

## Terms of Reference

The University and the Vancouver Island University Faculty Association (VIUFA) have formed a joint committee (Article 12.5) which shall:

- a) provide at least two sections of release per year to regular faculty members to stimulate scholarly research (**these are awarded in the Fall pool only for use in the following academic year**)
- b) award research grants of up to \$1,000 per applicant to support scholarly research by regular or temporary faculty
- c) award funding to temporary faculty for conference attendance

## Membership

The Committee shall consist of the Vice President Academic (or designate); the Chair of the VIUFA Professional Development Committee; and three other faculty members. Membership should be established by October 15<sup>th</sup> of any given year. There is no time limit to the term of service on this Committee.

## Project Review Criteria

Funding will be awarded in two pools; with the Fall deadline near the end of November and the Spring deadline near the end of February. **Release sections will be awarded in the Fall pool only and are to be taken in the following academic year.** At its discretion, and if sufficient funds have been carried over from a previous year, the Committee may choose to award more than two release sections. Late applications will not be considered.

Granting of awards will be based primarily on the scholarly merit of the proposal with the following factors taken into consideration:

- awards will be distributed among all VIUFA staffed program areas with as much equality as is warranted
- new project proposals will receive priority over projects previously funded by this Committee
- first time applicants will receive priority over previous years' grant winners in the event that all approved projects cannot be funded
- funding is intended as seed money
- a tangible outcome is expected, e.g. publication, presentation of paper, etc.

Research and Scholarly Activity grants are intended to defray the costs associated with research and scholarly activities. A non-exhaustive list of some examples of these costs includes:

- equipment and supplies
- contributions toward salaries for student research assistants
- Ph.D. completion research
- conference attendance and associated costs (for temporary faculty only)

Grants are not intended to provide:

- curriculum development
- institutional research
- Master's degree completion research
- items normally eligible for faculty Professional Development funds

### **Eligibility**

Release Sections: All regular VIUFA faculty  
Research Funding: All regular and temporary VIUFA faculty  
Conference Attendance: Temporary VIUFA faculty only  
Faculty must be employed by Vancouver Island University at the time of application.

### **Size of Awards**

Grants will normally be to a maximum of \$1,000, but the Committee can award larger amounts at its discretion. The Committee may recommend partial funding, or funding at amounts lower than those requested.

### **Administration of Funds**

In general, grants are to fund projects over a one-year period from the date of the award. In the case of conference attendance, receipts should be submitted within one month of the date of the conference. All receipts must be submitted with an expense claim form to the Chair of the Committee.

When a faculty member is no longer employed at the institution but has been granted research funding, any decision to continue or discontinue funding will be made at the discretion of the Committee.

### **Support Personnel**

Before hiring support staff and other project personnel, proponents should consult with Human Resources and/or the Campus Career Centre regarding the hiring of research assistants.

### **Capital Equipment**

Any capital equipment must be purchased through Vancouver Island University's regular purchasing procedures. All equipment will be under the use and care of the proponent for the duration of the project, but ownership and eventual disposition remain with the institution.

### **Accountability**

At the conclusion of their projects, proponents will be required to submit a brief final report via email to the Committee. Further funding is contingent upon the submission of this report.