

School of Energy Research Committee

March 2020 – Application for Research Project Seed Fund –

School of Energy Research Budget

Instructions: With reference to the guidelines below, please complete this application and budget sheet and submit them together to the Dean's office¹ and cc SoE Research Committee Chair².

Project Proposal and Process Summary			
Project Title			
Principal Researcher (must be a Full-Time, permanent staff member)			
Other researcher(s)			
Department(s)			
Budget Requested for fiscal year: April 1, 2020 to March 31, 2021	\$		
Duration of the Proposed Project (in months)			
Date of Submission (due February 1, 2020)			
This section is to be completed by the Research Committee Chair			
Presentation Date	Date: _____ Time: _____		
Discussion Date at R.C.			
Final Decision			
Response Date to the Applicant(s)		Applicant(s) feedback/confirmation	

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Brief Project Description

Synopsis:

Objectives:

Deliverables:

Other Sources of Support: *(i.e. external donations, sponsors, partner institutes, grants for this project, etc.)*

Future Plans for this Project: *(i.e. Beyond this one-time funding, what are your future phases, next steps including further funding sources, possibilities include the Institute Research Fund, other grants, partner institutes, etc.)*

Guidelines and Process

The objective of the School Research Fund is to provide a “seed fund” for supporting new, one-time funding for research projects for faculty. The proposed project plan should include future other budget and resources, if required.

The following steps describe the process for an application, process steps and related dates.

1. The completed application and budget sheet will be submitted together to the Dean’s Office and copied to the School Research Committee Chair. Applicants with questions prior to submission can contact the Chair.
2. Applicants will be invited to give a short presentation to the School Research Committee.
3. The School Research Committee will review the applications. Faculty with expertise related to the project subject may be consulted, in confidence, if required. The criteria for decisions will include consideration of:
 - a) relevance of the subject to the School’s research themes³
 - b) scope of the project and availability of budget requested
 - c) students education and internship involvement
 - d) enhancement to the state of practice
 - e) number of faculty involved and interdisciplinary subject
 - f) sustainability of the research project
4. The School Research Committee will send its recommendation to the Dean. Based on this recommendation and availability of the budget, a final decision will be made by the Dean.
5. The School Research Committee Chair will inform the applicant of the final decision.
6. The applicant can request feedback on the School Research Committee’s decision.
7. Steps 3 to 5 of this process should not take more than four weeks after the project is presented to the School Research Committee at Step 2.

³ As stated by the School/BCIT Strategic Research Plan