

Research Strategic Initiatives Grant (RSIG) Guidelines

Description

The Vice President Research and Innovation (VPRI) receives numerous requests throughout the academic year for funding in support of research activities. The VPRI is committed to promoting and enhancing research capacity at UNBC. All knowledge creation and faculty dissemination requests will continue to flow through the Research Strategic Initiatives Grant (RSIG) application process.

New as of July 1, 2024:

- **Graduate students will apply on their own for knowledge dissemination travel funding up to \$1,000 via a [webform](#). Romeo applications will no longer be required. Please see the UNBC Graduate Student Travel Award [guidelines](#) for more information.**

RSIG grants are awarded in two thematic areas:

Knowledge Dissemination

Funding provided in this area supports collaboration and the dissemination of research results by funding knowledge mobilization and dissemination activities, such as hosting workshops and/or seminars, attending scholarly conferences to present research, or publishing in peer-reviewed scientific journals.

Knowledge Creation

Funding provided in this area supports innovation and experimentation by providing researchers with “seed” funding to develop a new research project. Applicants can apply for support to cover any research-related expenses they deem necessary to conduct their research. RSIG funding in this area is intended to act as a “springboard” to assist researchers in obtaining external funding for their research. Seed grants are distinct from start-up funding, which is made available to new faculty and negotiated with Chairs/Deans as a part of the appointment process. The applicant must provide a clear plan for the acquisition of external funds, including how the RSIG grant will assist in reaching that goal. Graduate student thesis work is also eligible for knowledge creation funding. Knowledge creation applications may include activities from both thematic areas.

Total application budgets may not exceed \$10,000.

Application Deadlines

RSIG applications will be accepted until midnight on the following dates*:

January 1
April 1
July 1
October 1

**Should the deadline fall on a weekend or a holiday, applications will be accepted up to midnight of the following business day.*

Normally, decisions will be sent to applicants within 4 weeks of the deadline.

Eligibility

Members of the four federally designated equity seeking groups (women, Indigenous peoples, persons with disabilities, members of visible minorities) are strongly encouraged to apply. RSIG proposals across all disciplines demonstrating engagement with and/or plans to develop respectful Indigenous partnerships, and addressing equity, diversity and inclusion (EDI)¹ are encouraged.

Faculty members in tenured, tenure track or regular term appointments (as designated in article 14.20 of the Faculty Association Agreement), Librarians in continuing appointments, Senior Lab Instructors, PhD-trained Research Associates, including Research Scientists and Post-Doctoral Fellows are eligible to apply. Careful consideration of research priorities for the year is essential when structuring an application.

Student Travel for Knowledge Creation

Students are not eligible once they have completed their thesis/dissertation/project defense or otherwise completed their written project in a degree program and stream not requiring a defense.

Evaluation Considerations

The Director of Research and Innovation and/or VPRI will review all requests. Full, partial, or no funding will be awarded based on the following considerations:

- Has the applicant received funding from the RSIG in the past? (please note that priority will be given to applicants who have not held RSIG funding in the past 12 months)
- All other sources of funding available to support the request have been explored and utilized; Researchers must not hold other funding sources for the requested scope of work in order to be eligible for funding
- Has the applicant secured other sources of funding or attempted to secure additional funds e.g. Chair, Dean, internal/external grants or partnerships? Contribution of matching funds from other sources will be favorably considered
- What are the potential benefits to the advancement of UNBC's Strategic Research Plan and the research capacity of UNBC?
- Who will benefit from the request (e.g. students, faculty, community)?
- Applicant's previous research activities (e.g. research application submissions, publications, graduate students, grants or contracts, mentoring)
- Description of how the applicant will convene a diverse research group
- Overall merit of the request

Application reviews and funding decisions will be conducted by an adjudication committee comprised of the Vice-President or Director of Research and Innovation, faculty members and Office of Research and Innovation staff.

Submission Process

Applications must be submitted through the Romeo Research Portal at <https://www.unbc.ca/research/romeo>. Late or incomplete applications will not be considered. Please contact research@unbc.ca if you require more information or assistance in completing your request. Successful applicants will be notified of the funding decision by email. Appeals will not be entertained by the VPRI; however, applicants may reapply if unsuccessful. Please fully complete the RSIG application form and provide all necessary supporting documentation. A “How-to” manual for the RSIG grant form in Romeo is available at the link above.

General Information

Awards will be granted for a period of 12 months. Funds may only be used as indicated in the approved budget. Deviations in the timelines or purpose from the original awards will not normally be considered.

Applicants must complete a final report for Knowledge Creation grants at the end of the award period or completion of the research activity for which funding was granted (whichever comes first). The report must be submitted via the Romeo event tab event category ‘final report submission’ within 3 months. Failure to submit a final report may render an applicant ineligible for future requests.

If certifications (Animal Care, Biosafety, Ethics) are required, funds will not be released until the proper protocols are approved by the appropriate governing body (Animal Care and Use Committee, Biosafety Committee, Research Ethics Board).

Residual funds are to be returned to the VPRI for future competitions.

Travel Restrictions: Applicants should be aware of travel restrictions and requirements necessary to carry out their intended travel plans (e.g. vaccine and quarantine requirements). Refer to <https://www2.unbc.ca/safety/advisories>

As Canada’s Green University, UNBC reviews our travel policy to create sustainable travel practices and encourage green travel options to reduce emissions due to fossil-fuel dependent travel. The RSIG guidelines will be updated as new policies to reduce emissions are implemented.

Faculty members are welcome to use their UNBC credit card when incurring travel expenses but must be aware that costs not covered/approved under the award will not be reimbursed.

¹. Please see NSERC statement on Equity Diversity and Inclusion for reference: http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/Wpolicy-Fpolitique_eng.asp