# Faculty of Education Faculty Research Development Fund Research Application

## Purpose

The Faculty Research Development Funds are provided to the Faculty by the Office of the Vice-President Research. Funds also come from the President's Office and the SSHRC endowment fund. The **Research Grant** offers financial support for faculty members to initiate new research projects, secure bridge funding, or support reapplication efforts for external grants.

This fund is designed to:

* Provide seed funding for new and innovative research projects.
* Support ongoing research during funding gaps between grants.
* Support new collaborative research relationships with external partners.

Amount

The maximum award is **$7,000**.

## **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 who are retired, part-time or seconded to the Faculty are **not eligible** to apply for these funds.
* Faculty members may hold **only one** FRDF grant annually as the Principal Investigator.
* The study for a previously awarded FRDF must be complete before an individual becomes eligible for another FRDF grant.
* Faculty members who have previously held an FRDF **must** apply for external funding (the application does not have to be successful) before reapplying.

## Submissions

The competition deadline is **May 1.**

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 May 1. Late applications will not be accepted. The applicant is responsible for ensuring that the application is complete and accurate.

You do **not** need to complete a **ROLA** for this application. If successful, an ROLA will be initiated then.

## **Budget and Eligible Expenditures**

All budget items must comply with Tri-Agency policies, the [**Tri-Agency Guide on Financial Administration**](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp) and the specific guidelines outlined in this document.

* **Western Travel Procedures:**

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

* **Eligible Research Expenses:**

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

* **Researcher Toolbox:**

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

**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 on the [**HR Services webpage (Researcher Toolbox)**](https://www.uwo.ca/hr/researcher.html).

**Materials and supplies:**

Provide details and quotes, or include advertisements and screenshots that show prices.

**Travel:**

Travel requests must comply with [**Western policies and regulations**](https://www.uwo.ca/finance/procurement/preparing_to_travel/index.html). Original receipts will be required when processing travel claims.

**Research Travel:** Travel to field sites for data collection is appropriate when justified; provide quotes.

**Conference Travel:** Please provide details and attach quotes for transportation, accommodations, meals, and membership/registration fees.

NOTE: The cost of alcoholic beverages cannot be reimbursed from this grant funds.

**Dissemination Costs:**

Provide details and quotes for publication costs, user workshops, or other activities.

**Equipment:**

Provide quotes or advertisements/screenshots showing prices.

**Other expenses:**

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

## **Evaluation Criteria**

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

Priority will be given to **new projects** and early-career researchers who demonstrate a clear path to peer-reviewed publications and external funding applications, resulting from this support, particularly for first-time applicants and researchers who have not recently received funding from this program.

Applications are adjudicated by the Faculty of Education Research Committee using the following criteria:

* Originality, significance, expected contribution to knowledge, and clear plans for future Tri-Council application development;
* Quality of development and training for students, emerging scholars, and other highly qualified personnel, and opportunities for them to contribute;
* Potential for the project results to have influence and impact within and/or beyond the intended research audience or community;
* Probability that the objectives will be met;
* Appropriateness of the requested budget, justification of proposed costs, and, where applicable, other financial and/or in-kind contributions; and
* Equity, diversity and inclusion in the research team.

## **Project Period**

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

Ethics

The appropriate Western Research Ethics Board must approve all research proposals involving human and/or animal subjects. Funds will be encumbered, and the project may not commence until the investigator receives the necessary approvals.

## **Use of Funds**

For each award, an account will be established as an “unrestricted research account.” Investigators are expected to expend the funds in the manner proposed in the original 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.

## **Final Report**

## 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.

## Questions

All questions should be directed to the Research Officer, Faculty of Education (**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 [ ] retired [ ] other |
| **Early Career Researcher:** [ ] Yes [ ] No |
| **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:** |
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| 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:** |
| **Type of project (please check all that apply):** [ ] Research Project [ ] Conference Travel [ ] Research Group |
| **Does this project require:** [ ] Human Ethics [ ] Animal Use [ ] Biohazards |
| **If yes, provide protocol number:**  |
| **Keywords (max 5):** |
| **Part 2-2** |
| **Have you applied to any external funding programs in the last 24 months?** [ ] Yes [ ] No |
| **If yes, were you successful?** [ ] Yes [ ] No |
| **Do you currently hold external research grants or funding?** [ ] Yes [ ] No |
| **If so, are they related to this application?** [ ] Yes [ ] No |
| **Part 2-3** |
| **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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| **Abstract** **(max 1500 characters or approximately 250 words):** |
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| Part 3: Proposal

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| Please write a **two-page** **description (minimum 11-point font) of the proposed project, excluding references**. **Use the following headings:*** Objectives
* Methodology
* Impact and Significance of the Proposed Research
* Expected outcomes and scholarly outputs (expected articles, presentations, knowledge mobilization)
* Contribution to training HQP (Highly Qualified Personnel)
* Relationship with your research program: (how it relates to your past research and your future research plans; if applicable, how it represents a departure from your previous research). Include a relationship to your currently funded research (external or internal).
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## Part 4: References

Please provide a list of your cited references, limited to one page.

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## Part 5: Budget and Justification

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| **Description** | **Amount** |
| **Personnel costs (E.g., Research Assistants)** |
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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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| **Other (please describe)** |
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| **GRAND TOTAL** |  |

# Part 6: Signature

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

# Part 7: Attachments

Please attach the supporting documents at the end of this document.

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 range from single to double spacing.

1. Principal Investigator’s CV (Maximum five 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 instead of the standard CV. Narrative CVs provide a structured written description of the PI's contributions and achievements that reflect 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)