FACULTY RESEARCH DEVELOPMENT FUND

KNOWLEDGE MOBILIZATION & RESEARCH-CREATION GRANT GUIDELINES AND APPLICATION

# Guidelines

## Purpose

The ***Knowledge Mobilization & Research-Creation Grant*** supports innovative knowledge mobilization (KMb) and/or research-creation activities.

This grant covers new KMb or research-creation activities that existing faculty or internal funds can’t support.

Eligible projects include:

* Knowledge mobilization (mobilization, dissemination, implementation science)
* Research-creation
* Combined research-creation and knowledge mobilization

The funding aims to

1. Enhance knowledge sharing beyond academia
2. Boost research-creation activities at Western
3. Support competitive external grant applications.

Amount

The maximum award is **$5000**.

Objectives

The grant’s specific objectives are to:

* Develop innovative and creative KMb activities and outputs
* Support new research-creation initiatives
* Build capacity by empowering leaders in KMb and research-creation
* Improve the uptake, application, and impact of Tri-agency-related research
* Enhance Western’s role and capability in research-creation
* Raise visibility for Western’s Tri-agency-related research and researchers

Applicants are encouraged to collaborate with a student from Western on KMb or research-creation activities.

The research project or activity must align with [**SSHRC’s Subject Matter Eligibility**](https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx#af2) mandate.

Applicant Eligibility

* Applicants **must** be a **full-time** faculty member in the Faculty of Education with a **research-eligible appointment**.
* If the Principal Investigator (PI) no longer holds an eligible appointment at the University during the award period, the grant will be cancelled, and the remaining recoverable funds will be returned to the common fund.
* Faculty members may hold **only one** Knowledge Mobilization & Research-Creation Grant as the PI.
* Researchers **may not** hold more than one Knowledge Mobilization & Research-Creation Grant concurrently.
* Faculty members who have previously held a Knowledge Mobilization & Research-Creation Grant **must** apply for external funding (the application does not have to be successful) before reapplying for internal financing.
* Faculty members who are retired, part-time or seconded to the Faculty are **not eligible** to apply for these funds.

## Submissions

The competition deadline is February 15.

Complete applications, including the applicant’s signature, may be submitted to the Education Research Office via the [**ONLINE SUBMISSION PORTAL**](https://forms.office.com/Pages/ResponsePage.aspx?id=TaaTrQ2tzU6y_eU84Vllvhi9le4B5JFGuLVn6yEljaZUQjA3ODY1SUZPS0xBMDhOOEQ5UlJTSDFZMi4u) by **February 15, before 4 pm**. Late applications will not be accepted.

The application must be submitted **as a single file** (Word or PDF) and include:

* An application form
* An appendix with any references or diagrams (maximum one-page). For research-creation projects, applicants may include support materials, such as website links showcasing artistic work that demonstrates qualifications and/or the nature of the proposed research-creation, along with titles, dates of creation/production, and brief context for the works.

It is the responsibility of the applicant to ensure that all conditions are met and that the application is complete and submitted as required.

Kindly note that, do **not** complete a **ROLA** for this application. If successful, a ROLA will be initiated then.

Project Time Period

Grants will be available for **one year**. Upon termination of an award, any unspent balance will revert to the fund. If there are funds remaining in the account as of the end date the grant will automatically be extended for one year.

**Extensions** may be granted in special circumstances upon written request to the Associate Dean of Research.

Budget Justification

An adequate budget justification is required, including estimated costs for eligible expenditures. All expenses must align with faculty and university pay rates and policies and comply with Tri-Agency policies, including the [**Tri-Agency Guide on Financial Administration.**](https://www.nserc-crsng.gc.ca/interagency-interorganismes/TAFA-AFTO/guide-guide_eng.asp)

* **Eligible Research Expenses:**

<https://www.uwo.ca/finance/forms/docs/research/useofFunds_checklist.pdf>

* **Researcher Toolbox:**

<https://www.uwo.ca/hr/researcher.html>

* **Western's Travel Procedures:**

<https://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_procedure.pdf>

**Personnel costs:**

Salary and benefits for students, postdoctoral fellows, and research staff. Current employee benefit rates can be found in the Benefit Recovery Rates section located on the [**HR Services webpage (Researcher Toolbox)**](https://www.uwo.ca/hr/researcher.html).

