## Royal Roads University Internal Award Application Form: Research & Professional Development Pool (RPD)

## Application Deadline: February 15th at 11:59pm

## PLEASE NOTE: You are required to complete all sections on the form

|  |  |
| --- | --- |
| **Name of Applicant(s)** |  |
|  |  |
| **Employee Number** |  |
|  |  |
| **Applicant’s School / Faculty** |  |
|  |  |
| **Descriptive Title** |  |

|  |  |
| --- | --- |
| **Supports Strategic Research Theme(s)** (select one or more) | Transformational Learning |
| Leadership, Organizations and an Equitable, Inclusive society |
| Climate action, Wellbeing and the Environment |

|  |  |  |  |
| --- | --- | --- | --- |
| **Amount requested  (max. $4000)** |  | **Date(s) of Proposed Activity** |  |

**Please note: No expenses should occur before April 1st**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ethical Review Required?** (i.e. Are human subjects involved in the activity proposed for funding?) | | | | YES  NO |
| Please note that funding may not be released until the ethical review has been approved if the research involves human subjects. | | | | |
| **RRU Students as participants?** | YES  NO | | **If yes**, inform ([Roberta.Mason@RoyalRoads.ca](mailto:Roberta.Mason@RoyalRoads.ca) and attach your correspondence to this application form upon submission. | |
|  | | |  | |
| **Does this project involve Indigenous communities/peoples?** | | | **If yes or maybe**, please confirm that you have sent your proposal to [ethicalreview@royalroads.ca](mailto:ethicalreview@royalroads.ca). | |
| YES  NO  MAYBE | |  | YES, my proposal has been emailed to the address above. | |

|  |  |
| --- | --- |
| **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 include correspondence confirming you have had discussions regarding the proposal. | |
|  | |

|  |
| --- |
| **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.  (Write N/A below if there is a reason not to publish information.) |
|  |

|  |
| --- |
| **PROJECT DESCRIPTION - Guidelines for completion** (maximum 250 words / 1 page) |
| Please note: The adjudication committee will only consider the first page. Any information provided that exceeds the 1-page limit will not be considered. A list of works cited will not count towards the 1-page limit.  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. Make it easy for the committee to see how the proposal addresses the criteria of each specific funding opportunity (e.g., consider using some or all of the criteria as headings).  **SELECTION CRITERIA:**  Grants will be awarded based on the following criteria (It is recognized that not all applications will meet all five selection criteria):   1. Complete annual professional development plan (research plan) and application form, including budget with budget justification 2. Quality of the proposed development activities or research, as reflected in the significance, strength and feasibility of the activities or research 3. Relevance of the activity to the applicant’s professional or research plan 4. Relevance of the activity to the university’s mandate 5. Potential of activity/research to further career credentials or result in promotion in rank   In addition to the selection criteria above, consider including a description of the following information:   1. Overall goal(s) and objectives 2. Significance and benefits of the activities/project 3. Proposed methodology (if applicable) 4. Timeline 5. Feasibility 6. Expected outcomes   For more information, please reference the guidelines found on the Research Services website here: <https://www.royalroads.ca/research/find-funding/internal-funding/research-professional-development/scholarly-activity-pool>  **PROJECT DESCRIPTION:** |
|  |
| **Annual Professional Development / Research Plan** (maximum 150 words)  Please *either* attach a copy of your *most recent* PDP to your submission email *or* include a statement here not exceeding 150 words. |
|  |

**BUDGET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONNEL** (Includes Research Assistants) | | | | | |
| * *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* | | | | | |
| *Position* | | *Total expected hours* | *Base hourly rate* | *Hourly rate including 15% Benefits / vacation pay* | *Total cost to project* |
|  | |  |  |  |  |
|  | |  |  |  |  |
| **Honoraria** *(Suggested**$200 for ½ day; $400 for full day)* | | | | | *Amount* |
|  | | | | |  |
| **Other (e.g. Contractors)**  *Please outline tasks for the staff/contractor(s) and an overall estimate of the time involved* | | | | *No. of hours* | *Amount* |
|  | | | |  |  |
| **TRAVEL**  *Please refer to the* [*University’s travel and business-related expenses policy manual*](https://ourpeople.royalroads.ca/departments/finance/internal-financial-services-policies-procedures)*. for further information.* | | | | | *Amount* |
| *Air travel (specify)* |  | | | |  |
| *Ground travel (specify* |  | | | |  |
| *Accommodation (specify)* | | | *No. of nights* | *Nightly rate* | *Total* |
|  | | |  |  |  |
| [*Per diem / food allowance*](file:///\\AberSAN-2.royalroads.ca\Communities\Staff\finance\public\Travel\6_Business%20Travel%20Rate%20Schedule%20(UPDATED%202022-04-01).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) | | | | | *Amount* |
|  | | | | |  |
| **TOTAL ($4000)** | | | | |  |

|  |
| --- |
| **BUDGET JUSTIFICATION** |
| Justify each budget item in terms of   1. how it will help you achieve your research/event goals and objectives, and 2. the calculation of the cost.   Funds requested may be used only for the purposes described in this application. |
|  |

## CONFLICT OF INTEREST IN RESEARCH

*Please review the* [*Conflict of Interest Policy and Procedures*](https://www.royalroads.ca/policies?keys=conflict+of+interest+in+research&field_type_of_document_target_id=All&field_governance_category_target_id=All&field_classification_target_id=All&field_approval_target_id=All)*, and complete disclosure form below.*

## Definition of Conflict of Interest

A **conflict of interest in research** exists where a university member, or the university itself, may give preference, or be perceived to give preference, to their own interests or obligations over research-related duties and responsibilities. Conflicts of interest may be real, perceived, or potential and involve personal interests (including that of a related business), or financial interests.

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, 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). including but not limited to 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.
* Using University or sponsor resources for private business purposes.
* Research co-led within a community (e.g. an Indigenous community) which engages family members, or other closely associated persons, as research participants.
* Using information that is not in the public domain and acquired in the course of research activities to advance a university 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.

|  |  |
| --- | --- |
| **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:

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant’s Signature** | *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](mailto:rruinternalawards@royalroads.ca).

Applications must consist of one (1) PDF or Word document and must be received by the deadline date in electronic form to the Research Advisory Committee via [rruinternalawards@royalroads.ca](mailto:rruinternalawards@royalroads.ca). *Late 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 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.