

Douglas College Research and Scholarly Activity Funds

Terms of Reference

Purpose:

This administrative fund supports various types of research and scholarly activity at Douglas College including the Research and Scholarly Activity Travel Fund (RSATF) and the Research and Scholarly Activity Project Fund (RSAPF). 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 fund is not a replacement for Education Leave.

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) who will have final authority for funding approvals or denials.
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 is usually aligned with application deadlines set by the Research and Innovation Office.
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 eligible applications according to the criteria on the adjudication form and in the RSA Travel and Project Fund descriptions.
6. Funding Details:
 - Funding is capped at \$3,000 for the RSAPF and \$4,500 for the RSATF (a maximum of \$3,000 per RSATF application applies) per calendar year.
 - Awarded funds may not be used to cover student travel, registration fees, or accommodation.
7. If a funding application is for a project co-authored or co-presented by Douglas College faculty or employees, the maximum funding available will be \$3,000 for the project less any funds previously awarded to the applicants in the current calendar year.
8. Applicants who have received external research grants—or are applying for them—may be given priority.
9. Successful applicants are required to submit all publications and presentations resulting from the work to the Douglas Open Repository (DOOR). Project fund recipients must submit a final report form. All recipients must complete a faculty information form when they accept the award.
10. Applicants who have not fulfilled reporting obligations for previous RSAF activities will not be considered for new funding.

11. Funds must be used within one year from the date the applicant receives notification of the award. In exceptional circumstances, an applicant can apply for an extension for up to one additional year by submitting a written rationale to the Research and Innovation Coordinator at least 3 months prior to the expiration date of the award.
12. Research and Scholarly Activity Fund funding is not transferable. Funding must be applied to budgeted items specified in the original application. Any outstanding balance(s) upon completion of the funded project will be remitted and cannot be used to undertake initiatives not specified in the original application.
13. Allocated awards are subject to review by the Research and Innovation Office at any time and may be re-allocated or restricted as a result of review.
14. Applications for retroactive funding of completed projects will not be accepted.
15. Projects involving human subjects must receive approval from the College's Research Ethics Board prior to accessing any awarded funds.
16. Projects involving animals must receive approval from the the College's Animal Care Committee prior to accessing any awarded funds.
17. 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.
18. The purpose, process, and ranking criteria for the Research and Scholarly Activity Fund will be reviewed by the RSAFAC every two years or as needed.