**Materials and supplies:**

Whenever applicable, provide explanations for unit quantities and costs, along with supplier quotes for purchased services (e.g., graphic design or equipment repairs).

**Equipment, computing equipment & software:**

Provide quotes or advertisements/screenshots showing prices. All equipment purchased with these funds becomes the institution's property and must be directly related to the KMb or research-creation activity, not for general research purposes.

**Other expenses:**

Provide a brief explanation and quotes/ads/screenshots for all items.

Eligible Expenses

* Hiring students: Funds may be used to hire undergraduate or graduate students from Western, who are expected to be actively engaged in research-creation and/or KMb activities.
* KMb activities: Funds can support KMb initiatives that communicate research, enhance creative outputs, and implement science activities. Projects may include printed materials, infographics, videos, social media campaigns, musical compositions, GIS mapping, policy briefs, podcasts, websites, and journal articles.
* Travel: Travel expenses for research-creation or research mobilization are eligible, but general conference or meeting costs are not. Applicants must justify how travel aligns with project goals and contributes to output development.
* Book and large creative projects: Funds can support completing books or substantial creative projects. For books, applicants must have a contract with a recognized press and be near submission. For creative projects, evidence of financial or institutional support is required, and funds may cover proofreading, artwork licensing, indexing, translation, and completion activities.
* Open access fees: Funds may be allocated for open access fees related to publishing research output such as books, datasets, journal articles, and other creative works.
* Research-creation projects only: Funds can [**support research-creation projects**](https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/preparing_research_creation_application_idg-preparer_l_application_recherche-creation_sds-eng.aspx) where the creation process is integrated with research activities, resulting in critically informed work across various media. This may involve primary research. According to SSHRC, research-creation is defined as follows: “Research exclusively about the creation process or about literary/artistic productions, or creative work involving minimal scholarly investigation, will not be considered to fall within the scope of research-creation. A research-creation proposal must address clear research questions, offer theoretical contextualization within the relevant fields of inquiry, present a well-considered methodological approach and creation process, and produce critically informed work in a variety of media formats. Both the research and any resulting creative work must meet peer standards of excellence and be suitable for publication, public performance and/or viewing”. Fields that may engage in research-creation include but are not limited to architecture, design, creative writing, visual arts, performing arts, cinema, music, and more.

Ineligible Expenses

Expenses for general conferences or meetings not directly linked to the project’s goals, activities, or outputs are ineligible and will be excluded from budget requests.

Evaluation Criteria

Applications will be assessed based on the project type:

* Knowledge Mobilization: This involves the reciprocal flow and uptake of research knowledge among researchers, knowledge brokers, and users, aiming to benefit users and create positive impacts in Canada and internationally. Activities include knowledge mobilization, dissemination, and implementation science. The proposed KMb activity must demonstrate a need that cannot be met with currently available funding.
* Research-Creation: This approach integrates creative and academic research practices, fostering knowledge and innovation through artistic expression, scholarly investigation, and experimentation. It emphasizes the interactive relationship between creative exploration and research.
* Both Research-Creation and Knowledge Mobilization: This includes a research-creation project that features a dissemination plan targeted at knowledge end users.

General assessment criteria:

1. Challenge – aim and importance of the project (50%)
   1. Originality, significance, and innovation of the KMb or research-creation activity
   2. Expected reach and contribution of the activity
   3. Quality of training, mentoring, and involvement of Highly Qualified Personnel (HQP) in KMb/research-creation
   4. Potential for the project’s influence and impact within and beyond the social sciences and humanities
   5. Commitment to [**equity, diversity, inclusion, and decolonization**](https://uwo.ca/research/services/EDID_Landing_Page.html) in the research, team, HQP, or activities
2. **Feasibility – Plan for Achieving Excellence (40%)**
   1. Suitability of the timeline and likelihood of meeting KMb/research-creation goals
   2. Achievements of the researcher(s) relative to career stage
   3. Appropriateness of the budget and justification of proposed expenses
3. **Capability – Expertise to Succeed (10%)**
   1. Quality, quantity, and impact of past experience and publications or creative outputs for the PI’s career stage
   2. Contributions to training and mentoring of students, postdoctoral researchers, and HQP, in line with career stage.

