

Faculty of Education Strategic Research Support Funds Program

Guidelines

(Updated April 2019)

Purpose

The purpose of the Strategic Research Support Funds Program is:

- to provide funding support for research, scholarly work, and creative activities by faculty members;
- to support research, scholarly work, and creative activities that are intended to develop into larger-scale projects for which university-external funding will be sought, including but not limited to Tri-Council grants;
- to provide research assistantship and other scholarly learning opportunities to undergraduate and graduate students linked to faculty members' research, scholarly work, and creative activities, with priority given to students in the Faculty of Education.

Funds

To promote these objectives, the Strategic Research Support Funds Program currently offers the following funding opportunities:

Fund	Amount
<u>Research Development Fund (RDF)</u>	Up to \$5,000
<u>Research Support Fund (RSF)</u>	Up to \$3,000
<u>Scholarly Works Fund (SWF)</u>	Up to \$,1500
<u>Conference Travel Fund (CTF)</u>	Up to \$500 or \$1,000
<u>Event Sponsorship Fund (ESF)</u>	Up to \$1000
<u>Teaching Release Fund for Multi-Year Major Grant Holders</u>	Up to 5 credit-hour course release per grant

General Conditions

In addition to the specific conditions attached to each funding opportunity (see below), all funding opportunities are also subject to the following general conditions:

- The term “research” is used in this document to mean research, scholarly work, and creative activities.
- Fund allocations are dependent on availability of funds, as determined by the Dean.
- Any unused funds from an award will be returned to the Strategic Research Support Funds Program.
- Only tenure-track and tenured faculty members as well as those in professorial term positions in the faculty are eligible to apply as principal applicants.
- Co-applicants are permitted and encouraged for some of the funds (see specifics under individual fund guidelines), though one applicant needs to be identified as the principal applicant.
- For a project’s paid support work (e.g., research assistantship), qualified undergraduate or graduate students from the Faculty of Education are to be given priority to provide that support work.
- A final report summarizing the activities undertaken as part of the project and the use of the funds is required and is normally due within 3 months following the award period or following the event for which funding has been received. A grant holder (as principal or co-applicant) is considered to hold the grant until the submission of the final report.
- The funding amount listed for each fund is the maximum a project under the respective fund can receive. The actual amount given to a project (up to the maximum amount) is at the discretion of the Dean, who considers funding availability and project needs as assessed through the review process.
- At any given time, to be eligible, an applicant to the Strategic Research Support Funds Program,
 - cannot hold more than two grants in total as the principal applicant;
 - cannot hold more than one grant from each of the different fund types as the principal applicant;
 - cannot hold more than one grant from each of the different fund types as co-applicant.

Application Process

Applications to the Strategic Research Support Fund Program are accepted on a rolling basis.

To submit an application, the principal applicant must send an electronic [application form](#) to the Financial Administrator of the Faculty of Education at dalila.bonilla@umanitoba.ca.

Note: if the application is for the Research Development Fund or the Research Support Fund, the applicant must also submit a **completed but unsigned** [Funding Application Approval Form \(FAAF\)](#) along with their application. In the event that the applicant is successful, the FAAF will subsequently be signed by the Department Head and Dean.

After the review of the application has been completed, the Dean or designate will inform the principal applicant by email of the result of the review and, if successful, the amount granted to the project. If applicable, the award letter will also provide information on the conditions of the award and instructions for setting up and accessing the award fund.

Submission of Final Report

The final report for the funded project is normally due within 3 months following the award period or following the event for which funding has been received.

The following template should be used for the final report: [final report](#)

The final report should be submitted to the Financial Administrator of the Faculty of Education at dalila.bonilla@umanitoba.ca

Research Development Fund (RDF)

Purpose: to support research projects intended to develop into larger-scale research projects for which university-external funding will be sought, including but not limited to Tri-Council funding programs.

Value: up to \$5,000

Conditions of Award:

- Projects should be designed to be completed within 24 months. Funding will be awarded for a 24-month period, though a time extension can be granted upon written request to the Associate Dean (Graduate Programs & Research) and at the discretion of the Dean.
- Applicants are required to submit a completed but unsigned Funding Application Approval Form (FAAF) with their application.
- A Research Development Fund (RDF) application will have a principal applicant and can have one or more co-applicants. The principal applicant must be responsible for at least 50% of the work on the project, as identified on the FAAF.
- Research projects supported through this fund can consist of one or more research project components, including literature review, data collection, developing a theoretical framework, piloting new instruments or approaches, knowledge mobilization, or creative activities, as long as the proposed research activities address the purpose of the RDF.
- The fund does not support conference participation, as other funds within the Program support that purpose.
- Successful principal applicants are expected to work with the Research Facilitator to develop the funded project into a larger-scale research project (excluding knowledge mobilization grants) for which university-external funding will be sought and for which the principal applicant will be the principal investigator.
- Grant-holders who do not submit an application to a university-external funding agency for a project developed from the RDF-funded research project within a reasonable timeline may be ineligible to apply to the RDF in the future.

