| **IRF Phase 2 and Phase 3 Application Process** | Procedure No.: |  |
| --- | --- | --- |
|  | Policy Reference: |  |
|  | Category: | Education |
|  | Department Responsible: | VP Academic |
|  | Current Approved Date: | Mar 4 2021 |

## Objectives

Unlike research-intensive universities, BCIT's role in research is characterized by our direct interaction with industry as providers of innovation and solutions for current and emerging industry problems and our deep commitment to developing learners that can supply the needs of industry. Our strategic research objective is to continue along that path while increasing and enhancing student participation in research and enhancing the role of interdisciplinary research groups within BCIT's educational programs. This two-fold approach can only be accomplished by growing on the existing success of both research and education at BCIT, by combining the strengths of both areas and by fostering an environment that is beneficial to researchers, faculty, students, staff and industry.

The role of the Institute Research Funds (IRF) is to allow BCIT employees to pursue research initiatives that are not able to obtain funding from other sources or allow researchers to leverage institute funds to obtain research funding from external agencies and partners that they would otherwise be unable to access.  The specific goals of Phase 2 and Phase 3 funding are to foster the development of world class researchers capable of making a credible application for Canada Research Chair or other external funding of similar caliber.

The Institute Research Funds are intended to fund research applications that will require partial release time from duties for the principal investigator, or to fund the preparation of applications for external grants. ***The intention of the funds is not to provide ongoing permanent release***, so that over time the opportunity to conduct research is spread among the widest possible audience. The maximum duration of an IRF Phase 2 grant is 3 years with a total funding of $100K (maximum $35K per year), the maximum duration of a Phase 3 grant is 2 years with a total funding of $100K (maximum $50K per year).  Obtaining a Phase 2 grant is not a guarantee of Phase 3 funding, nor do Phase 2 or Phase 3 *require* previous success with any other IRF funding opportunities.

***All funds are granted on a competitive basis with no guarantee of funding.***  If there are not sufficient successful applications to expend funds in any given year, funds may be carried over for future applications. The amount of funding available each year is variable and will be determined on a yearly basis during the annual BCIT budget process.

The intent of this document is to describe the procedure used at BCIT to make an application for Phase 2 and Phase IRF funding.

The purpose/goal of a Phase 2 or Phase 3 IRF appointment is to:

- Foster the development of world class researchers capable of making a credible application for Canada Research Chair or other external funding of similar caliber.
- Raise the reputation, regard and profile of the Institute
- Contribute to the academic, educational and research strength of the Institute
- Leverage existing resources to deliver on the Institute's mandate of social, educational and economic value to the province of British Columbia
- Enhance Applied Research as part of the Institute's Polytechnic Industrial, Economic and Educational mandate

When selecting applicants for Phase 2 or Phase 3 funding, we will:

- Be strategic rather than opportunistic
- Select the applicant based on defined, quantifiable criteria
- Use experts (internal and/or external) to inform our selection
- Be transparent in all of our processes

This procedure outlines the process for applying for Phase 2 and Phase 3 IRF funding and for selecting successful applicants for funding.

## Who This Procedure Applies To

This procedure applies to BCIT employees involved in the process of applying for or selecting successful applicants for Phase 2 or Phase 3 funding.

## Duties and Responsibilities

### Phase 2 or Phase 3 IRF Funding Applicant
Any employee at BCIT may submit an application for Phase 2 or Phase 3 funding in response to a call for applications. The initiator is responsible for seeking approval of the responsible Dean or senior manager prior to proceeding with exploratory discussions or formal proposal.

### School Research Committee
The appropriate School Research Committees and Department/Area (sponsor) for the applicant proposing a Phase 2 or Phase 3 research program, will conduct a due diligence review to ensure that the proposal meets the goals as stated above and have a reasonable expectation of success given the criteria stated below before the application is submitted to the Institute Research Committee for adjudication.

### Approval
All Phase 2 and Phase 3 selections for funding are approved by the Vice President Academic with advice from the Institute Research Committee. The Vice President Academic has sole discretion to determine whether or not to approve an application for Phase 2 or 3 funding. Once approval has been given, the VP Academic office will provide notification of decision to the Institute.

