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**FACULTY TEACHING RELEASE**

**RESEARCH OPTION &   
SCHOLARLY ACTIVITY OPTION**

APPLICATION PACKAGE FOR

2015-2016

**APPLICATION DEADLINE: OCTOBER 31, 2014**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**Eligibility**

Scholarly activity and research option funding provides permanent teaching faculty the opportunity to apply for a one-course reduction in teaching load when they have a project which is too substantial to be completed as part of their regular workload. This release may be in addition to the release normally provided to recipients of NSERC and SSHRC grants. Faculty may also apply for funding to support approved scholarly projects when there is evidence that the project cannot be undertaken in the absence of support funding which exceeds that which they have access to through other sources (e.g. external grants, DTA, etc.).

To be supported for a release, the proposed project must exceed the regular scholarly activities in which a faculty member is expected to be involved. As well, the project must involve approximately the same amount of work as the course or equivalent teaching workload from which the faculty member will be released. Research and scholarly releases must be used to reduce regular teaching loads in the academic year for which they are granted; they cannot be carried forward, deferred, or paid out in lieu.

**Consecutive Year Projects: Eligibility**

Faculty who are engaged in research projects expected to continue beyond any one year need to be aware that application for release must be made each year. Faculty should indicate the projected length of the project on the original application for a research release. In subsequent years, the application should address the part of the project that is expected to take place in the year for which the release is being requested.

Scholarly activity projects are not normally supported beyond a single semester. Faculty members who apply in consecutive academic years for new scholarly projects need to be aware that if the number of applications for approvable projects exceeds the funding for scholarly projects in any one year, funding preference will be given to applicants who did not receive funding for a project in the preceding year.

NOTE: All applications are reviewed and ranked. Rankings will determine eligibility. However if eligible projects exceed the number of projects that can be funded, then a project may be deemed eligible, but not funded.

**Forms & Submission Deadlines**

Deadline for application is **OCTOBER 31, 2014** (Note: SSHRC and NSERC applicants are given until November 4 since SSHRC and NSERC applications are due October 15 and November 3. Otherwise late applications are not accepted.)

**Forms are available at:**

Research Office: <http://www.ufv.ca/Research/Forms>

**SUBMISSION OF APPLICATIONS**

1. Completed application forms for either research or scholarly support must be submitted via email by **October 31, 2014, to ROSA.release@ufv.ca**.
2. CVs:
   1. All applications must include a summary curriculum vitae of no more than two (2) pages.
   2. Note: For all research applications the curriculum vitae must include **all recent research activities, publications, papers and presentations. Applications without a CV will not be considered.**
3. The email containing the application and the completed required documents will be considered the applicant’s signed application form. No hard copy is required.
4. Email confirmation will be sent upon receipt of the application.
5. Applicants must submit a copy of the completed application package to the Department Head and to the Dean for their information when it is submitted to the Office of Research Services and Industry Liaison.

**Reporting and Evaluation of Outcomes**

All recipients of support must submit a final report for review on conclusion of the project, describing the work undertaken during the project, and its outcomes in relation to the approved proposal and outcomes.

Reports should provide the names of two faculty members, who will normally be members of the department, with whom the review committee may consult. The names of external reviewers may be provided as appropriate.

**Research Option Reports:**

Final research reports must be submitted to the Office of Research Services and Industry Liaison by **September 12, 2016** ([ROSA.release@ufv.ca](mailto:ROSA.release@ufv.ca)). Final reports will be reviewed by a Deans’ committee chaired by the Associate Vice-President of Research, Engagement, and Graduate Studies.

**Scholarly Activity Reports:**

Final scholarly activity reports must be submitted to the Office of Research Services and Industry Liaison by **September 12, 2016**  ([ROSA.release@ufv.ca](mailto:ROSA.release@ufv.ca)). Final reports are reviewed by Deans’ committee chaired by the Associate Vice-President Research, Engagement, and Graduate Studies, and which includes the co-chairs of the Joint Professional Development Committee.

Please Note: Failure to document completion of the project, including a description of its outcomes, may result in:

(a) the imposition of additional requirements to produce or disseminate material relating to the project, or

(b) denial of subsequent applications, and or

(c) a requirement to reimburse the full costs of the grant or release funding.

In all such cases, the faculty member will be offered appropriate opportunities for discussion and reconsideration of the decision.

