



The Buttedahl and Skene Learning and Teaching Innovation Fund (BSF)

Guidelines

Overview

The Royal Roads University Faculty Association created the Buttedahl and Skene Learning and Teaching Innovation Fund in 2006. The RRU Foundation provided subsequent matching contributions, and former chancellor and acting president Bob Skene donated to the fund. In 2007, Dr. Paz Buttedahl, who was president of the faculty association during the creation of this award, passed away. She was also the founder of Human Security and Peacebuilding program. In 2015, the fund was renamed to honour the relationship between the late Dr. Paz Buttedahl and Bob Skene. The faculty association, Bob Skene and the university contributed an additional \$20,000 to create a more robust fund.

This award honours Bob Skene and Dr. Paz Buttedahl, and supports projects related to their joint commitment to enhancing teaching and learning at Royal Roads. The fund supports faculty members to make direct links between scholarship, teaching effectiveness, research, and student learning.

The amount is reviewed annually by the Office of Advancement.

Eligibility

All current core faculty. Faculty members may only hold **one** BSF grant at a time. Final reports for previous BSF awards are required in order to receive new funds. Please contact <mailto:rruinternalawards@royalroads.ca> for report information.

Project/Activity Eligibility

- Initiatives that enhance the professional growth of the faculty as a whole
- Enhance teaching at RRU
- Serve a strategic function in highlighting faculty members' contributions to the success of the university

Funds may be used to:

- Support attendance at related conferences or meetings
- Bring together groups of internal/external experts/collaborators
- Support costs related to engaging students in the project
- Purchase resources or books that will facilitate the successful completion of the project
- For honoraria for individuals involved in the project



Note: Applicants are able to use funding obtained under the Research and Professional Development/Scholarly Activity Pool (RPD) and/or the Internal Grants for Research (IGR) awards to complement the funding received through the Buttedahl and Skene Learning and Teaching Innovation Fund, provided the use of complementary funds is **approved** by the respective committees.

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.
- No expenses may be incurred prior to the start date of the award.
- Successful recipients are encouraged to contribute to the scholarship of teaching and learning by writing up the results of the project for eventual conference presentation and/or publication.
- 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](#).
- 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

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 faculty as a whole
2. Quality of the proposed activities, as reflected in the strength, timeliness, and feasibility of the activities
3. Potential of the project to enhance teaching at RRU
4. Relevance of the activity to the university's mandate
5. Degree to which the initiative highlights faculty members' contributions to the success of the university

Project Description section of the application (must not exceed 1500 words). **Please note: The Committee will only review the project description section up to the 1500-word limit. Any information in the project description section that exceeds the 1500-word limit will not be reviewed or considered when making decisions regarding funding. The list of works cited will not count towards the 1500-word limit.**

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

1. The overall goal(s) and specific objectives
2. The significance and benefits of the activities (to students, faculty, the university, and knowledge creation)
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 15th at 11:59pm** in electronic form to the Research Advisory Committee 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.**

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 BSF form found [here](#).

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.