

Research Fund For Tripartite Faculty Appointed Before April 1, 2022

Application and Fund Use Guidelines

Thompson Rivers University has established an aggregate one-time **Research Fund** (RF) of \$150,000 pursuant to Article 15.3.2.1 (language below) of the TRU/TRUFA Collective Agreement. Existing tri-partite faculty members appointed **before April 1, 2022**, are eligible to apply for up to \$7,500 to support the direct cost of unfunded research projects. An additional call for applications will be issued if the funds are not depleted in the initial call for applications.

TRU is committed to implementing policies, processes, and initiatives including the [Tri-Agency Statement on Equity, Diversity and Inclusion](#), to identify and mitigate barriers and biases that may exist within its programs and systems and to work collaboratively with other stakeholders, when appropriate, to do the same.

Value: Up to \$7,500 is available per faculty member.

Deadline: Applications are due **Aug 31 at 4:00 p.m.**

Applicant Eligibility: Full-time tri-partite faculty members who were appointed **before April 1, 2022**, are eligible to apply. Eligibility includes all faculty members with ongoing or tenure-track appointments.

Funding Eligibility: Funding for *unfunded research projects* is eligible. Funding to supplement ongoing research projects is not eligible.

Adjudication: The applications will be reviewed by the University Sabbatical Leave Committee. The final decisions of the Committee are not appealable. All applicable Tri-Agency Statements and policies will apply.

Additional Evaluation Criteria will be established by the University Sabbatical Leave Committee.

Use of Funds: *All expenses must be allocated for the direct cost of research and comply with the [Tri-Agency Financial Administration Guide](#) and applicable TRU financial policies.*

- Funding may be used to pay for research assistants, but neither a grantee nor a member of the grantee's family may receive remuneration from the RF.
- Funding may be used to pay for travel for conducting research, including travel by research assistants in the performance of their assigned duties.
- Funding may be used for travel for the presentation of research results at conferences.
- Other items necessary for the completion of the project (e.g., research supplies directly required for completion of the project, transcription services, technical services, etc.).

Funds from the RF are *not intended* to provide the following:

- Release time for faculty.
- Tuition and travel costs affiliated with the completion of degrees and coursework.
- The purchase of computers and computer equipment.
- Projects requesting retroactive funding.
- Office Supplies.

Application Process: *Applications are submitted in [Romeo](#) using the "TRUFA Research Fund Application."*

Application Guidelines: Please use the **Form** below to prepare your application. Not following these guidelines might put your application at a disadvantage.

Components of the Application:**1. Research Proposal (1 page):**

- i. Project description. *Please explain how this proposal meets the criteria of unfunded research. Also explain the methods, student training opportunities (if applicable), expected outcomes, and how you will complete knowledge mobilization.*

2. Budget and Justification (1 page)

Provide a budget and concise justification. *Applications with an incomplete budget and/or budget justification will be considered incomplete.* The budget should include but is not limited to:

- i. Personnel costs (research assistants, technicians) must include each personnel's title and type of work to be performed, the estimated number of hours/months to be worked, and the rate of pay per hour/month plus benefits. Suggested rates for undergraduate student Research Assistants: \$20 - \$22 per hour; and for graduate student Research Assistants: \$23 - \$25 per hour, plus benefits (14%).
- ii. Operating cost: lab supplies, survey instruments, transcription, etc.
- iii. Travel costs for research activities. Consult [TRU Travel Handbook](#) for information.

Conditions of the Award: Funds will be used only for the project and purposes described in the application. Where applicable, an *ethics review must be completed before the funds are released to the applicant.*

- i. *All expenses must comply with the [Tri-Agency Guide on Financial Administration](#) and TRU policies, including practices on start-up funds.*

Article 15.3.2.1 of the TRU/TRUFA Collective Agreement:

As of July 1, 2023, the University will establish an aggregate one-time Research Fund of \$150,000 until depleted. Tripartite Faculty appointed prior to April 1, 2022, will be eligible to apply for up to \$7500 on a one-time basis to support proposed unfunded research projects. Applications may be submitted up to August 31, 2023, and all applications will be reviewed concurrently by the University Sabbatical Committee. The Committee may establish additional criteria for application approval and Fund distribution. The final decisions of the committee are not appealable. If the Fund is not depleted following the initial distribution, an additional call for applications will be issued by the Committee. Research Funds will be distributed from the Office of the Vice-President Research and must be allocated towards the direct cost of research activities (and not course release).

TRUFA Research Fund Application Form

Instructions for Completing Application Applications are accepted in [Romeo](#) (click on **Apply New**, followed by TRUFA RF Application Form, and fill in all the tabs). Prepare your application using this Form and attach it under the 'Attachments' tab in Romeo. If you do not have Romeo access, please register by following the instructions on [this page](#). The applicant must sign and date the application in the appropriate box. The applicant's Dean should also sign and date the application.

Applications must be received by 4 pm August 31, 2023.

Date:

Applicant Information

First Name:

Last Name:

Faculty:

Department:

Academic Rank:

Email Address:

Date of the first appointment at TRU:

The date of appointment for the Tri-partite position must be before April 1, 2022, to be eligible for this fund.

Type of appointment (check one):

Tenure-track

Tenured

Unfunded Research: This Research Fund is for unfunded research projects. Please confirm by checking the box below that the research proposed below is not currently funded.

This research proposal is not currently funded

Certification Requirements:

Human Subjects

Animals

Biosafety (Biohazards)



- 1. Research Proposal (1-page max).** Please use a standard font, size 11 with one-inch margins around the page.

2. Budget and Budget Justification:

Please note that this is one-time funding of up to \$7500 per eligible faculty member. Funds must be allocated towards the direct cost of research activities and can not be used for course release.

	Itemized list	Amount (CAD)
	Total:	

Justification of budget request (1/2- page max): Justify each expense item.



Applicant

Date

Signature

Dean

Date

Signature