

School of Construction and the Environment / Internal Research Funds Application

Overview

The BCIT internal research funds – **VP Research Seed Fund and Discovery Parks Fund** – are intended to spread the opportunity to conduct research across the widest possible audience. They are not intended to provide ongoing permanent release to conduct research.

VP Research Seed Fund

- The intention of this fund is 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 school terms.
- The maximum duration of a grant from this fund is for 3 years and may be renewed once at the discretion of the Institute Research Committee upon application by the principal investigator for a maximum of an additional 2 years (total 5 years.)
- Grants are limited to a maximum of \$25K per year per principal investigator, project or application.

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.
- The maximum duration of a grant from this fund is for one fixed term and may be renewed once for a maximum of an additional term.
- Grants are limited to a maximum of \$25K per year per principal investigator, project or application.

Green Value Strategies Fund - *School of Construction and the Environment only*

- The intention of this endowment is to support applied research to advance the state of practice in sustainable development: concerned with the natural environment, the built environment and the relationship between them.
- Funds can be used to initiate, leverage or augment a research project. There is no pre-determined limit to the amount of funding that can be awarded per project. Total funding available reflects the interest earned by the endowment in a given calendar year plus unused interest from previous years.
- Proposals must be advanced and led by employees within the SoCE. Interdisciplinary research led by an SOCE faculty/researcher is also encouraged; Projects eligible for funding are to be BC-based applied research that links to SOCE educational programming in order to advance the state of practice. For more information about this fund, click on the link: <http://www.bcit.ca/construction/research/>

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Evaluation Criteria

The School, Support and Service and Institute Research committees will evaluate research projects based on applicant's ability to complete the study based on the following essential, equally weighted criteria:

- The quality of the research plan (i.e. are the study design, research methods and analysis plan appropriate to answer a well-defined research question or questions.)
- The feasibility to conduct the study (i.e. is the project deliverable based on challenges with the study design, institutional resources, timelines, budget.)
- Alignment with areas of interest within BCIT or School mandates and strategic plans.

And on these desirable criteria:

- Student Participation.
- Partnerships with other BCIT Schools or departments.
- External Partnerships (Industry; University, Institute or College; Non-profit Organization.)
- Other Internal Funding Support.
- External Funding Opportunities.
- Length of time since Principal Investigator's previous successful application to either fund.

Applications must include:

- Completed application form signed by all parties including:
 - Dean of respective School/Dean of Applied Research or respective VP or designate (for areas other than a School or Research Group);
 - Associate Dean or Director;
 - Program Head / Chief Instructor or equivalent on behalf of the department;
 - Principal Investigator(s).
- Written confirmation from respective Dean or VP confirming any additional funding that will be provided in support of the proposal.
- Letters of support/recommendation from each internal or external partner including confirmed financial support (if any).
- Approval from BCIT Research Ethics Board (if required).
- Information on Intellectual Property Protection (if required).
- Research Proposal consisting of:
 - Summary of Proposed Research (1 page).
 - Budget including backfill and benefit costs; materials costs; travel costs (2 pages max.)
 - Researcher Background Information - Research interests, industry experience, publications (papers, presentations, reports), BCIT service, courses instructed, etc.
 - Description of existing or proposed facilities that are required to successfully complete the research project as described (1 pages max.).
 - List of other personnel required to support research project as described.
 - Reporting criteria (quarterly, mid project, end project, etc. as required by committees). Multiyear project funding will be contingent upon successfully meeting project goals for each year. Failure to meet required project goals may result in revocation of subsequent year funding.

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1. Signatures:

Name	Signature		Date
Dean:			
Associate Dean or Director:			
Program Head / Chief Instructor (or equivalent):			
Researcher / Principal Investigator(s):			

NOTE: By submitting this document you are ensuring that all co-applicants and collaborators named have viewed the final application submission.

2. Letters of Support:

Letter from Dean or VP attached, confirming any additional funding?	Yes / No
Letters of support from internal and external partners attached?	Yes / No

3. Research Ethics Board Approval (if required):

Does this project involve human subjects?	Yes / No
Does this project involve animals?	Yes / No
Has Research Ethics Board approval been obtained?	Yes / No
Date of approval:	Certificate #:

4. Intellectual Property Protection (if required):

Is the proposed activity likely to result in protectable Intellectual Property?	Yes / No
Has Intellectual Property been disclosed to ARLO?	Yes / No
Has provisional protection been initiated?	Yes / No
Date of ARLO contact:	File #:

5. Project History:

Is this a continuation of a previously approved project?	Yes / No
If yes, provide the date of approval:	

6. Research Proposal:

1. Project Title	
2. Fund: VP Research Seed Fund ____ Discovery Parks Fund ____	School of Construction and the Environment Green Value Strategies Fund ____
3. Date of Application:	
4. Project Start and End Dates:	
5. Name(s) of Researcher / Principal Investigator (s):	
6. BCIT Department:	
7. BCIT School / Division:	

8. Researcher Background Information (1 pg. max):

Research interests, industry experience, publications (papers, presentations, reports), BCIT service, courses instructed, etc.

9. Has a literature review been done?:

YES/NO

If yes, please list references below and/or attach documents

10. Summary of Proposed Research (1 pg. max):

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11. Total amount of funding requested:		
Year 1	Year 2	Year 3
\$	\$	\$
12. Funding available from internal and external partners (specify):		
13. Budget:		
Please provide a detailed list of budget expenses for the project. Eligible expenses include backfill and benefit costs, materials costs and travel costs. Provide budget justification on the next page (1 pg. max.)		
Please itemize the projected expenses:		Estimated amount:
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
Total:		\$

13. Budget Justification (1 pg. max.):

14. Description of existing or proposed facilities required to successfully complete the research project (1 pg. max.):

15. Description of student participation in the project – numbers of students, educational program(s), project activities:

16. Description of partnerships with other BCIT Schools or departments required to complete the project:

17. Description of external partnerships (industry; university, institute or college; non-profit organizations) required to complete the project:

18. List other personnel required to support the research project. Include time estimates and role in the project.

1.		
2.		
3.		
4.		
5.		
6.		

19. Reporting Criteria:

Each funded project will be evaluated at the end. Please suggest evaluation criteria and timing that would be appropriate to evaluate the success of your project.

20. Alignment with Green Value Strategies Criteria (if applying for the GVS funds).

NOTE: You will be asked to provide updates and report during and upon conclusion of this project.