Adjudication

Applications will be adjudicated by the **Faculty of Education Research Committee** or, if required because of conflict of interest, by an ad hoc committee of full-time faculty members.

Preference will go to applications that offer a clear rationale for the proposed research, exhibit innovation, and contain a budget fully explaining how the money requested will be spent.

Priority will be given to probationary faculty members and projects that might lead to external funding applications.

In general, the committee members will consider the following in an application:

* eligibility of the applicants;
* quality of the proposed research project;
* circumstances and justification of the applicant;
* previous support and its utilization; and,
* other sources of funding currently held by the applicant.

Ethics

All research proposals involving human and/or animal subjects must be approved by the appropriate Western Research Ethics Board. Funds will be encumbered and the project may not commence until appropriate approvals are received by the investigator.

## Use of Funds

* For each award, an account will be set up as an “unrestricted research account”.
* Investigators are expected to expend the funds in the manner proposed in the original request.
* If an award is less than the amount requested, the principal investigator is free to move money from one category to another to make up a shortfall, but not into categories specifically disallowed by the review committee. Approval for new categories may be granted in special circumstances upon written request.
* Applicants are personally responsible for any over-expenditure of the grant.
* All assets purchased with internal grant funds become the property of Western University.

## Surplus

If the funding awarded is less than the amount available in the budget, the Research Committee will consider other options for awarding the funds such as running a second competition during the fiscal year, providing seed funds to those researchers who were unsuccessful in applications for external funding, or other research possibilities.

Final Reports

## A final report detailing the achievements from the grant, including the impact on the development of HQP, publications, applications for external funding, and collaborations, must be submitted via the [ONLINE FINAL REPORT FORM](https://forms.office.com/Pages/ResponsePage.aspx?id=TaaTrQ2tzU6y_eU84VllvqY-a_X9cIxEglwGJsZzi7BUMUpQMTlJOFJWUkEzVzJES0tFVDJPRTEzQy4u) to the Research Committee within 60 days of the project's completion.

## Final reports must be submitted before new applications are considered.

**Resources**

* [Knowledge Mobilization and Research-Creation Grant guide](https://uwo.ca/research/Restricted_All/doc/Research%20Mobilization,%20Creation%20Innovation%20Grants%20for%20SSHRC-related%20Research%20Guide%202023.pdf) Western ID & password required
* [Research-Creation Primer for Faculties](https://uwo.ca/research/restricted/Internal_Funding/Research-Creation-Primer-for-Faculties.pdf) Western ID & password required
* [Preparing applications involving research-creation](https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/preparing_research_creation_application_idg-preparer_l_application_recherche-creation_sds-eng.aspx)
* [SSHRC guidelines for research-creation support materials](https://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/research_creation-recherche_creation-eng.aspx)
* [Western Research EDID page](https://uwo.ca/research/services/EDID_Landing_Page.html)
* [Western Research Knowledge Exchange site](https://uwo.ca/research/services/kex/index.html)
* [SSHRC guidelines for effective knowledge mobilization](https://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/knowledge_mobilisation-mobilisation_des_connaissances-eng.aspx)

## Questions

All questions should be directed to the Research Officer, Faculty of Education ([**edu-researchoffice@uwo.ca**](mailto:edu-researchoffice@uwo.ca)).

