

## FCCS RESEARCH SUPPORT FUND GUIDELINES

The primary purpose of the FCCS Research Support Fund is to assist with proposal development for grant applications and to assist with the completion of research leading to publication or forms of dissemination (not including conference presentations). Research includes research creation and scholarship of teaching and learning.

FCCS has limited funding available to support tenured and tenure-track faculty with eligible expenses as outlined below. Approval is subject to funding availability. Applicants may apply for up to \$2000 for grant development and up to \$1000 for publication or dissemination.

Applications will be accepted throughout the year. Reminders to submit applications will be sent by email 4 weeks prior to each scheduled RSPAC meeting. The deadline for each adjudication will be 2 weeks before the meeting. Applications for already completed projects within the previous 6 months will be considered.

Application form: <https://fccs-secure.cms.ok.ubc.ca>

- The application form must be completed in full.
- Applications must describe in detail the nature of the activity, provide the name and a brief description of the targeted grant or publication or dissemination activity and explain how covering these expenses will contribute to success in completing a competitive grant proposal or a specific research outcome.
- Applications must include a budget clearly outlining the anticipated expenses.
- Applications should include a short description of the faculty member's research plans and explain how success with the targeted grant, publication or dissemination will help fulfill these plans.
- Applications should be professionally written and error free.

Where available funding is insufficient to support all applications being reviewed at any one time, applications will be assessed on a case by case basis with priority normally given on the following basis:

1. Applications from faculty members who are reapplying to SSHRC after obtaining a "Third Sextile" ranking level in the previous competition
2. Applications from tenure-track faculty to develop SSHRC, CFI, Canada Council for the Arts, or other major external research grants
3. Applications from tenured faculty to develop SSHRC, CFI, Canada Council for the Arts, or other major external research grants
4. Applications to assist with the completion of research leading to publication or other peer-reviewed forms of dissemination (not including conference presentations)
5. Applications from tenure-track faculty to develop minor external research grants or significant internal research grants
6. Applications from tenured faculty to develop minor external research grants or significant internal research grants

Typically, a “minor” grant is defined as a grant under \$20,000. “Significant internal grants” include but are not limited to large Hampton Grants and Peter Wall grants.

Research activities detailed in the application for funding should be one-time in nature; the activities should be targeted to a specific grant application or publication/ dissemination project; applicants must ensure the targeted grant or publication venue is identified in their application. Successful grantees of the FCCS Research Development funds will be required to submit an application to the targeted granting agency, and/or complete the research described.

Applications will be accepted for activities for grant development such as the following:

- completing preliminary data collection
- doing literature reviews
- meeting with potential partners or collaborators
- preparing preliminary budgets (e.g. getting estimates)
- securing community or in-kind support
- researching alternate or matching funding sources
- researching dissemination venues
- creating needs assessment
- acquiring support documents
- translating documents needed for research purposes
- hiring student research assistants
- other relevant expenses directly leading to a peer-reviewed publication or creative presentation

Applications will be accepted for activities for publication/ dissemination such as the following:

- preparing a scholarly book or catalogue for publication (indices, copy-editing, permissions, etc.)
- completing any final elements of research directly related to finishing a journal paper, monograph, book chapter, edited publication, including page charges for peer-reviewed journals
- completing many forms of creative work, including costs associated with travelling exhibitions or touring performances
- hiring a research assistant
- and other relevant expenses directly leading to a peer-reviewed publication, creative presentation, or Educational Leadership output (e.g. report on pedagogical practice)

Expenses that are not eligible include the purchase of capital equipment or software; membership fees or book or subscription expenses; conference expenses.

Applications to cover expenses for activities other than those listed will be reviewed and accepted based on relevance to the intent of this fund, merit, and available funding.

Successful applicants will be required to complete an RPIF and so the ORS can set up a research account.

Please note that funds must be spent within one-year of notification of successful award.

Successful applicants will be required to submit receipts or invoices for expenses incurred along with the completed FCCS Expense Claim Form.