

Research Project Awards Guidelines

OBJECTIVE AND DESCRIPTION

UNBC has funds for research support, including support from the Ministry of Advanced Education and Labour Market Development to support student-led research. An applicant may receive up to a maximum of \$5,000 per competition (unused funds must be returned). Funds must be spent within the fiscal year. Please see Award Acceptance section below for details.

1. CRITERIA FOR JUDGING OF APPLICATIONS

1.1 The Vice President Research (or designate) will chair an adjudication committee composed of researchers from different disciplines. The committee will evaluate the proposals based on the following criteria:

a) Research project falls within the mandate of the Ministry of Advanced Education and Labour Market Development (MAVED). MAVED priority areas:

Humanities and Social Sciences

- Life Sciences and Health
- Asia-Pacific Gateway Strategy
- Technology
- First Nations Students

Sciences and Applied Sciences

- Life Sciences
- Technology
- Natural Resources

b) Quality of the proposal, including achievable timeline for completing the project

c) Feasibility of the proposal

d) Research potential of the applicant

e) Research ethics approval sought/provided (if required)

f) Budget requested and detailed explanation for budget items

2. ELIGIBILITY/PRIORITY

2.1 Be a full or part-time graduate student (excluding pre-entry and non-degree students) registered at UNBC in a research based degree program (thesis or project). Students must be enrolled as a student throughout the tenure of their award.

OR, be a full or part-time undergraduate student (in 3rd or 4th year) registered at UNBC who is interested in carrying out a research project. A limited number of awards will be available for undergraduate students. If previously received a Research Project Award:

2.2 New applications must demonstrate that the new project is different from the previously funded project.

2.3 Students must ensure that they have not exceeded the RPA maximums. Students are eligible to receive up to a maximum of \$5,000 (undergraduate), \$10,000 (Master's) and \$15,000 (Doctoral) in RPA funding during their degree studies at UNBC. Students requesting funding for a second or subsequent

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project must have submitted their one-page “Statement of Accomplishments Report” for the previous project prior to receiving funding for the next project.

3. SUBMITTING AN APPLICATION

3.1 Applications are accepted in October and March of each year. Before submitting, an application consider the length of the project and when funding will be required. Award funding must be spent within the fiscal year. (Please see “Award Acceptance” section below for details). Please submit your application to grad-scholarships@unbc.ca.

3.2 Applications must include the following documents:

- Research Project Award Application Form
- Research Proposal (max. 2 pages)
- References (max. 1 page)
- Milestones and/or Timeline of Events (max. 1 Page)
- Detailed Budget and Detailed Explanation of Budget Items (max. 1 Page)
- List of the Applicant's Relevant Research Contributions (scholarly activities and awards) (max. 1 Page)
- Proof of UNBC Research Ethics Approval, if required (if not attached, must be supplied by time award held)
- Assessment of the Project by an Independent Faculty Member (max. 1 Page).

3.3 The following formatting guidelines must be adhered to. An incomplete or incorrectly formatted application may result in the rejection of your application.

- All pages (research proposal, bibliography, budget, timeline, research contributions) must have a header (within the set margins of the page) which includes: the project title, student name, degree and program.
- The research proposal must be formatted as follows: 12 point Times New Roman font, double spaced with minimum 25 mm (1”) margins on all sides.
- References must be formatted as follows: 12 point Times New Roman font and minimum 25 mm (1”) margins on all sides. Individual entries may be single spaced; however, a blank line must separate each entry. List all authors.
- The budget and timeline must be formatted as follows: 12 point Times New Roman font and minimum 25 mm (1”) margins on all sides. The budget and timeline may be presented in a table; however, no Gantt Charts will be accepted.
- The research contributions must be formatted as follows: 12 point Times New Roman font and minimum 25 mm (1”) margins on all sides. Individual research contributions (publications,

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papers, posters, presentations, awards...) may be single spaced; however, a blank line must separate each entry

4. DESCRIPTION OF APPLICATION ITEMS

4.1 Proposal and References: The research project proposed can be part of the student's thesis research (in the case of graduate students), or may be independent from it. A maximum of one page can be submitted for the bibliography.