**Review of Applications**

Review of applications will normally be completed by January 31.

Research applications will be reviewed and assessed by the Research Option Advisory Committee. Scholarly applications will be reviewed and assessed by the Scholarly Application Review Committee. The Committees will consider the Principles, and the Criteria for Approval outlined in the following sections.

1. **PRINCIPLES OF AWARDING RELEASES FOR RESEARCH AND SCHOLARLY ACTIVITY**

The principles of prioritization have been developed for the review of applications for Research and Scholarly Activity releases. The principles are consistent with UFV's legislative mandate as a regional, primarily undergraduate teaching intensive university; its strategic goals to provide the best undergraduate education in Canada; to serve the economic, social and cultural needs and/or development of its local region and the communities in it; and to be innovative, entrepreneurial, and accountable in support of these goals. These principles are reflected in the values and goals of research and scholarly activity at UFV as outlined in the Introduction to the university's Strategic Research Plan 2010-2015. The context of awarding releases is also shaped by our current fiscal climate and mandate of research and scholarship as outlined by the province.

The principles of prioritization will be applied in the ranked order. To be considered for prioritization, an application must be assessed for scholarly merit. The ranking of applications will then be according to the degree to which meritorious proposals meet one or more of the ranked principles.

The principles for prioritization will support applications for diverse scholarship proposals. These proposals may be discipline specific or apply across a range of disciplines, sub-disciplines or areas of study. The principles invite applications for scholarly release that meet or satisfy one or more of the four types of scholarship defined by Boyer: i.e. the scholarship of teaching, discovery, application, and integration.

Principle #1

Faculty scholarship which provides direct and meaningful learning opportunities for UFV students will be prioritized. Students involved in faculty research or scholarly projects must, according to this principle, be involved, contributing, and learning at multiple points in the study (i.e. in data collection/entry, analysis, synthesis and/or presentation of results).

Principle #2

Faculty scholarship which is applicable or relevant to the social, cultural, economic, or environmental development and/or needs of the local region and/or its communities will be prioritized. In accordance with UFV's strategic direction and mandate, faculty scholarship is not 'geographically delimited’; rather, faculty scholarship will identify how it relates to, or informs, regional or community needs, aspirations or development.

Principle #3

Faculty scholarship which supports UFV’s mandate to be innovative and entrepreneurial through bringing revenue into the university which enables other research, scholarship, and learning activities will be prioritized. The program of scholarly work would have already obtained a seed grant, established grant, or a response of interest to their work from industry or a funder.

Principle #4

Faculty scholarship which informs the university's mandate to deliver the best undergraduate education, reflects broad interdisciplinary opportunities, contributes to the scholarship of teaching and learning, and/or extends the application of the member’s expertise into new areas, will be prioritized.

1. **Criteria for Approval of Research or Scholarly Activity**

**NOTE:** All proposals must be presented in a clear, coherent and complete form and should be written for a general academic audience. Proposals must be designated as **either** research **or** scholarly activity. Applicants must decide which application stream best fits a proposal. If a proposed project does not appear to fall cleanly within one set of criteria indicated below, assistance is available. Please contact [ROSA.release@ufv.ca](mailto:ROSA.release@ufv.ca) for referral to someone who will assist you in clarifying and shaping the proposal.

A proposal is **research** if it follows one or more recognized research methodologies specific to disciplinary/interdisciplinary fields to generate results which are significant to the discipline(s) or field(s) in which the research is conducted. Research includes, but is not exclusive to: extensive analytical literature review, conducting a research project, data analysis of a research project, writing a paper for peer review publication that is a result of a research project.

A proposal is **scholarly** if it is a substantial, creative project which draws on the faculty member's existing scholarship to produce results which benefit the university and the communities it serves, and which increase the faculty member's own expertise or extend the application of the expertise into new areas. Scholarly activity is not intended to support long term scholarly and academic work. It is intended to support one time activities that may lead to a program of scholarship through other means (e.g. grants, research option). Scholarly activity includes, but is not exclusive to: writing an article based on a chapter(s) from a dissertation or thesis, production of a scholarly artistic and/or creative work (e.g. theatre, art show).

