**Introduction  
  
Phase 0 Institute Research Funds** are a $2000 funding grant to pay students to perform “proof of concept” research on new ideas that could turn into research programs for faculty or staff. Proof of concept research could involve literature searches, data analysis, experimentation or other forms of preliminary investigation. The intent of this fund is to develop a research question that can then be put forward for further funding at the Phase I level (Phase 1 is the existing IRF funding level). A portion of this funding could also be used for small software, hardware or equipment purchases needed for the work performed by the student. There will be 10 of these grants available each year, awarded on an application (non-competitive) basis.

1. **Signatures:**

**Name Signature Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dean:** |  |  |  |
| **Associate Dean or Director:** |  |  |  |
| **Program Head /  Chief Instructor  (or equivalent):** |  |  |  |
| **Researcher / Principal Investigator(s):** |  |  |  |

1. **Letters of Support:**

|  |  |
| --- | --- |
| **Letter from Dean or VP attached, confirming any additional funding?** | N/A |
| **Letters of support from internal and external partners attached?** | N/A |

1. **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 #**: | |

1. **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 #**: | |

1. **Research Proposal:**

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| --- | --- | --- |
| 1. **Project Title**: | | |
| 1. **Fund:**   **Preliminary (Phase 0) Research Support Fund (maximum $2000)** | | |
| 1. **Date of Application**: | | |
| 1. **Project Start and End Dates**: | | |
| 1. **Name(s) of Researcher / Principal Investigator (s)**: | | |
| 1. **BCIT Department**: | | |
| 1. **BCIT School / Division**: | | |
| 1. **Name(s) of Student(s) and Program(s):** | | |
| 1. **Summary of Proposed Preliminary Research (1 pg. max):** | | |
| 1. **Description of student participation in the project – numbers of students, project activities**: | | |
| 1. **Budget:** Please provide a list of budget expenses for the project. Eligible expenses include student stipend & materials costs ($200 max.)   **Please itemize the projected expenses: Estimated amount:** | | |
| **1.** |  | $ |
| **2.** |  | $ |
| **3.** |  | $ |
| **4.** |  | $ |
| **5.** |  | $ |
| **6.** |  | $ |
| **7.** |  | $ |
| **8.** |  | $ |
| **9.** |  | $ |
| **10.** |  | $ |
| **Maximum $2000 for all project costs Total:** | | **$** |

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| --- |
| 1. **Description of existing facilities/resources required to successfully complete the preliminary research project**: |
| 1. **Description of partnerships with other BCIT Schools or departments required to complete the project (if applicable)**: |
| 1. **Expected Learning Outcomes:** |