## New Ways Fund - Centering Reconciliation, Indigenization, and Decolonization

## Application Deadline: June 30, 2024

Royal Roads University acknowledges that the campus is located on the traditional lands of the Xwsepsum (Esquimalt) and Lekwungen (Songhees) ancestors and families who have lived here for thousands of years.

This land has been part of the fabric of the life of Indigenous communities long before Hatley Castle was built, and it will be long into the future. It is with gratitude that we now learn and work here, where the past, present and future of Indigenous and non-Indigenous students, faculty and staff come together.

Hay'sxw'qa si'em!

**Overview**

The Ministry of Advanced Education and Skills Training has provided Royal Roads University (RRU) with funds for pilot projects that directly engage faculty in centering reconciliation, Indigenization, and decolonization. The goal of these initiatives is to enhance the post-secondary educational experiences and outcomes for Indigenous students.

The funding is rooted in our commitment to the following principles:

* We acknowledge that Indigenous peoples lived in the lands we now call Canada since time immemorial. We specifically acknowledge the Xwsepsum and Lekwungen families and ancestors upon whose traditional lands the Royal Roads campus is located.
* We acknowledge and respect the diversity of Indigenous peoples across Canada and around the world and their ownership of their cultures.
* We recognize the strength and resiliency of Indigenous peoples.
* Immigrant-descendants and immigrants have a part to play in creating a new way forward with Indigenous peoples, no matter what their ancestry is or where they were born.
* We are committed to having the difficult conversations that are a natural part of change, and we affirm the right of everyone to be treated with respect as we navigate these conversations and changes together.

Based on broad consultation with our Heron People Circle of Old Ones/Elders, Chiefs of our host and local nations, Indigenous students and our university community, our planning framework includes six core elements that are intended to put these principles into action.

 **6** **Core Elements**

* Respecting and learning from the people of these lands
* Promoting understanding of Indigenous ways of knowing and being
* Committing to learning about the past and its impact on Indigenous Peoples
* Celebrating Indigenous cultures
* Applying Indigenous protocols to research with Indigenous peoples
* Contributing to repairing the effects of oppression of Indigenous peoples

**Review Process and Eligibility**

This funding opportunity is available to Core Faculty for projects that are one year in duration.

All applications will undergo a review process, adjudicated by the Director of Research and Innovation, the Vice-Provost, Student and Academic Services and chaired by the Director of Indigenous Education.

**Selection Criteria:**

1. A clear connection to one or more of the six core elements and how they will be achieved.
2. How the proposed initiative might support and or contribute to the post-secondary educational experiences for Indigenous students and non-Indigenous students.
3. The clarity of the project design.

**Application Form**

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

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| **Name of Applicant(s)**  |  |
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| **Employee Number**  |  |
|  |  |
| **Applicant’s School / Faculty**  |  |
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| **Title of Proposed Initiative**  |  |

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| **Six Core Elements** (select one or more) | [ ]  Respecting and learning from the people of these lands |
| [ ]  Promoting understanding of Indigenous ways of knowing and being |
| [ ]  Committing to learning about the past and its impact on Indigenous Peoples |
|  | [ ]  Celebrating Indigenous cultures |
|  | [ ]  Applying Indigenous protocols to research with Indigenous peoples |
|  | [ ]  Contributing to repairing the effects of oppression of Indigenous peoples |

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| **Amount requested (max. $5000)** |  |
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| **Date(s) of Proposed Activity(max. one year)** |  |

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| **Ethical Review Required?** (i.e. For research activities involving human subjects.) | [ ]  YES [ ]  NO |
| Please note that funding may not be released until the ethical review has been approved if the research involves human subjects. |
| **RRU Students as participants?** | [ ]  YES [ ]  NO |
| **If yes**, please inform Roberta Mason (Roberta.Mason@RoyalRoads.ca) and attach your correspondence to this application form upon submission. |
| **Connection with any other initiatives or involvement of other RRU departments?**  | [ ]  YES [ ]  NO |
| Will this initiative have an impact on the work of other units (e.g. CTET, Student Services, Alumni Relations, etc.) |  |
| If yes, please identify which departments you anticipate will be impacted by this initiative and indicate whether you have confirmed agreement with each department listed that they can accommodate this impact. |
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| **Initiative Description -** (maximum 500 words **or** 10 min video) |
| Please tell us about your initiative. You may submit your proposal through either, a written description below (maximum 500 words), **or** a video submission ([submit 10 min video here](https://forms.office.com/Pages/ResponsePage.aspx?id=a1zmxJctNU2_x5b2J-4y-PkKOzBdh3tKnXY1nY8UKoZURUlVTVpGQ0pDSzBVTzZBVTlQSlQxMVFYWi4u)). Please use non-technical terms that can be understood by a range of audiences with varied areas of expertise. We want to hear what you’re passionate about.**Suggested Components -** Please use the below to guide your description:* What is the inspiration for this work?
* How might your proposed initiative support and or contribute to the post-secondary educational experiences for Indigenous students and non-Indigenous students?
* How does this proposal connect to one or more of the six core elements?
* Respecting and learning from the people of these lands
* Promoting understanding of Indigenous ways of knowing and
* Committing to learning about the past and its impact on Indigenous Peoples
* Celebrating Indigenous cultures
* Applying Indigenous protocols to research with Indigenous peoples
* Contributing to repairing the effects of oppression of Indigenous peoples
* What are your hopes or dreams for this initiative?
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| *(Enter description here or submit video* [*here*](https://forms.office.com/Pages/ResponsePage.aspx?id=a1zmxJctNU2_x5b2J-4y-PkKOzBdh3tKnXY1nY8UKoZURUlVTVpGQ0pDSzBVTzZBVTlQSlQxMVFYWi4u)*)* |