All applications must have:

1. a clear statement outlining the degree to which the applicant believes his or her proposal meets one or more of the ranked Principles;
2. a clear description of purpose and objectives or outcomes;
3. evidence of adequate preparation;
4. details on methodology (or methodologies);
5. a description or summary of the significant, intended or expected results; it may be of benefit to the applicant to consider if there is any alignment of their proposal with the institutional learning outcomes (ILOs);
6. a statement of how the project leads to an enhancement of the quality of teaching and learning at UFV; and
7. a statement, if applicable, of any publications, presentations, venues or fora in which results may, or are expected to be disseminated

Criteria for approval for each category are outlined below.

**RESEARCH APPLICATION**:

For research proposals, applicants will need to refer to PART 1 of the application document. The application must satisfactorily address the following, and answer all questions in the application attachment:

1. The significance of the research outcomes to the discipline or field in which the research is conducted (e.g. scientific, professional, artistic) and/or relevance or importance to the communities served by UFV;
2. A description of the specific plan for dissemination of the progress/results of the research (e.g. submission of an article to a peer reviewed journal); and
3. The likelihood of success of the proposed research as indicated by the applicant’s previous research experience and/or rigour of the research design and methodology.

Consideration will be given to the relative importance of supporting the proposed research with a release based on the consideration of any or all of the following factors:

1. Provides student(s) with an opportunity to be significantly involved in research (e.g. research assistant or in class);
2. Leads to an enhancement of the quality of teaching and learning at UFV;
3. Is part of or could lead to a larger, on-going program of work; and
4. Enhances the faculty member’s future ability to obtain funding for related research.

Please note that at any stage in the development of the application, faculty may seek assistance from the Research Office.

**SCHOLARLY APPLICATION:**

For scholarly proposals, applicants will need to refer to PART 2 of the application document. The application must satisfactorily address the following, and answer all questions in the application attachment:

1. The project must contribute to the professional personal development of the faculty member and be of value to the university, and the communities it serves (project should be clearly related to UFV’s strategic goals).
2. The project must have a likelihood of success as indicated by:
3. Evidence that the project is an appropriate logical extension of the faculty member’s current intellectual background and contributes to the faculty member’s advancement in relevant professional areas.
4. Evidence that sufficient preparation will have been undertaken by the time the faculty member begins this project.

c) The application provides a clear description of the expected outcome on completion of the project, including information on the tangible form this outcome is expected to take.

1. Please note that at any stage in the development of the application, faculty may seek assistance from the Research Office.

**Scholarly Activity Grants**

Faculty may request a scholarly grant rather than a scholarly release. The grant may be approvable if it is to fund student research assistants and research support not otherwise funded through the Research Office or work study programs. The grant provides a maximum of $6,000 to pay student assistants and or to cover mileage, supplies and other materials directly related to a proposal. Grant requests for computers will not be accepted.

Scholarly activity grant applications must satisfactorily address the criteria for Scholarly Activity approval **and** address the criteria outlined in Part 2 E of the application (page 10 below):

**A: APPLICANT INFORMATION**

Please complete all sections. **Incomplete applications will not be processed.**

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| NAME: | POSITION: |
| DEPARTMENT: | DATE: |
| TELEPHONE: | EMAIL: |
| TIME PERIOD FOR ACTIVITY: | FROM: (Y) \_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_ (D) \_\_\_\_\_\_\_  TO: (Y) \_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_ (D) \_\_\_\_\_\_\_ |

**PREVIOUS FUNDING RECEIVED**

If you previously received a research option release or a scholarly activity release, please check here, and Identify in what year you received the release. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FUNDING REQUEST**

Please indicate what funding you are applying for:

|  |
| --- |
| Research Option Release (complete Part 1 of this application, page 8)  Scholarly Activity Option Release (complete Part 2 of this application, page 10)    Scholarly Activity Grant (up to $6,000, based on proposed and submitted expenses) (complete Part 2 of this application, page 10) |

**STATEMENT OF ANTICIPATED FINANCIAL SUPPORT**

Please provide details of anticipated financial support streams while undertaking this project. These include but are not limited to grants, fees and honorariums.

Do you anticipate any financial support while undertaking this project? YES 🞎 NO 🞎 If yes, list details below.

|  |  |
| --- | --- |
| **FUNDING SOURCE:** |  |
| **NATURE & AMOUNT:** |  |

**APPLICATION SUBMISSION**

By selecting the below boxes:

I confirm that my department head and dean have both approved the period for which I am requesting a release and are aware of the substance of my project

I confirm that this is a complete application and supporting document

I confirm that by submitting this application, I have read the guidelines for the application

**PART 1: RESEARCH OPTION RELEASE REQUEST**

1. **PROJECT TITLE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **PROJECT SUMMARY**

Give a brief description of the research project written in terms that a general academic reader will understand (max 250 words).