## Part 1: Applicant Information

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| **Applicant Name(s)**: | |  |
| **Email:** |  | |
| **Rank:** Full Professor Associate Professor Assistant Professor Other: | | |
| **Status:**  Tenured Tenure-track Other: | | |
| **ORCID ID** |  | |

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| **Student Supervision and HQP Training:** | | | | | |
|  | **Currently** | | **Over the past five years**  **(excluding the current year)** | |  |
| **Supervised** | **Co-supervised** | **Supervised** | **Co-supervised** | **Total Number** |
| **Undergraduate** |  |  |  |  |  |
| **Master’s** |  |  |  |  |  |
| **Doctoral** |  |  |  |  |  |
| **Postdoctoral** |  |  |  |  |  |
| **Others** |  |  |  |  |  |
| **Total Number** |  |  |  |  |  |

| **Funding Sources:** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Surname and initial(s) of principal investigator and co-investigators | Project Title or Conference Name/Year/Location: | Project period: Research S*tart and end date or date of conference* | Funding agency or internal funding program | Funds requested or received | Status (i.e., awarded, denied, pending) |
| **a) Current Support:** | | | | | |
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| **b) Support applied for (pending and denied):** | | | | | |
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| **C) Support held in the past 5 years, but now complete:** | | | | | |
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## Part 2: Project Information

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| **Part 2-1** |
| **Name of Project:** |
| **Does this project require:** Human Ethics Animal Use Biohazards |
| **If yes, provide protocol number:** |
| **Project Type:**  Knowledge Mobilization (includes mobilization, dissemination, and implementation science)  Research-Creation  Knowledge Mobilization and Research-Creation Project |
| **Keywords (max 5):** |
| **Total Requested budget:** |
| **Part 2-2** |
| **If you were to submit this, which Tri-Council would it be for?** |
| **Did you apply to any internal funding program in the last 24 months?** Yes No |
| **If yes, were you successful?** Yes No |
| **Do you currently hold external research funds?** Yes No |
| **If so, are they related to this application?** Yes No |
| **Part 2-3** |
| **Will the current project support HQP?** Yes No |
| **If yes, how many and at what level?** |
| **Part 2-4** |
| **Does this project require a partner?** Yes No |
| **If so, please provide the names and locations of the proposed partner(s).** |

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| Part 3: Description of Knowledge Mobilization/Research-Creation Activities  |  | | --- | | Explain how the proposed knowledge mobilization (KMb) or research-creation activities connect with your original research to engage others and foster a positive impact on the research community or society. If these activities will support future research or funding opportunities, please describe them. Address the following:   * **Description of KMb/Research-Creation Activity** * **Project Timeline:** Include key milestones. * **Expected Outcomes and Impact:** Include potential for future research and/or funding.   **Maximum 750 words**; please ensure all content is visible, as reviewers may lack scrolling access. | |  | |

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## Part 4: EDID Consideration

## Considerations for equity, diversity, inclusion, and decolonization within the research, research team, HQP involvement, and/or in the KMb/Research-creation activities.

## Maximum 200 words.

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## Part 5: References

Please provide a list of your cited references (**one-page max**).

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## Part 6: Budget and Justification

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| **Description** | **Amount** |
| **Personnel costs (Research Assistants, etc.)** | |
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| **Travel and accommodation (funds needed to carry out research)** | |
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| **Technical Services** | |
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| **Materials and Supplies** | |
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| **Dissemination** | |
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| **Other (please describe)** | |
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| **GRAND TOTAL** |  |

# Part 6: Signature

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| **Signature of Applicant:** |  |
| **Date:** |  |

# Part 7: Attachments

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| **Please attach the supporting documents at the end of this document.**  **Formatting Requirements (for References (including any appendices) & PI CV):**  **All fonts should be 12 point (Times New Roman, Arial, or Calibri are acceptable). Compressed font spacing is not permissible. Margins should be 2.5cm (or 1 inch) on all sides. Please include your name in the header. Line spacing may be anywhere between single to double-spaced.**   1. **Principal Investigator’s CV (Maximum 5 pages)**    1. **CVs must be accurate and up to date. Only 1 CV for the Principal Investigator may be submitted.**    2. **If desired, the Principal Investigator may submit a narrative CV in lieu of the standard CV. Narrative CVs a provides a structured written description of the PI's contributions and achievements that reflects a broad range of relevant skills and experiences, more than can often be seen in a traditional academic CV.** |

[**Submit**](https://forms.office.com/r/9bjYG8EYTH)