Evaluation Criteria:

- The overall quality of the proposal;
- The budget justification;
- The provision of training opportunities for students, with priority given to students from the Faculty of Education;
- The potential of the proposed project to contribute to the development of a larger-scale research project for which university-external funding can be sought;
- The research and publication achievements of the applicant, relative to their stage of career.

Research Support Fund (RSF)

Purpose: to support faculty members' publication output through the financial support of small-scale research projects that are not intended to be developed into larger-scale research projects for which university-external funding will be sought.

Value: up to \$3,000

Conditions of Award:

- Projects should be designed to be completed within 24 months. Funding will be awarded for a 24-month period, though a time extension can be granted upon written request to the Associate Dean (Graduate Programs & Research) and at the discretion of the Dean.
- Applicants are required to submit a completed but unsigned Funding Application Approval Form (FAAF) with their application.
- An RSF application will have a principal applicant and can have one or more co-applicants. The principal applicant must be responsible for at least 50% of the work on the project, as identified on the FAAF.
- The fund does not support conference participation, as other funds within the Program support that purpose.
- A successful completion of the RSF-funded research project is expected to lead to one or more scholarly publications.

Evaluation Criteria:

- The overall quality of the proposal;
- The budget justification;
- The provision of training opportunities for students, with priority given to Faculty of Education Students;
- The research and publication achievements of the applicant, relative to their stage of career.

Scholarly Works Fund (SWF)

Purpose: to support knowledge mobilization projects linked to research or scholarship of teaching projects. Examples of supported knowledge mobilization projects include (but are not limited to) editorial work for book or special journal issue manuscripts, website creation and maintenance, the development and distribution of curriculum documents and teaching resources, art exhibitions, and video productions.

Value: up to \$1,500

Conditions of Award:

- Funding will be awarded for a 12-month period, though time extensions can be granted upon written request to the Associate Dean (Graduate Programs & Research) and at the discretion of the Dean.
- An SWF application will have a principal applicant and can have one or more co-applicants. The principal applicant must be responsible for at least 50% of the work on the project.
- The SWF does not cover costs linked to conference participation, or costs linked to author or open-access fees charge by journals or publishers.

Evaluation Criteria:

- The overall quality of the proposal;
- The budget justification;
- The research and publication achievements of the applicant, relative to their stage of career.

Conference Travel Fund (CTF)

- Purpose:** (a) to support faculty members' travel to present at conferences and other scholarly events;
value: up to \$500.
- (b) to support conference travel to present on RDF- or RSF-funded projects;
value: up to \$1,000.
- (c) to provide matching funds for successful applications to the UMSSHRC Exchange Grants Program;
value: up to \$1,000.

Conditions of Award:

- A CTF application can have only one applicant;
- Trips supported through the CTF for the same applicant have to be at least 12 months apart.

Evaluation Criteria:

- The scholarly significance of the conference or scholarly event;
- The role of the applicant at the conference or event (only applicants who will be presenting at the conference or scholarly event are eligible for funding);
- The research or scholarly or creative achievements of the applicant, relative to their stage of career.

Event Sponsorship Fund (ESF)

Purpose: to support events hosted by Faculty of Education faculty members that are consistent with the Faculty's [Mission](#) and [Strategic Plan](#).

Value: up to \$1,000

Conditions of Award:

- An ESF application has one principal applicant and can have co-applicants.
- Events supported through the ESF for the same principal applicant have to be at least 12 months apart.
- The sponsoring of an event by the Faculty of Education through an ESF award should be highlighted at the event.

Evaluation Criteria:

- The overall quality of the proposal;
- The budget justification;
- The research or scholarly or creative achievements of the applicant, relative to their stage of career.

Teaching Release Fund for Multi-Year Major Grant Holders

Purpose: to provide course release to holders of university-external multi-year major grants that do not already provide release time to the principal investigator.

Value: the value of up to 5 credit hours of course release

Conditions of Award:

- The fund is available to the principal investigators of university-external multi-year major grants. These will often be Tri-Council grants, though at the discretion of the Dean, multi-year major awards from other university-external funders might also qualify.
- An application is not required. Major grant holders will be contacted by the Associate Dean (Graduate Programs & Research) following the release of the Notice of Award.
- The principal investigator receives one credit hour course release for each year of the duration of the multi-year grant to a total of not more than 5 credit hours. The total number of credit hours of release time will be credited to the principal investigator at the time of the start of the grant. However, the timing of the redemption of the release time has to be approved by the Department Head to accommodate the teaching needs of the Department.