

FCCS Sessional Faculty Research Award GUIDELINES

The mandate of the **FCCS Sessional Faculty Research Award** is to proactively support the developing research profile of FCCS Limited Contract Faculty in Lecturer and Sessional Instructor positions with access to financial support for the publishing, dissemination, research related travel and research/creation.

Limits of Award:

Two awards of \$1000.00 each will be granted each academic year with an **October 15th** deadline for submission. Awards will be adjudicated by the *Research Policy and Development Committee* of FCCS and funds must be spent within six months of being awarded.

PLEASE NOTE: Late applications will not be accepted.

Eligibility:

Eligible Faculty must be on a teaching contract within FCCS with at least one section or course in the academic year of award. Faculty members may receive only one award every two years. Only one application per Faculty member will be accepted per competition.

Criteria:

The *Research Policy and Development Committee* of FCCS will consider the following criteria when reviewing applications:

- Merit of research and impact in field or research area of applicant
- Significance to the scholarly profile of applicant
- Strength of research proposal
- Feasibility of research proposal
- Established research and scholarly track record (CV)
- Applicant's ability to execute and complete proposed research

Research Ethics:

If the research requires Research Ethics approval, this approval must be obtained before the funds are released.

Final Reporting:

Award recipients must complete a report and file all expense claims within 6 months of award date. Reports and expenses claims will be submitted to the Administrative Assistant of the Office of the Associate Dean of Graduate Studies and Research (FCCS may request that the report (in whole or in part) and/or other documentation of research outcomes be presented on the FCCS website for promotional purposes.

Successful applicants will be required to submit receipts or invoices for all expenses. Please note that all funds must be spent within 6 months of the award date. Receipts or invoices must be attached to a completed FCCS Expense Claim form. Applicants will also be required to submit a report to the Research Policy and Development Committee after the results of the targeted grant adjudication are announced.

APPLYING TO THE FUND: The Application for the Fund can be found on the Faculty Funding and Award Page: <https://fccs.ok.ubc.ca/research-creation/faculty-awards/>