



## 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 \(2022–2025\)](#).

The Research and Professional Development Pool (RPD) 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](mailto: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 \(2022–2025\)](#).

#### 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.
- No expenses may be incurred prior to the start date of the award.
- 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](#).

- 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 15<sup>th</sup> at 11:59pm** in electronic form to the Research and Development Pool Panel 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.

The project description portion of the applications must not exceed the 1500-word limit. Any information provided that exceeds the word limit will not be considered during the decisions making process.

Applications must be submitted using the proper RPD form found [here](#).

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.**