

Project Guidelines for Research Option or Scholarly Activity Teaching Release

Changes in the proposed research option or scholarly activity project

Research option and scholarly activity applications are reviewed by an adjudication committee and are ranked against a standard and the applications of your colleagues. Sometimes, due to unforeseen circumstances, projects change. If your proposed project changes, you should notify the Research Office as soon as possible, and complete the *ROSA Request for Change* form in [ROMEO](#):

1. Go to the *Applications: Post Review* tab on the main page in your ROMEO account.
2. Click on the “Events” box on the left-hand side in the row that is associated with the original ROSA application.
3. Select the “ROSA Request for Change” from the *Event Form Name* column.

There may be (rare) occurrences where your new project does not meet the standard that was previously met or where the project is not deemed to be the equivalent of one course release. Therefore, timing is important in terms of communicating changes. Contact us at ROSA.release@ufv.ca.

Human Research Ethics Board

If your project will involve human participants or secondary data that has identifiers (names of students, clients, patients, etc.), the project must go through ethical review. Ethics approval must be received prior to recruitment of participants. For more information please go to <http://www.ufv.ca/research-ethics/>. If you have any questions, please contact research.ethics@ufv.ca.

Research option or scholarly activity report

The final report form can be found in [ROMEO](#). Once in ROMEO, go to:

1. The *Applications: Post Review* tab on the main menu page in your ROMEO account.
2. Click on the “Events” box on the left-hand side in the row that is associated with the original ROSA application.
3. Select the “ROSA Final Report” from the *Event Form Name* column.

Please mark your calendar to ensure your report is submitted on or before the September 9, 2022 deadline. Reports and accompanying attachments (outcomes) will be taken into consideration in the adjudication of future research option and scholarly activity teaching release or grant applications. If you have questions about the report process, contact ROSA.release@ufv.ca.

Successful and unsuccessful research option and scholarly activity applications

If you have questions about what made your application successful or unsuccessful, please contact the Research Office at ROSA.release@ufv.ca. We are prepared to assist you with your future applications.

Next application cycle

Applications for Research Option and Scholarly Activity are due October 31 of each year. If October 31 falls on a weekend, the application is due on the following Monday.