1. **REFERENCE INFORMATION**

Provide names of two referees with expertise in the field (may be UFV, national or international) with whom the adjudication and final review committees may consult.

|  |  |  |
| --- | --- | --- |
| **Name and Position** | **Institution/Department** | **Email / Phone** |
|  |  |  |
|  |  |  |

1. **RESEARCH OPTION PROJECT DESCRIPTION**

NOTE:Your description should be written for a general academic audience

***Please provide details of your research project on a separate attachment (maximum 4 pages to be attached) and include the following information (Please use the following as headings for the 9 areas to be addressed):***

1. Objectives
2. Methodology, Research Design, and Activities
3. Indicate involvement of students (if so, how are they involved)
4. Indicate if the community is involved.   
   Is there any social, cultural, economic, or environmental development taking place?   
   Is there a potential impact on the needs of the region and our communities?
5. Timeline for activities
6. Proposed outcomes, including:
7. Significance of the research outcomes to the discipline or field in which the research is conducted (e.g. scientific, professional, artistic) and/or relevance or importance to the communities served by UFV; and
8. Significance of the research as an innovative and/or entrepreneurial activity.
9. Likelihood of success of the proposed research as indicated by the applicant’s previous research experience and/or rigour of the research design and methodology
10. Relative importance of supporting the proposed research with a course release based on the consideration of any or all of the following factors:
11. Is part of or could lead to a larger, on-going program of work
12. Enhances the faculty member’s future ability to obtain funding for related research
13. Provides a student(s) an opportunity to be significantly involved in research (e.g. research assistant or in class)
14. Exceeds the regular scholarly activities in which a faculty member is normally expected to be involved, and
15. Is part of UFV’s mandate to deliver the best undergraduate education, (e.g. reflects broad interdisciplinary opportunities, contributes to the scholarship of teaching and learning, and/or extends the application of the member’s expertise into new areas).
16. Dissemination of Results

Describe how you will disseminate the progress/results of your research (e.g. submission of an article to a peer reviewed journal or preparation of a manual for colleagues). Please be specific. There should be a clear description of the expected outcome on completion of the project, including information on the tangible form this outcome is expected to take.

**PART 2: SCHOLARLY OPTION RELEASE OR SCHOLARLY GRANT REQUEST**

Please review and answer the following questions. Please include all appropriate supporting documents.

1. **PROJECT TITLE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. PROJECT SYNOPSIS:**

1. Provide a clear and concise statement (approximately 150 - 200 words) of the 1.Purpose, 2. Relevance and 3. Value of the project.

NOTE: This statement will be entered into the searchable on-line database of scholarly activities so that you and

others can identify relevant and comparable projects.

**C. REFERENCE INFORMATION**

Provide names of two referees with expertise in the field (may be UFV, national or international) with whom the adjudication and final review committees may consult.

|  |  |  |
| --- | --- | --- |
| **Name and Position** | **Institution/Department** | **Contact Information** |
|  |  |  |
|  |  |  |

1. **SCHOLARLY ACTIVITY OPTION PROJECT DESCRIPTION:**

***Please provide details of your research project on a separate attachment (maximum 4 pages to be attached) and include the following information (Please use the following as headings for the 9 areas to be addressed):***

1. Objectives
2. Methodology, and Activities (what you are going to do)
3. Indicate involvement of students (If so, how are they involved)
4. Indicate if the community is involved. Is there any social, cultural, economic, or environmental development taking place? Is there a potential impact on the needs of the region and our communities?
5. Timeline for activities
6. Proposed outcomes, including:
7. Significance of the outcomes to the discipline or field in which the scholarly activity is conducted (e.g. scientific, professional, artistic) and/or relevance or importance to the communities served by UFV; and
8. Significance of the project as an innovative and/or entrepreneurial activity.
9. Likelihood of success of the proposed project as indicated by the applicant’s previous scholarly experience and design and methodology
10. Relative importance of supporting the proposed project based on the consideration of any or all of the following factors:
11. Is part of or could lead to a larger, on-going program of work
12. Enhances the faculty member’s future ability to obtain funding for related scholarly work
13. Provides a student(s) an opportunity to be significantly involved scholarly activity (e.g. research/scholarly assistant, work study, or in class)
14. Exceeds the regular scholarly activities in which a faculty member is normally expected to be involved, and
15. Is part of UFV’s mandate to deliver the best undergraduate education, (e.g. reflects broad interdisciplinary opportunities, contributes to the scholarship of teaching and learning, and/or extends the application of the member’s expertise into new areas).
16. Dissemination of Results
17. Describe how you will disseminate the progress/results of your scholarly activity. Please be specific. There is should be a clear description of the expected outcome on completion of the project, including information on the tangible form this outcome is expected to take.

