

Research and Professional Development Pool (RPD) Guidelines

Overview

The Research and Professional Development Pool (RPD) is a consolidated account for full-time Royal Roads University faculty members. As identified in Section 31.5(a)(ii) of the [RRU Faculty Association Collective Agreement \(2019–2022\)](#).

This funding is separate from the Personal Professional Development Fund (Section 31.4) and the RRU Internal Grants for Research (IGR). The RPD funding can be used to complement activities being undertaken using Personal Professional Development Fund and/or other internal funding opportunities.

Eligibility

All full-time Royal Roads faculty Association (RRUFA) members. Faculty members may normally hold only **one** RPD grant at a time. Final reports for previous RPD awards are required in order to receive new funds. Please contact rruinternalawards@royalroads.ca for report information.

Project/Activity Eligibility

The funds may be used for all expenses related to:

- scholarly advancement including travel expenses and attendance at conferences
- Research activities including travel and research related expenses

As stated in Section 31.5(a)(ii) of the [RRU Faculty Association Collective Agreement \(2019–2022\)](#).

Award Terms

- The value of each award will normally not exceed \$4,000. The total amount awarded may not exceed monies available.
- All applications will undergo a peer-review process adjudicated by the Research and Development Pool Panel (Section 31.5(a)(iii))
- 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) on a change request form, available [here](#). Significant changes will be reviewed by the Vice President Research & International and may require approval of the panel as a whole.
- Should award recipients not be able to complete the research within one year, they may request a one-year extension with justification and with a revised timeline, forms can be found [here](#). 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

Recommendations for funding will be based on the following selection criteria (It is recognized that not all applications will meet all five selection criteria):

1. Complete annual professional development plan (research plan) and application form, including budget with budget justification
2. Quality of the proposed development activities or research, as reflected in the significance, strength and feasibility of the activities or research
3. Relevance of the activity to the applicant's professional or research plan
4. Relevance of the activity to the university's mandate
5. Potential of activity/research to further career credentials or result in promotion in rank

Application Process

- Applications must be submitted by **February 15th at 11:59pm** in electronic form to the Research and Development Pool Panel via RRUInternalAwards@RoyalRoads.ca.
 - If February 15th 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.

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