## Royal Roads University Internal Award Application Form: BSF, CSF, GAD, TWT

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| **Name of Applicant(s)** |  |
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| **Employee Number** |  |
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| **Applicant’s School / Faculty** |  |
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| **Application Deadline** |  |
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| **Descriptive Title** |  |

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| **Supports Strategic Research Theme(s)** (select one or more) | Innovative Learning |
| Thriving Organizations |
| Sustainable Communities, Livelihoods and the Environment |

**INTERNAL AWARD SELECTION:**

*Please click on the linked internal award title to view the Guidelines for the award for which you are applying.*

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| **Type of internal award**  (select one) |  | **Project Type**  (select one) |  | **Amount Requested** | |
| **BSF:** Buttedahl Skene Fund |  | Initiative that enhances teaching and learning at RRU |  |  | Max. $2000 |
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| **CSF:** Conference Seed Fund |  | Conference or event development funding |  |  | Max. $5000 |
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| **GAD:** Global Advancement & Diversity Fund |  | Centre for Dialogue Based Event (odd-numbered years)  Global Advancement Project (even-numbered years) |  |  | Max. $4000 |
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| **TWT:** Teaching with Technology Grant |  | Initiative in accordance with the current research theme |  |  | Max. $1000 |

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| **Date(s) of Proposed Activity** |  | | | | |
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| **Ethical Review Required?** (i.e. Are human subjects involved in the activity proposed for funding?) | | | | | YES  NO |
| **RRU Students as participants?** | | YES  NO | | If yes, please inform Roberta Mason ([Roberta.Mason@RoyalRoads.ca](mailto:Roberta.Mason@RoyalRoads.ca)) and attach your correspondence to this application form upon submission. | |
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| **Does this project involve Indigenous communities/peoples?** | | | | If yes or maybe, please confirm that you have sent your proposal to Asma-na-hi Antoine ([Asmanahi.Antoine@RoyalRoads.ca](mailto:Asmanahi.Antoine@RoyalRoads.ca)). | |
| YES  NO  MAYBE | | |  | YES, my proposal has been emailed to the address above. | |

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| **Connection with any other initiatives or involvement of other RRU departments?**  (e.g. CTET, Student Services, Alumni Relations, etc.) | YES  NO |
| If yes, please identify which areas / departments, and include correspondence confirming you have had discussions regarding the proposal. | |
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| **ABSTRACT** (maximum 100 words) - for BSF, GAD |
| Why would your colleagues be interested in your research activity? This abstract will be used on the RRU research website and may be included in other materials. Omit providing an abstract if there is a reason not to publish information. |
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| **PROJECT DESCRIPTION - Guidelines for completion** (maximum 2 pages) |
| Write your project description in clear, plain language. Use non-technical terms that can be understood by a range of audiences with varied areas of expertise. Make it easy for the committee to see how the proposal addresses the criteria of each specific funding opportunity (e.g. consider using some or all of the criteria as headings).  *Please complete this section according to the 'Selection Criteria' and 'Project Description' sections of the Guidelines for the Internal Award for which you are applying.* |
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**BUDGET**

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| **PERSONNEL** (Includes Research Assistants and Learners) | | | | | |
| * *Please list each position separately, with hourly rate of pay, number of hours and benefit.  Please see the* [*'Appendix: Research Assistants suggested hourly rates of pay*](#RArates)*' at the end of this form. Please add 15% for benefits/vacation pay.* * *Personnel must be hired in accordance with RRU Human Resources policies and procedures* | | | | | |
| *Position* | | *Total expected hours* | *Base hourly rate* | *Hourly rate including 15% Benefits / vacation pay* | *Total cost to project* |
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| **Honoraria** *$200 for ½ day; $400 for full day* | | | | | *Amount* |
|  | | | | |  |
| **Other (e.g. CSF Staff / Contractors)**  *Please outline tasks for the staff/contractor(s) and an overall estimate of the time involved* | | | | *No. of hours* | *Amount* |
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| **TRAVEL (TWT: Travel for core faculty and instructional designer only; CSF: not applicable)**  *Please refer to the* [*University’s travel and business-related expenses policy manual*](file:///O:\Staff\finance\public\Travel\) *for further information.* | | | | | *Amount* |
| *Air travel (specify)* |  | | | |  |
| *Ground travel (specify* |  | | | |  |
| *Accommodation (specify)* | | | *No. of nights* | *Nightly rate* | *Total* |
|  | | |  |  |  |
| [*Per diem / food allowance*](O://Staff/finance/public/Travel/6_Business%20Travel%20Rate%20Schedule.pdf) *(specify)* |  | | | |  |
| *Other travel (specify)* |  | | | |  |
| **Equipment / Supplies (Specify)**  *Note: Equipment Purchase form required when submitting expense claim.* | | | | | *Amount* |
|  | | | | |  |
| **Fees** (Specify - includes conference fees, publication fees, etc.) | | | | | *Amount* |
|  | | | | |  |
| **Other** (Specify - includes venue fees if applicable (CSF only)) | | | | | *Amount* |
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| **TOTAL** | | | | |  |

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| **Budget Justification** |
| Justify each budget item in terms of   1. how it will help you achieve your research/event goals and objectives, and 2. the calculation of the cost. Funds requested may be used only for the purposes described in this application. |
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| **Other Funding** |
| Please indicate status of existing or recent requests for related funding for the proposed research project or for the proposed dissemination activity.  *Event Budget:* If you are applying for a CSF Grant, please outline your proposed budget for the full conference or event including expected number of attendees, registration fees, hospitality costs, travel costs, etc. |
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## CONFLICT OF INTEREST IN RESEARCH