**BUDGET** -Please provide a description and outline of anticipated expenditures and estimated costs.

Eligible expenses include those that are essential to undertake and complete the work. This may include costs for personnel, travel, and costs related to gathering individuals' knowledge and expertise. Normally, equipment and supplies provided by the university would not be eligible.

**Budget Description** -Please tell us how the funds will be spent and how those expenditures will contribute to the goals of your project.

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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*](#_Research_Assistant_Suggested)*' 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.*
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| *Position* | *Total expected hours* | *Base hourly rate* | *Hourly rate including 15% Benefits / vacation pay* | *Total cost to project* |
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| **Honoraria** -Note that Heron People/Elder/Old Ones/Knowledge Keeper Honoraria rates are $200 for half day; $400 for full day. | *Amount* |
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| **Other (e.g. 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***Please refer to the* [*University’s travel and business-related expenses policy manual*](file:///O%3A%5CStaff%5Cfinance%5Cpublic%5CTravel%5C) *for further information.* | *Amount* |
| *Air travel (specify)* |  |  |
| *Ground travel (specify)* |  |  |
| *Accommodation (specify)* | *No. of nights* | *Nightly rate* | *Total* |
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| [*Per diem / food allowance*](file:///%5C%5CAberSAN-2.royalroads.ca%5CCommunities%5CStaff%5Cfinance%5Cpublic%5CTravel%5C6_Business%20Travel%20Rate%20Schedule%20%28UPDATED%202022-04-01%29.pdf) *(specify)* |  |  |
| *Other travel (specify)* |  |  |
| **Equipment / Supplies (Specify) – Please see note about eligible expenses above** *Note: Equipment Purchase form required when submitting expense claim.* | *Amount* |
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| **Fees** (Specify - includes conference fees, publication fees, etc.) | *Amount* |
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| **Other** (Specify) | *Amount* |
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| **TOTAL ($5000 max.)** |  |

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| **Other or Connected Funding**Please indicate whether you have or expect to receive any other funding to connect to/with this project. |
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## CONFLICT OF INTEREST IN RESEARCH

*Please review the Conflict of Interest Policy and Procedures, available at:* [*https://www.royalroads.ca/research/find-funding/research-resources/research-policy-procedures*](https://www.royalroads.ca/research/find-funding/research-resources/research-policy-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** |  |
|  |  |  |  |

**Please review your submission before you submit to ensure it is complete.**

**Submissions and Inquiries**

Please direct all submissions and questions to rruinternalawards@royalroads.ca

Applications must be received by 11:59pm June 30, 2024 *Late applications will not be considered*.

# Research Assistant Suggested Hourly Rates of Pay (vs. May 2023)

[ ]  **Research Assistant 1:**

($21.54 - $26.27) about $161-$197 per day

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:**

($24.70 - $31.00) about $185-$232 per day

Conducts unstructured or semi-structured interviews; judgment is required; analyses data under general supervision using statistical packages or electronic spreadsheets; administers research projects on a day-to-day basis; assists in the development of research instruments; conduct literature reviews requiring critical annotations; assists in preparation and writing of draft reports; conducts a univariate 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:**

($28.62 – $34.92) about $214-$261 per day

Manages entire projects or significant 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 an undergraduate degree in the subject area or equivalent. Minimum of 6-7 years of education/experience, including specialized skills related to the area.

[ ]  **Researcher:**

($33.43 - $41.93) about $250-$314 per day

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 primary 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. This level is a senior level and works with