

## **FCCS Term Faculty Research / Travel Award GUIDELINES**

The mandate of the **FCCS Term Faculty Research / Travel Award** is to proactively support the developing research profile of FCCS Term Faculty in Lecturer and Sessional Lecturer 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 15<sup>th</sup>** deadline for submission. Awards will be adjudicated by the *Research Scholarship Policy and Awards 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 Scholarship Policy and Awards 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 Scholarship Policy and Awards 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/>