips_eng.asp
- FYI: check out Demystifying the review process for NSERC Discovery Grants — http://www.nserc-crsng.gc.ca/Professors-Professeurs/Videos-Videos/DG_eng.asp
- The process is highly competitive! To be successful, start early and ask for help along the way.
- A blank PDF version of Form 100:
http://www.nserc-crsng.gc.ca/onlineservices-servicesenligne/pdf/F100_e.pdf
- Other PDF Forms and Instructions:
http://www.nserc-crsng.gc.ca/onlineservices-servicesenligne/forms-formulaires_eng.asp

Keep in mind ...

Things to remember:

- Confidential information must be safeguarded. Get it identified in writing, not just orally.
- Get a Non-Disclosure Agreement (NDA) signed if you have any confidential information.
- If you think you have Intellectual Property that can be protected (e.g., patented) or commercialized, discuss it with your management and ARLO as early as possible.
- If a 3rd party is allowed to use your results, you need Indemnity.



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- If a 3rd party is allowed to use your results, you need Indemnity.
- Get advice from ARLO

Keep in mind ...

More things to remember:

- ❑ Typically, industry is less interested in ownership, and more in a license (global, unrestricted, royalty free, in perpetuity, with rights to sublicense, etc.) ARLO can help you deal with these issues.
- ❑ Student involvement (on campus/ off campus) may require insurance.
- ❑ Conflict of Interest is not necessarily bad – it does need to be managed.



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- ❑ Student involvement (on campus/ off campus) may require insurance — <http://www.bcit.ca/supply/forms.shtml>
- ❑ Conflict of Interest is not necessarily bad – it does need to be managed, and to be managed, it needs to be disclosed — <http://www.bcit.ca/files/pdf/policies/1504.pdf>
- ❑ Get advice from ARLO

Need more help?

➔ **contact ARLO: 604-456-1032**

<http://www.bcit.ca/appliedresearch/arlo>

Good luck with your research!



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Notes:

Committees, Groups, Offices, etc.: How do they all fit together?

Need to sort out roles of these and more:

- School **Research** Committee (SRC | *6?)
- Research** Chairs Committee (RCC)
- Institute **Research** Committee (IRC)
- Research** Task Group (RTG)
- Applied **Research** Liaison Office (ARLO)
- Centre for Applied **Research** and Innovation (CARI)
- Office of VP **Research** (VPR)
- ...



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http://www.bcit.ca/files/appliedresearch/pdf/bcit_school_and_institute_research_committees_v2.pdf