

Institute Research Funds

Phase 1 Applications

January 2024

<https://www.bcit.ca/applied-research/research-funding/institute-research-funds/>

**“If we knew what we were doing,
it would not be research”**

Albert Einstein

What is the research question?

How will you answer it?

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Goals and Objectives

- Allow BCIT employees to pursue research initiatives for which they are unable to obtain funding from other sources
- Allow researchers to leverage Institute funds to obtain research funding from external agencies and partners that they would otherwise be unable to access.

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Key Facts

Phase 1 pays for:

- Release time
 - Project expenses
 - Time for preparation of external applications
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- Up to 3 years maximum
 - Maximum \$25,000 per year per application
 - **2024:** Funding available for multi-year applications.

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2024 Dates (15th Round of Funding)

January 2024

- Deadline for applications, submitted to School Research Committees (SRC)

January - February 2024

- SRC meetings

March 5, 2024

- IRC Meeting to review applications

April 1, 2024 (Fiscal 2023-2024)

- Funding available

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School Research Committees

- School of Business: Kenton Low
- School of Computing & Academic Studies: Aaron Hunter
- School of Construction & the Environment: Eric Saczuk
- School of Energy: Mehrzad Tabatabaian
- School of Health Sciences: Shan Satoglu
- School of Transportation: Steve Perry
- Services & Support: Joe Boyd

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Research proposal

- **Researcher** Background Information - (interests, industry experience, publications (patents, papers, presentations, reports))
- Summary of **Proposed Research** (1 page)
- **Budget** – accurate, detailed list of expenses and budget justification (2 pages)
- Description of existing or proposed **facilities** (1 page)
- List of **personnel** required to support research project
- **Reporting** criteria (quarterly, mid project, end project, etc. as required by School Research Committees).

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Evaluation Criteria

- **Research plan:** Are the study design, research methods and analysis plan appropriate to answer a well-defined research question or questions?
- **Feasibility:** Is the project deliverable based on challenges with the study?
- **Alignment:** Does the project align with BCIT and School mandates and strategic plans?
- **Students:** Participating as researchers, not just subjects
- **Partnerships:** Internal to BCIT, and external: industry, university, institute or college, non-profit organization
- **Funding:** Other funding support or opportunities

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Tips for preparing an effective application

- Read the guidelines carefully before writing. Follow instructions.
- Start early. It takes time to arrange teaching schedules and release time, collaborations, other funding.
- Does it fit the priorities and interests of your School? Of BCIT?
- Write a reader-friendly application. Don't assume the reviewer is an expert on the topic.
- Emphasize the “how” more than the “why”.
- Be as accurate and detailed in your budget as possible.
- Get all the required signatures. Start early.

Talk to your School Research Committee!

**What is the research question?
How will you answer it?**

Talk to your School Research Committee