### Evaluation Criteria
All applications for Phase 2 or Phase 3 funding will be evaluated based on the following criteria:
1) Internal Institute Reach
    - Number of other educational or research programs that will benefit from the proposed research program
    - Number of students that will benefit from the proposed research program
    - Number of faculty and/or staff that would be able to participate in projects in the proposed research program
    - Is there a signature educational program associated with the proposed research program
2) Existing or Proposed Resources
    - Are there existing facilities that could be used to support the proposed research program
    - Is there existing ongoing research activity in the proposed research program
    - Is there additional funding support provided by the sponsor department for new activities or facilities
3) External Support *
    - Are there significant opportunities for Industry and/or Academic Partnerships in the proposed research program
    - Is there external funding for the program available
4) Long Term Funding Plan
    - How will the research program allow the applicant to have demonstrated the potential to achieve international recognition in their fields in the next five to ten years and obtain external long term funding)

\* Sponsoring Department/Area will be required to supply letters of support from external partners explicitly outlining the financial, in-kind or other support offered.

## 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); respective Associate Dean or Director; respective 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 (4 pages max).
    - 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 page max.).
    - List of other personal 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.

Applicants are reminded that proposals will be reviewed by multi-disciplinary Research Committees and that the proposal should be oriented accordingly.

## Budget justification, eligible expenses and non-eligible expenses

The budget must clearly demonstrate the need for funds relative to other funding available to the applicant including departmentally sponsored release time and month free of teaching for faculty. The budget justification should explain how the costs were established for each line item in the budget. All budget items must be clearly justified in terms of their need for the accomplishment of the project objectives. Grant funds must contribute towards the direct costs of the research project for which the funds were awarded. The funds must be used effectively and economically, and the expenses must be essential for the research supported by the grant.

**Examples of eligible expenses are:**

- Employee release funding, Research Assistant funding, Student funding to perform research ⬚ Employee release funding for preparation of grant applications.
- Materials and supplies for research.
- Minor research equipment (within the context of a research project and justified in terms of that project). Total spending on minor research equipment should normally not exceed 15% of the requested funding.
- Research-related travel for data collection (if required, and justified).
- Conference travel for presentation of research results (maximum one conference per year per application for the Principal Investigator to a total maximum of $7000 inclusive of all costs for all trips.
- Other direct research costs.

**Examples of non-eligible expenses include:**

- Professional fees to the Grantee(s).
- Administrative fees/ standard monthly connection or rental costs of telephones / connection or installation of lines (telephone or other links) or other services already provided by the Institute unless specifically tied to research objectives.
- Passport and/or Immigration fees.
- Costs associated with education: thesis preparation, tuition and courses fees, thesis examination or defense, conference attendance.
- Cell phones, Blackberry, and/or other electronic devices unless directly related to research objectives.
- Books, computers, furniture unless directly related to and justified for purposes of the proposed research.
- Travel to conferences and scholarly meetings except for the presentation of papers as the result of the research as described above.
- Equipment repair or purchase not associated with the specific goals of the research project.
- Curriculum development.

## Procedure

1) Formal Application
   The Formal Application is made to the SRC by the applicant in response to a call for applications. Applications validated by the SRC will be forwarded to the IRC on a schedule to be determined by the VP Academic Office. Applications must be complete, no incomplete applications will be considered. Please see the IRF Phase 2 and 3 Funding Application Form.

2) Selection of applicants:
   The selection of applicants for allocation of Phase 2 or Phase 3 funding will be performed on a competitive basis based on the above criteria. As the allocation of Phase 2 and Phase 3 funding represents a significant investment of resources by BCIT, it may be possible that during any given competition, no proposals are selected to go forward.  As noted earlier, the final decision on any proposed funding allocation is at the discretion of the VP Academic with advice from the IRC. Upon selection of the successful applicant it is the sponsor Department or Area's responsibility to provide administrative and other support for the research program.

## Forms Associated With This Procedure

- IRF Phase 2 and 3 Funding Application Form

## Amendment History

## References

1) www.chairs-chaires.gc.ca
2) http://www.chairs-chaires.gc.ca/program-programme/nomination-mise_en_candidature-eng.aspx.