**Royal Roads University Internal Award**

**Request for Extension**

|  |  |  |
| --- | --- | --- |
| **Name of Applicant(s)** | |  |
|  | |  |
| **Employee Number** | |  |
|  | |  |
| **Applicant’s School / Faculty** | |  |
|  | |  |
| **Project Title** | |  |
|  | |  |
| **Date awarded** | |  |
|  | |  |
| **Type of Internal Award**  (select one) | ☐ CSF Conference Seed Fund  ☐ GAD Global Advancement & Diversity Fund  ☐ IGR Internal Grant for Research  ☐ RPD Research for Professional Development  ☐ SIG SSHRC Institutional Grant  ☐ BSF Buttedahl & Skene Learning & Teaching Innovation Fund | |
|  |  | |
| **Project cost centre** |  | |
|  |  | |
| **Project sub-cost centre** (e.g. IGRxx-xx) |  | |
|  |  | |
| **Date** |  | |

**Extension Request**

Please provide the reason for the extension as well as a revised work plan and timeframe for activities. Please include an updated budget and a summary of any research activity completed to date.

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**BUDGET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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*](file:///\\AberSAN-2.royalroads.ca\Communities\Staff\office%20of%20research\private\INTERNAL%20AWARDS\01%20GENERAL%20ADMIN\FORMS%20(shared)\Application%20form%20-%20BSF,%20CSF,%20GAD,%20IGR,%20TWT.docx#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* | | *No. of hours* | *Hourly rate* | *% Benefits / vacation pay* | *Total pay* |
|  | |  |  |  |  |
|  | |  |  |  |  |
| **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* |
|  | | | |  |  |
| **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 for further information.* | | | | | *Amount* |
| *Air travel (specify)* |  | | | |  |
| *Ground travel (specify* |  | | | |  |
| *Accommodation (specify)* | | | *No. of nights* | *Nightly rate* | *Total* |
|  | | |  |  |  |
| *Per diem / food allowance (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* |
|  | | | | |  |
| **TOTAL** | | | | |  |

**Submissions & Inquiries**

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

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.