

# VCC Research Fund Application & Instructions

The VCC Research Fund (VRF) assists employees in building the skills and abilities to engage in high quality research at our institution. Each year, a total of $10,000 is available for the VRF. Individuals may apply for any amount, up to $2500 for individual projects and up to $5000 for interdepartmental projects.

**Instructions - How to Apply**

To apply, please provide the following:

1.) Researcher CV(s) highlighting relevant skills

2.) Completed VRF form

All documents must be submitted to [VRF@vcc.ca](mailto:VRF@vcc.ca) by April 15, 2024.

**Eligibility**

All VCC employees (faculty/instructors, staff, and administrators) are eligible. Applicants must be employed at the College for the duration of the project timeline. Non-faculty applicants should provide evidence of permission from Dean or Supervisor. The funding may not be used to top-up, or for additional contract work. Priority is given to new applicants, who have not previously received VRF funding.

**Use of Funds**

The funds are intended to offset some of the costs associated with research engagement. Research activity may involve any stage of a project beyond primary research and data collection, including literature review, creation of data collection tools such as surveys, preparation of proposals and grant applications, activities related to publishing, preparing data sets for deposit, and knowledge mobilization. As such the funds may be used for:  

• Employee release time to conduct research

• Compensation for research participants, or honoraria for speakers/elders

• Software and technology (as approved by IT, if intended for installation on a VCC computer)

• Books and research equipment

• Student research assistants

• Costs associated with in-person data collection or knowledge mobilization activities (parking, transportation, hosting focus groups, etc.)

• Costs for publishing in open access journals

**Agreement**

Recipients of the VRF must commit to: 

• Utilizing the funds by December 31, 2024. Awarded funds cannot be deferred or transferred.

• Providing an update upon request in September 2024, and providing a Project Summary upon conclusion, for possible inclusion in promotion of research activity at VCC.

• Presenting at the annual VCC Teaching, Learning & Research (TLR) Symposium.

• Submitting published and unpublished research output to the [VCC Digital Repository](https://vcc.arcabc.ca/) with the except for Indigenous research data.

•Completing TCPS2 (2022) and providing a Certificate of Approval from the VCC REB, if the work involves human participants, prior to accessing funds:  <https://www.vcc.ca/about/college-information/research-at-vcc/>

**Application Process and Criteria**

VRF applications will be awarded by the Vice President-Academic, following the recommendations of the VRF Adjudication Committee. Applications will be evaluated on the following criteria:  

1. Contribution: What does the research offer to the field of study, the community, and to student experience?

2. Project Rationale: Is there a clearly defined challenge or question to be addressed?

3. Project Description: Is the methodology and plan clear? Will results or outcomes be shared?

4. Suitability: Is the researcher equipped to engage in this project and address the research questions?

5. Feasibility: Is the timeline reasonable? Does the budget clearly outline expenses? 

**Questions?**

For guidance, please contact Alicia Copp, Coordinator of Research, Scholarly Communication and Library Instruction: [acopp@vcc.ca](mailto:acopp@vcc.ca)

**Application**

## 1. Applicant

|  |  |  |
| --- | --- | --- |
| **Name of Course Instructor (Principal Investigator)** | **Department** | **Email** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| **Name of Additional Applicants** | **Department** | **Email** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

## 2. PROJECT INFORMATION

|  |  |  |
| --- | --- | --- |
| **Title** | | |
| Click here to enter text. | | |
| **Start Date** | **Completion Date** | **REB Application Required?** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

## 3. PROJECT DESCRIPTION

## What is your research question?

Click here to enter text.

## What are the objectives of your project?

Click here to enter text.

## Description of theory/methodology.

Click here to enter text.

## 4. PROJECT BENEFITS What are the benefits of your project?

Click here to enter text.

## How will you share what you learn?

Click here to enter text.

## 5. TIMELINE Provide key dates for initiation/completion of tasks/stages of work.

Click here to enter text.

## 6. DATA MANAGEMENT Describe *how* research data is stored, used, destroyed or preserved.

Click here to enter text.