

Douglas College Research and Scholarly Activity Fund

Terms of Reference

Purpose:

This administrative fund supports various types of research and scholarly activity at Douglas College. It recognizes the research and scholarship already being undertaken at the College, and provides further funding opportunities to promote and build institutional and faculty capacity. The activities recognized by the College are detailed in the [Research and Scholarly Activity Policy](#). The fund is not a replacement for [Common Professional Development](#) funding.

Process:

1. Applications will be adjudicated by the Research and Scholarly Activity Fund Adjudication Committee (RSAFAC). The committee will recommend applications for funding to the Vice President's Academic Council (VPAC).
2. As outlined in the [Terms of Reference](#), the Adjudication Committee (RSAFAC) shall consist of one elected member from each Faculty in the Academic Division, not including the chair or recorder. Each member of the RSAFAC will serve a three-year term.
3. Adjudication occurs three times per year, with application deadlines on or about **October 15**, **February 15**, and **May 15**.
4. Regular faculty are eligible to apply for funding. Employees other than regular faculty need the permission of their Dean or relevant supervisor.
5. The RSAFAC will rank all eligible applications according to the ranking criteria (see below).
6. Funding Details:
 - **Standard Funding** to assist with research or scholarly activity projects and/or their dissemination is available to a maximum of \$3000.00 per application and subject to an annual "cap" of \$3000.00 per applicant per fiscal year.
 - **Sectional Equivalent Funding** to provide instructional release for faculty engaging in research is available to a limit of one sectional release per year. Faculty may apply for both categories of funding simultaneously, i.e. for a Sectional Equivalent Funding to engage in the research and Standard Funding for costs associated with conducting and/or disseminating the research. The above funding limits apply.
7. In the event that a funding application is for a project co-authored or co-presented by Douglas College faculty or employees, the maximum funding available will be \$3000.00 for the project less any funds previously awarded to the applicants in the current fiscal year.
8. Faculty and other Douglas College employees who have received external research grants may be given priority for being awarded sectional releases, if needed, to conduct research related to their external grant(s).
9. New applications by faculty or other College employees who have not submitted a Research and Scholarly Activity Fund Final Report or who have open RSAF accounts will not be forwarded to the RSAFAC for adjudication. Funded faculty are required to report out to Faculty Deans and to the College Community by completing and submitting a final report. Failure to do so will negatively affect the success of their future applications to the Research and Scholarly Activity Fund.

10. Funds must be used within one calendar year beginning on the date the applicant receives notification of a successful application.
 - a. Under exceptional circumstances, requests for an extension of a committed balance will be considered.
 - i. A request in writing detailing the rationale for the extension must be submitted to the Research and Scholarly Coordinator, who will review the request and recommend the extension.
 - ii. If an extension is granted, balances may only be carried forward over two fiscal years.
11. Research and Scholarly Activity Fund funding is not transferable. Funding must be applied to budgeted items included and specified in the original application. Any outstanding balance(s) upon completion of the funded project will be remitted to future Research and Scholarly Activity Fund budgets and cannot be used to undertake initiatives not specified in the original application.
12. Applications for retroactive funding of completed projects will not be accepted.
13. Research and scholarly activity projects involving human subjects will not be considered without prior approval from the College's [Research Ethics Board](#).
14. Research and scholarly activity projects involving animals will not be considered without prior approval from the [College Animal Care Committee](#).
15. Research and scholarly activity projects involving biohazards, radioactive materials or having environmental impacts on human subjects will not be considered without prior approval from the [Dean, or Associate Dean, Faculty of Science and Technology](#).
16. The purpose, process, and ranking criteria for the Research and Scholarly Activity Fund will be reviewed by the RSAFAC annually.

Ranking Criteria:

The Research and Scholarly Activity Fund Adjudication Committee (RSAFAC) will rank applications on the strengths of the following criteria:

1. Stated purpose or goals of the proposed project.
2. The proposed project's alignment with current College, Faculty, department, discipline, or individual initiatives.
3. The applicant's involvement in a relevant research or scholarly community and/or evidence of research and scholarly activity (e.g.: publications, presentations, partnerships). A current curriculum vitae must be submitted with Research and Scholarly Activity Fund applications as documentation of research and scholarly activity.
4. The proposed project's contribution to the College's internal and external reputation for significant research and scholarship.
5. The proposed project's contribution to the development of student research skills, the enhancement of student learning, or the engagement of students in attaining research experience at the college.
6. Budget rationale for the allocation of funds seems appropriate for the funds requested.
7. **For time release applications only:** The project's detailed work plan outlining the proposed activities to be undertaken with the time release, a detailed time frame for achieving the goals of the project, and a description of the outcomes for the project.