4.2 Project supervisors can be visiting professors, adjunct professors, assistant/associate/full professors but the faculty member supervising must be available to provide full-time supervision during the tenure of the project. If the project supervisor is not the student's graduate supervisor, approval must be sought from the graduate supervisor. Please also note that Senior Lab Instructors are also eligible to supervise RPA projects, however, they must obtain approval from their Program Chair (Note: Sessional Instructors and Lecturers are not eligible to supervise RPA projects).

4.3 Milestones and/or Timeline of Events: This should contain your anticipated schedule and describe the activity you will be undertaking in your research project.

4.4 Budget Expenses may include the following items:

- Research supplies (consumables: lab supplies, field supplies...)
- Honorariums or salaries for Research Participants and research assistants
 - A clear rationale must be given as to how assistance (in the form of a research assistant) will improve the overall research project and results
- Consulting fees (for specialized services) and transcription services
 - A clear rationale must be given as to how assistance (in the form of transcription services) will improve the overall research project and results
- Travel Expenses to conduct research on the Project (up to a maximum of \$1,500.00 depending on destination). Maximum research travel allowances are as follows:
 - \$700 for travel in BC
 - \$750 for travel to Alberta, Saskatchewan and Manitoba
 - \$1000 for travel to Ontario, Quebec, Newfoundland, Nova Scotia, Prince Edward Island, New Brunswick, and the USA
 - \$1500 for travel to Yukon, Northwest Territories, Nunavut and anywhere outside of Canada and the USA

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- Travel Expenses to present the Project results at a conference, workshop or seminar are not eligible (students are encouraged to apply for the Conference Travel Award)
- Capital equipment which can be purchased for ≤ \$250.00 (any capital equipment purchased with RPA funds remains the property of UNBC)

Note 1: Capital Equipment >\$250.00, Salary and related costs (i.e. stipend amounts, child care) are not eligible budget expenditures. Additionally, expenses incurred prior to the start of the Project are not eligible for reimbursement.

Note 2: Budget expenses must be in accordance with the UNBC Purchasing and Travel Policies.

4.5 **Research Contributions** can include: publications, papers or posters presented at conferences, etc. as well as awards.

4.6 **UNBC Research Ethics:** Research involving human subjects, animals, or biohazards must have UNBC ethics approval before funds can be released. Consult the UNBC Office of Research and Innovation for the appropriate UNBC research ethics deadlines. If ethics has not yet been obtained or submitted, please record this information on the RPA application form.

4.7 **Independent Assessments** will be completed an independent faculty member (external to the supervisory committee and not directly involved with the project). The assessment must identify the strengths and weaknesses of the proposal. It must also identify whether or not the project is viable in the time period specified with the methodologies that are being proposed. The letter of assessment must also address whether or not the budget is realistic.

Letters of assessment must be sent directly to the Office of Research and Innovation in a sealed envelope or scanned and emailed directly to the Office of Research and Innovation.

5. AWARD ACCEPTANCE

5.1 Students will be notified of the award results via email. Finance will send students the account information in which they can claim expenses through. Supervisors will be the shared budget holder on the account and must sign on all claims.

5.2 All awarded money must be spent as per the submitted and approved budget and must be spent within the fiscal year (April to March) If student are applying for the October RPA, they only have until March the following year to claim expenses.

5.3 All claims and purchases are subject to the Department of Finance and purchasing policies and procedure. Expenses claimed that do not follow the proper procedures may not be not be reimbursed.

5.4 All claims and expenses must not only purchased but also claimed within the duration of the award.

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5.5 If you have any questions about your expenses and claims find more information on the Department of Finance [website](#) or contact researchaccounting@unbc.ca.