

## The Allan Cahoon Global Advancement and Diversity Fund (GAD) Guidelines

### Overview

The Allan Cahoon Global Advancement and Diversity Fund (GAD) was established by Royal Roads University's Board of Governors to recognize the leadership of Allan Cahoon, who served from 2007 to 2019 as president and vice chancellor. The fund aligns with Royal Roads' performance-based culture and receives contributions from both the board and external donors. Donations from the university are considered on an annual basis.

The fund also aligns with the Royal Roads' goals for global advancement and diversity. Global advancement refers to the university's strategic and integrated approach to support our vision: *Inspiring people with the courage to transform the world.*

Diversity is the recognition and acknowledgment of multiple and overlapping identities that enrich community. Royal Roads is committed to appreciating and celebrating the diversity of students, faculty, and staff, with the objective of strengthening the fabric of our communities.

The Allan Cahoon Global Advancement and Diversity supports three initiatives:

Open to students

1. [Allan Cahoon Global Advancement and Diversity Student Award](#)

Open to core faculty or permanent staff

2. Global Advancement Project [offered even years (2024, 2026, etc.)]
3. Center for Dialogue Based Event [offered on odd years (2023, 2025, etc.)]

### Eligibility

All current core faculty or permanent staff members. Faculty and staff members may only hold **one** GAD grant at a time. Final reports for previous GAD awards are required in order to receive new funds. Please contact [ruinternalawards@royalroads.ca](mailto:ruinternalawards@royalroads.ca) for report information.

### Project/Event Eligibility

A project or event that intends to meet the university's goals for global advancement and diversity.

#### Global Advancement Project – Even years

A project led by a core faculty or permanent staff member

- Focussing on forging new opportunities and furthering the interests of diversity

#### Centre for Dialogue-Based Event Eligibility – Odd years

A university-hosted event led by a core faculty or permanent staff member

- Incorporating the resources of the Centre for Dialogue
- Drawing on contemporary thought leadership

- Promoting diversity, inclusivity, and opportunity, consistent with the aims and objectives embraced by the [university's diversity statement](#), with particular emphasis on gender, sexual orientation, and Indigenous culture.

### Award Terms

- The value of each award will normally not exceed \$4,000, **however** initiatives with higher requests will be considered on a case-by-case basis. The total amount awarded may not exceed monies available.
- All applications will undergo a competitive, peer-reviewed process adjudicated by the Research Advisory Committee (RAC) in communication with the Office of Advancement.
- Grant terms are **one year**, and all funds must be spent by March 31 of the awarded fiscal year.
- Once awarded, any changes to the proposed activity in terms of subject matter and budget expense categories must be submitted to the Office of Research Services ([RRUInternalAwards@royalroads.ca](mailto:RRUInternalAwards@royalroads.ca)) on a change request form, available [here](#). Significant changes will be reviewed by the Vice President Research & International and may require approval of the RAC as a whole.
- Any unused funds will be returned.
- Award recipients must submit a final written report by March 31 of the fiscal year for which funds were received. Forms are available [here](#).

### Selection Criteria (for project or event)

Grants will be awarded on the basis of the following selection criteria:

1. Significance of the proposed initiative and how it will enhance the professional growth of the staff, students and faculty as a whole
2. Quality of the proposed activities, as reflected in the strength, timeliness, and feasibility of the activities
3. Relevance of the activity to the university's mandate
4. Degree to which the initiative highlights staff, student and faculty's contributions to the success of the university
5. Support for the proposal by the school dean, director or equivalent

### Project/Event Description (no more than 2 pages)

In addition to the selection criteria above, include a description of the following information:

1. The overall goal(s) and specific objectives
2. The feasibility of the proposed project
3. Expected outputs and outcomes
4. Potential long-term impacts of the project
5. Detailed budget with justification. Specify the total amount requested (normally up to \$4,000). **Justify each budget item** in terms of (a) how it will help you achieve your objectives, and (b) the calculation of the cost. Funds requested may be used only for the purposes described in this application.

### **Application Process**

- Applications must be submitted by **February 15<sup>th</sup> at 11:59pm** in electronic form to the Research Advisory Committee via [RRUInternalAwards@RoyalRoads.ca](mailto:RRUInternalAwards@RoyalRoads.ca).
  - If February 15<sup>th</sup> falls on a weekend or STAT holiday, applications will be due the following business day at 11:59pm.
- Applications must consist of one (1) word or PDF document.

For questions, please contact the Internal Research Grants Coordinator at [RRUInternalAwards@RoyalRoads.ca](mailto:RRUInternalAwards@RoyalRoads.ca).

**Incomplete applications, late applications, or applications not submitted as instructed in the application process will not be considered.**