*Optional*: Include any additional relevant support for your application, such as:

1. Letter(s) of support from institutions, etc.
2. Letter(s) of support from colleagues, co-investigators, etc.
3. **SCHOLARLY GRANT DESCRIPTION:**

***Please provide a detailed description of your proposed scholarly grant on a separate attachment and ensure you have addressed the following criteria and questions (Maximum 3 pages in your attachment):***

Criteria:

1. The funding supports research or scholarly work that is being mounted or in progress.
2. Involves the funding of supplies, expenses or student work that could not otherwise be funded (e.g. it is outside of, or exceeds other funding sources).
3. The funding supports research or scholarly work for “one time”. The application should indicate how other sources will be sought in the future.

Scholarly grant description:

1. The significance of the project to the discipline or field in which the project is conducted (e.g. scientific, professional, artistic) and/or relevance or importance to the communities served by UFV
2. The specific timeline for the project
3. The likelihood of success of the project as indicated by the applicant’s previous research or scholarly experience
4. How the project will provide student(s) with an opportunity to be significantly involved in research (e.g. research assistant or in class)
5. The concrete outcome expected for the students as a result of this experience
6. Information addressing why the project cannot be completed without the requested support for supplies and other expenses, and
7. A budget should be included in the application.

Scholarly grant applications: Please include an email or letter of support from your Department Head and/or Dean. This email or letter should indicate that the funding required cannot be obtained from any other source at this time, or sources have been declined or exhausted.

**B: Ranking Research and Scholarly Applications**

Applications will be assessed for scholarly merit using the Criteria of Merit. The applications will then sorted be according to the degree to which meritorious proposals meet one or more of the ranked Principles (listed on page 4).

**CRITERIA OF MERIT**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Guidelines For Criteria Of Merit** | **Numerical Score /10** |
| **Project Description and Clarity of Proposal** | research question, scholarly goal, or hypothesis posed clearly;  purpose, goals, outcomes or objectives clearly defined;  philosophical and/or methodological approach understandable and clear |  |
| **Project Commitment and Requirement** | proposal requires a time commitment that demonstrably exceeds that which can be accomplished as part of the applicant’s regular workload obligations;  application shows that appropriate planning and preparation have been undertaken  activity is part of an emerging, developing or continuing program of work; |  |
| **Significance or Relevance of Project** | pedagogical, regional, entrepreneurial, or scholarly impact;  scholarship clearly contributes to the applicant's discipline(s), or area(s) of study;    impact on the applicant’s own scholarly and/or pedagogical development |  |
| **Project is Feasible and Demonstrates Adequate Planning** | feasible or realistic purpose, goals and objectives;  activity or project has clear timeline of steps or stages in the research process  strong likelihood of successful completion of the activity or project |  |
| **Total Score /40** |  |  |

**PRINCIPLE SORTING GUIDE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sort Pile** | **Principle(s) Addressed:** | **Or** | **Or** |
| A | 1 and 2 | 1 and 3 | 2 and 3 |
| B | 1 | 2 |  |
| C | 3 | 4 | 3 and 4 |

**RANKED ORDER FOR RECOMMENDATION**

|  |  |  |
| --- | --- | --- |
| **RECOMMENDATION ROUND** | **PRINCIPLE SORT PILE** | **NUMBERICAL SCORE /40** |
| Round 1 | A | 28-40 |
| Round 2 | B | 30-40 |
| Round 3 | C | 35-40 |
| Round 4 | A | 20-27 |
| Round 5 | B | 20-29 |
| Round 6 | C | 20-34 |
| Not considered | None and/or | Below 20 |