*Please review the Conflict of Interest Policy and Procedures, available at:* [*http://research.royalroads.ca/policies-and-procedures,*](http://research.royalroads.ca/policies-and-procedures) *and complete disclosure form below.*

## Definition of Conflict of Interest

“**Conflict of Interest**” may arise when activities or situations place the University or an RRU Member in a real, perceived or potential conflict between their duties or responsibilities related to research and their personal, institutional or other interests. Conflict of interest may occur when the University’s or RRU Member’s judgments and actions in relation to research are, or could be, affected by personal, institutional or other interests, including, but not limited to, business, commercial or financial interests, whether of the RRU Member or Closely Associated Persons, or their former, current or prospective professional associations, or of the University itself.

Examples of Conflict of Interest in Research include but are not limited to:

* Evaluating the research or writing, or any other activity, of a colleague who is also a direct competitor of the RRU Member.
* Contributing to a decision on the hiring, evaluation, advancement, or scholarly work of an individual if the RRU Member has a previous ongoing connection (positive or negative) with that individual (i.e. a Closely Associated Person, e.g., spouse, relative, friend; or student supervisor/advisor).
* Entering into an agreement with a sponsor(s) wherein advantages are promised, formally or informally, to researchers for findings that are favourable to the sponsor(s). This may involve, among other things, the payment of money, royalties, or grants or the transfer of shares or options in the sponsoring company.
* Supervising research personnel, including students, technicians and/or staff, employed by a related business, i.e. in which the RRU Member has a financial or other interest.
* Supervising research work of a Closely Associated Person, i.e. someone to whom the RRU Member is related or with whom he or she has a close personal relationship.
* Using University or sponsor resources for private business purposes.
* Using information acquired in the course of research activities, which is not in the public domain, to advance an RRU Member’s personal or financial interests or those of a related business.
* Entering into a licensing agreement for the development of intellectual property, generated as the result of University research with a company in which the RRU Member has a financial or other interest.

## By submitting this grant application, I hereby acknowledge that:

* I have read the Conflict of Interest in Research Policy and Procedures.
* I have availed myself of assistance from the Office of Research for clarification where necessary.
* I agree to fully abide by the terms of the Conflict in Interest in Research Policy.

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| I have an actual, perceived or potential Conflict of Interest in Research to disclose: | YES NO |

If yes, please describe in sufficient detail in order to satisfy the Conflict of Interest Policy and Procedures referred to above as to how the conflict will be avoided (e.g. supervision by a third party). The intention being not to bring the research initiative into disrepute for a perceived conflict of interest:

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| **Applicant’s Signature** | *Electronic approval/submission in lieu of signature is accepted* | **Date** |  |
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| **Director or Equivalent Signature Approving School/Department** | **(Not required for core faculty)**  *Electronic approval/submission in lieu of signature is accepted* | **Date** |  |

**Submissions and Inquiries**

Please direct all submissions (completed form) and questions to [rruinternalawards@royalroads.ca](mailto:rruinternalawards@royalroads.ca).

Applications must consist of one (1) PDF or Word document and must be received by the deadline date in electronic form to the Research Advisory Committee via [rruinternalawards@royalroads.ca](mailto:rruinternalawards@royalroads.ca). *Late applications will not be considered*.

# Research Assistant Suggested Hourly Rates of Pay (vs. April 2021)

**Research Assistant 1:**

($18.72 - $22.88) about $140-$171 day –basic – lowest level clerical

Collects and records data using structured techniques.  Codes and inputs data using a computer program; conducts interviews face to face and by telephone using structured interview schedules; tabulates data and computes statistics under supervision; conducts standard literature reviews and provides descriptive annotations; guidelines are readily available. Qualifications and experience will vary.

**Research Assistant 2:**

($21.50 – $27.06) about $161-$202 day

Conducts unstructured or semi-structured interviews; judgment is required; analyses data under general supervision using statistical packages or electronic spread sheets; administers research projects on a day to day basis; assists in the development of research instruments; conducts literature reviews requiring critical annotations; assists in preparation and writing of draft reports; conducts uni-variate and bi-variate analysis of quantitative data. Qualifications and experience may require an undergraduate degree in the subject area or equivalent. (Equivalent is 3-4 years of related work experience.)

**Research Assistant 3:**

($24.96 – $30.51) about $187-$228 day

Manages entire projects or major aspects of projects independently; develops and conducts unstructured or semi-unstructured interviews; judgment is required; may supervise other research assistants; conducts literature reviews requiring critical annotations; prepares and writes draft reports; performs statistical analysis using SPSS-X or similar packages; requires analytical and judgment skills. Qualifications and experience require undergraduate degree in the subject area or equivalent. Minimum of 6-7 years of education/experience including specialized skills related to the area.

**Researcher:**

($30.41 - $38.14) about $228-$286 day

This level is a senior level and works with significant independence. Develops detailed research designs, monitoring the operationalization of research questions and choice of appropriate techniques of data collection and analysis; develops and implements research instruments; takes on major responsibility for project management (e.g. planning, resource estimation, coordination and control); may supervise other research assistants or clerical staff; conducts multivariate statistical analysis or uni-variate or bi-variate analysis requiring a high level of statistical judgment; may take the lead on report writing or other knowledge mobilisation activities. Qualifications and experience require a post graduate degree in the subject area. Related experience preferred with previous research experience required.