

## VIU Research Awards Committee

### Terms of Reference

#### Mandate

The Vancouver Island University Research Awards Committee (VIURAC), which is advisory to the President of Vancouver Island University (VIU), has been established to encourage and support research and scholarly activity for the institution and to administer the Research Fund and other research funds that may be assigned to the Committee from time to time. Currently, the grants administered by the Committee include: Amplify, Engage, Explore, Gather, Innovate, Inquiry, Publish, Collaborate and the Chestnut Fund. The committee is responsible for allocating funding from VIU internal research award funds, the SSHRC Small Institution Grant, the SSHRC General Research Fund and the NSERC General Research Fund.

#### Duties of the Committee

The VIU Research Awards Committee has the following duties:

1. Place calls for funding:
  - a. Place a call out to VIU faculty for Research Awards applications at least annually, and if funds permit semi-annually;
  - b. From time-to-time issue 'special' calls for funding.
2. Establish criteria for the Awards;
3. Review and adjudicate the submissions for research awards;
4. Receive and review research reports;
5. Hold an annual business meeting to review:
  - a. the *Terms of Reference*
  - b. the financial report for the funds
  - c. the application criteria and instructions
  - d. the process for review and adjudication of the awards

#### Membership and Appointment

The Committee is comprised of at least six faculty representatives, (the voting members), and the Associate Vice-President, Scholarship, Research and Creative Activity (ex-officio). Administration is provided by the Scholarship, Research and Creative Activity Office. The Associate Vice-President, Scholarship, Research and Creative Activity (or delegate) serves as the Committee Chair, and votes in case of a tie. A Vice-Chair is elected by the Committee from among the faculty representatives in the first meeting of each new academic year.

The Deans of the Faculties listed below will be given opportunity to nominate one or two individuals from their faculties as membership terms expire. Candidates are expected to have knowledge and experience related to research funding.

- Faculty of Health & Human Services
- Faculty of Arts and Humanities
- Faculty of International Education
- Faculty of Trades & Applied Technology
- Faculty of Science & Technology
- Faculty of Social Sciences
- Faculty of Education
- Faculty of Career and Academic Preparation
- Faculty of Management

### **Term of Membership**

Candidates will normally be appointed for a two-year term, in staggered years, which may be extended for a further year. Nominations will be brought forward to the Provost Council for election so that appointments are made by October 15<sup>th</sup> in any given year.

### **Meetings**

Meetings will be held to discuss applications and to make decisions on the awards. Depending on the number of applications, the committee will normally meet once or twice after each call deadline.

Meetings are scheduled approximately 10 days after the call deadline, to allow for two weekends and a working week in which committee members can review the applications.

A business meeting to review terms of reference, grant criteria, and process will be held in April or May of each year.

### **Quorum**

Quorum will be four of the faculty voting members. In the event of a tie the Committee chair will cast the deciding vote.

### **Conflict of Interest**

VIU Research Award Committee members are eligible to compete for funding but are excluded from consideration of their own project.

### **Grant Facilitators**

All applicants are encouraged to contact a Grant Facilitator, Bettina Ruhstein or Roisin Mulligan, for assistance writing an application.