

Research and Scholarly Activity Centres and Institutes Proposal

Applicants can develop their plan by completing this form and saving it as their Research and Scholarly Activity Centre and Institute Plan Application – last name.

Applicant name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Research or Scholarly Activity Centre or Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submission checklist: I can confirm that the following has been completed:

* This submission complies with VIU’s Policy and Procedure on Research or Scholarly Activity Centres and Institutes.
* A Dean is sponsoring this Research and Scholarly Activity Centre and Institute (RSACI).

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| --- | --- | --- |
| 1. *Please sign upon completion*
2. *Submit your proposal to the Dean who will sponsor the entity.*
3. *With the Dean’s support, the proposal will be forwarded to its Faculty Council for endorsement.*
4. *With the Faculty Council endorsement, the Dean will forward it to the AVP, SRCA.*
 | **Proponent/applicant:** |  |
| **Date:** | Click here to enter a date. |
| **Sponsoring Dean Approval:** |  |
| **Date:** | Click here to enter a date. |
| **Faculty Council Endorsed:** |  |
| **Date:** | Click here to enter a date. |
| 1. *After review by the AVP SRCA, the proposal will be forwarded to the Provost and Vice-President Academic for consideration.*
 | **AVP SCRA Review:** |  |
| **Date:** | Click here to enter a date. |
| 1. *The Provost and Vice-President Academic will bring it to Senate for approval.*
 | **Provost & VP Academic** |  |
| **Date:** | Click here to enter a date. |
| 1. *With the approval from Senate, the proposal will be forwarded to the Board of Governors for information.*
 | **Senate Approval:** |  |
| **Date:** | Click here to enter a date. |
| 1. *After being shared with the Board of Governors the proposal will be forwarded to the Dean and AVP SRCA to operationalize.*
 | **Board of Governors**  |  |
| **Date:** | Click here to enter a date. |

Note: If at any point in the consideration process the proposal is not supported, reasons will be provided to the proponent.

Proposal Name

*Please provide the name of the Research or Scholarly Activity Center or Institute (RSACI).*

Mission or Vision Statement*Please provide a concise statement of the mission or vision of the proposed RSACI.*

Purpose
*Please provide the purpose of the RSACI and include a description of the centre's mandate, goals and objectives, philosophy (if relevant), and scope.*

Relevance

*Please provide the relevance of how the RSACI aligns with the University's mandate, and how it benefits the University, the Faculty, VIU students and the University's geographical region, as relevant.*

Research Plan
*Please provide a plan that outlines the following in relation to the stated objectives of the RSACI:*

1. The activities and methods to be used to achieve the goals and objectives. Where relevant, identify the relationship of these activities to academic programs at VIU and external communities.
2. Intended outcomes and benefits that will result from the RSACI (stated in measurable terms) over the five-year period (or for its full term if less than five years)
3. The projected timelines and key milestones to launch or operationalize the RSACI.

Membership

List the faculty members, staff, administration, research fellows, adjunct professors, visiting scholars, community experts, support staff and students (where possible) that will be involved in operationalizing the RSACI.

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| --- | --- | --- |
| Name | Type (faculty member, staff, etc.) | Description of their role in the RSACI |
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Describe how the RSACI will provide opportunities for student engagement.

Include the process and criteria that will be used for the selection of new members.

Leadership

*Please identify a proposed Director or the process and criteria that will be used to select a director.* *Note that any reassignment time for the Director, if required, must be identified in the proposed budget, and approved by the Dean.*

Management Committee

*Please provide a minimum of three names, including a minimum of one Dean, or designate, and the Director, and include the roles and responsibilities of each member and a Terms of Reference that will guide the operation of the Committee.*

|  |  |
| --- | --- |
| Members Name | Role and Responsibility  |
|  |  |
|  |  |
|  |  |

Advisory Committee

If the RSACI has a strong applied research mandate and shows the participation of external members, please provide a list of all external members and the role of the advisory committee. This should also be included in the Terms of Reference.

|  |  |
| --- | --- |
| Membership name | Organization |
|  |  |
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Resource Requirements

Please identify the resource requirements to operate the RSACI that will be incorporated into the budgetary and planning processes of the Faculty of the sponsoring Dean. Please use the [budget template](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fresearch.viu.ca%2Fsites%2Fdefault%2Ffiles%2Fbudget-template-for-rsaci-proposals.xlsx&wdOrigin=BROWSELINK) provided.

Financial

Please provide a projected budget that describes anticipated expenditures and expected revenues for a minimum of 3 to a maximum 5-year period.

* It should provide an estimate for all projected expenditures, including support service requirements such as accounting, human resources, computing, library, space, furniture, and equipment.
* It should also identify and describe all confirmed and anticipated sources of revenue, including in-kind contributions that have an impact on a department, a faculty, or the institution (e.g., a dedicated space, financial or clerical support) shall be identified.
* For anticipated external grant and contract revenue, ensure that estimates comply with the [Indirect cost guidelines for VIU.](https://research.viu.ca/sites/default/files/indirect_costs_recovery_and_distribution_-_2019_2.pdf)
* Ensure that you identify and describe all requests for institutional funding.
* Note that all fundraising activities identified in the operation of the RSACI should be discussed with the Advancement Office.

Human Resources

Please identify any anticipated employment opportunities for faculty, staff, and students through the research entity.



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