**Royal Roads University Internal Award**

### Request for Extension

|  |  |
| --- | --- |
| **Name of Applicant(s)** |  |
|  |  |
| **Employee Number** |  |
|  |  |
| **Applicant’s School / Faculty** |  |
|  |  |
| **Project Title** |  |
|  |  |
| **Date awarded** |  |
|  |  |
| **Type of Internal Award** (select one) | [ ]  BSF Buttedahl Skene Fund[ ]  CSF Conference Seed Fund[ ]  GAD Global Advancement & Diversity Fund[ ]  NWF New Ways Fund[ ]  IGR Internal Grant for Research[ ]  RPD Research for Professional Development[ ]  SIG SSHRC Institutional Grant[ ]  TWT Teaching with Technology Grant |
|  |  |
| **Project cost centre** |  |
|  |  |
| **Project sub-cost centre**(e.g. IGRxx-xx) |  |
|  |  |
| **Date**  |  |

**Extension Request**

Please provide the reason for the extension as well as a revised work plan and timeframe for activities. Please include an updated budget and a summary of any research activity completed to date.

|  |
| --- |
|  |

**BUDGET**

|  |
| --- |
| **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*](file:///%5C%5CAberSAN-2.royalroads.ca%5CCommunities%5CStaff%5Coffice%20of%20research%5Cprivate%5CINTERNAL%20AWARDS%5C01%20GENERAL%20ADMIN%5CFORMS%20%28shared%29%5CApplication%20form%20-%20BSF%2C%20CSF%2C%20GAD%2C%20IGR%2C%20TWT.docx#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*
 |
| *Position* | *No. of hours* | *Hourly rate* | *% Benefits / vacation pay* | *Total pay* |
|  |  |  |  |  |
|  |  |  |  |  |
| **Honoraria** *$200 for ½ day; $400 for full day* | *Amount* |
|  |  |
| **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* |
|  |  |  |
| **TRAVEL (TWT: Travel for core faculty and instructional designer only; CSF: not applicable)***Please refer to the University’s travel and business-related expenses policy manual for further information.* | *Amount* |
| *Air travel (specify)* |  |  |
| *Ground travel (specify* |  |  |
| *Accommodation (specify)* | *No. of nights* | *Nightly rate* | *Total* |
|  |  |  |  |
| [*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* |
|  |  |
| **Other** (Specify - includes venue fees if applicable (CSF only)) | *Amount* |
|  |  |
| **TOTAL** |  |

**Submissions and Inquiries**

Please direct completed form and inquiries to rruinternalawards@royalroads.ca.

### Research Assistant Suggested Hourly Rates of Pay

All amounts below are the pay scales for the RAs (April 2024). *Please click the box next to the applicable title*

[ ]  **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 spreadsheets; administers research projects on a day-to-day basis; assists in the development of research instruments; conduct literature reviews requiring critical annotations; assists in preparation and writing of draft reports; conducts a univariate 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 significant 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 an 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

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