## Royal Roads University Internal Award Application Form

## Internal Grants for Research (IGR)

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| **Name of Applicant(s)** |  |
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| **Employee Number** |  |
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| **Applicant’s School / Faculty** |  |
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| **Application Deadline** | July 31st (11:59pm). Note: if July 31st falls on a weekend or stat holiday, the deadline is midnight of the next business day |
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| **Descriptive Title** |  |

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| **Supports Strategic Research Theme(s)** Click on one or more check boxes to select your theme(s) | [ ]  Transformational Learning |
| [ ]  Leadership, Organizations and an Equitable, Inclusive society |
| [ ]  Climate action, Wellbeing and the Environment |

**Project Type and Amount Requested**

[*Please click here to view the IGR website which provides the grant guidelines*](https://www.royalroads.ca/research/find-funding/internal-funding/internal-grants-research)*.*

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| **Project Type**Click on the check boxes to select |  | **Amount Requested** |
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| [ ]  Undertaking research[ ]  Knowledge mobilization |  |  | Max. $3,000 |

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| **Date(s) of Proposed Activity if applicable**No expenses may be incurred before the start date |  |
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| **Ethical Review Required?** (i.e. Are human subjects involved in the activity proposed for funding?) | [ ]  YES [ ]  NO |
| **RRU Students as participants?** | [ ]  YES [ ]  NO | If yes, please inform Roberta Mason (Roberta.Mason@RoyalRoads.ca). |
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| **Does this project involve Indigenous communities/peoples?** | [ ]  YES [ ]  NO [ ]  MAYBE |
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| If yes or maybe, please confirm that you have sent your proposal to ethicalreview@royalroads.ca  | [ ]  YES, my proposal has been emailed to this email address. |

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| **Connection with any other initiatives or involvement of other RRU departments?** (e.g. CTET, Student Services, Alumni Relations, etc.) | [ ]  YES [ ]  NO |
| If yes, please identify which areas / departments, and confirm you have had discussions regarding the proposal. |
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| **Is this a joint application for a single research project with another core faculty member?**  | [ ]  YES [ ]  NO |
| If yes, please describe why a team approach is appropriate for the proposed research by describing the relative roles, responsibilities and contributions of each applicant. |
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| **ABSTRACT** (**maximum 100 words**)  |
| Please provide a plain language summary of the research. Why would your colleagues be interested in your research activity? Why is your research important?Please note: This abstract will be used on the RRU research website and may be included in other materials. (Omit providing an abstract if there is a reason not to publish information.) |
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| **PROJECT DESCRIPTION (maximum 2 pages)**Please note: The adjudication committee will only consider the first two pages. Any information provided that exceeds the 2-page limit will not be considered. Please ensure that you complete each section. A list of works cited must be included and does not count towards the 2-page limit. |
| ***Conducting or undertaking research***: include the title, significance of the research, goals and objectives, research question, context, theoretical framework(s) or underpinnings, methodology and methods, expected outputs and outcomes, a summary of how you plan to use the findings, how the research fits within your research agenda, and how the research will contribute to knowledge creation or practice and to society. Be sure to indicate how the proposed project reflects the selection criteria.***Knowledge mobilization:*** include the title, significance of the research, goals and objectives, research question, context, theoretical framework(s) or underpinnings, methodology and methods, outputs and outcomes, a summary of the findings, and the contribution to knowledge creation or practice, and to society. Describe, if applicable, the current status of the publication, the activities required for completion of the publication or dissemination, proposed publishers or other method of distribution, and estimated date of publication. Note that all conference proposals should include details about the research being presented in order to address the selection criteria below, as well as a rationale for the choice of the conference. Please note that conference attendance alone is not an eligible expense under this funding opportunity. Co-authoring a conference presentation is allowed but you must be co-presenting in order to access this funding opportunity. If your conference presentation has not yet been accepted, this award may be given conditionally until acceptance of your presentation is confirmed. Be sure to indicate how the dissemination activity reflects the selection criteria. Write your project description in clear, plain language. Use non-technical terms that can be understood by a range of audiences with varied areas of expertise. **Selection Criteria**Recommendations for the grants by the Research Advisory Committee will be based on the following criteria:1. The quality of the proposed research/activity, as reflected in the research design of the research/activity (e.g., clarity of objectives and goal, well-crafted research question, clear methodology, well-articulated research design in terms of methods, realistic and clear outcomes);
2. Feasibility of the project; and
3. Contribution of the proposed research/activity to knowledge creation or practice and to society.
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| **Significance of the research (contribution to knowledge creation or practice, and to society) (required)****Goals and objectives of the research (required)****Research question (required)****Context (please situate your research within the current academic literature) (required)****Theoretical framework(s) / underpinnings (required)****Methodology and methods (required)****Expected outputs and outcomes (required)****If this is to undertake research, please include a summary of your plans once the research is complete (i.e., will the project lead to an application for external funding; is this a specific phase of a larger project; etc.) (required if undertaking research)****If this a knowledge mobilization project, please include a summary of the research findings (required if knowledge mobilization)****Describe the current status of the publication, the activities required for completion of the publication or dissemination, proposed publishers or other method of distribution, and estimated date of publication (required if knowledge mobilization)**. **Provide a rationale for the choice of the conference if applicable (required if knowledge mobilization).**  |

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| **List of works cited (required):** |
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**BUDGET**

The budget may include costs associated with hiring learners, graduates, associate faculty or other research assistance.

**The budget** refers to those itemized costs relating specifically to activities in support of the project and may include research assistance stipend, travel to conduct or disseminate, materials, supplies, equipment, the cost of publishing, and other costs.

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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*](#RArates)*' 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** *$200 for ½ day; $400 for full day* | *Amount* |
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| **Other (e.g. CSF Staff / 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)*.* | *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)** *Note: Equipment Purchase form required when submitting expense claim.* | *Amount* |
|  |  |
| **Fees** (Specify - includes conference fees, publication fees, etc.) | *Amount* |
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| **Other** (Specify - includes venue fees if applicable (CSF only)) | *Amount* |
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| **TOTAL** |  |

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| **BUDGET JUSTIFICATION** |
| Justify each budget item in terms of 1. how it will help you conduct or disseminate your research,
2. the calculation of the cost. Funds requested may be used only for the purposes described in this application, and
3. for joint projects please describe how your budget relates to your research partner’s budget.
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| **OTHER FUNDING** |
| Please indicate status of existing or recent requests for related funding for the proposed research project or for the proposed dissemination activity.  |
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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%2C) *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.

**CONFLICT OF INTEREST STATEMENT** (required)

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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** |  |
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| **Director or Equivalent Signature Approving School/Department** | **(Not required for core faculty)***Electronic approval/submission in lieu of signature is accepted* | **Date** |  |

**SUBMISSIONS AND INQUIRIES**

**Please direct all submissions (completed form) and questions to** **rruinternalawards@royalroads.ca**

Applications must consist of one (1) document and must be received by the deadline date in electronic form to the Research Advisory Committee via rruinternalawards@royalroads.ca ***Late or incomplete applications will not be considered*.**

# Research Assistant Suggested Hourly Rates of Pay (vs. April 2024)

## ☐ 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 spread sheets; administers research projects on a day to day basis; assists in the development of research instruments; conducts literature reviews requiring critical annotations; assists in preparation and writing of draft reports; conducts uni-variate 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 major 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 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

This level is a senior level and works with significant independence. 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 major 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. Qualifications and experience require a post graduate degree in the subject area. Related experience preferred with previous research experience required.