

FACULTY RESEARCH DEVELOPMENT FUND GUIDELINES AND APPLICATION

Guidelines

Purpose

FRDF funding can be used for a new research project, developing a research group, or traveling to present at a conference.

Amount

The maximum award is **\$7000**.

Eligibility

Applicants must be full-time faculty members of the Faculty of Education. Faculty members may not hold more than one FRDF grant simultaneously. Faculty members must apply for external funding before applying for a second internally funded research grant. Priority will be given to first-time applicants and those who have not been funded from this program in the past 2 years.

Submissions

Complete applications, including the applicant's signature, may be submitted to the Education Research Office via the [online submission portal](#) by **by 4:00 PM on the first Monday in June/October each year**. Late applications will not be accepted. Successful applicants will be required to complete a ROLA application after the results of the competition are released.

Project Description Instructions

- A. Research Projects: Proposals must include a description of:
 - a. Project objectives
 - b. Methodology
 - c. Impact and significance of the proposed research, expected outcomes and scholarly outputs
 - d. Contribution to training of HQP (highly qualified personnel)
 - e. Relationship to your research program and future plans for external funding
- B. Research Groups: Proposals must include a description of:
 - a. All of the items listed in part A above
 - b. Plans for the initial and continuing development of the research group (e.g., recruitment of new members, partners, and community stakeholders)
 - c. If applicable, resources to be contributed by faculty or community partners from outside Education (e.g., access to networks and in-kind or cash contributions)
- C. Conference Presentations: The following information must be included in your proposal:
 - a. Conference name and dates
 - b. Conference location (city, country)
 - c. Your role(s) at the conference (must be presenting)
 - d. Title of the presentation(s)
 - e. Additional details of conference participation (on organizing committee, etc.)
 - f. Attach abstract(s), acceptance notification(s), and conference website link(s) or other information such as the call for papers.

Budget and Eligible Expenditures

Provide estimated costs for eligible expenditures. Ensure that all expenses are aligned with faculty and university pay rates and policies.

- **Western's Travel Procedures:**
https://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_procedure.pdf
- **Eligible Research Expenses:**
https://www.uwo.ca/finance/forms/docs/research/useofFunds_checklist.pdf

- **Researcher Toolbox:**
<https://www.uwo.ca/hr/researcher.html>

Personnel costs: Salary and benefits for students, postdoctoral fellows, and research staff.

Materials and supplies: Provide details, and quotes or advertisements/screenshots showing prices.

Research Travel: Travel to field sites for data collection is appropriate when justified; provide quotes.

Conference Travel: Provide details and attach quotes for transportation, accommodation, meals, and membership/registration fees.

Dissemination Costs: Provide details and quotes for publication costs, user workshops, or other activities.

Equipment: Provide quotes or advertisements/screenshots showing prices.

Other expenses: Provide a brief explanation and quotes/ads/screenshots for all items.

Evaluation Criteria

Applications will be adjudicated by the Faculty of Education Research Committee or, if required because of conflict of interest, by an ad hoc committee of full-time faculty members. Priority will be given to new projects showing a clear path to peer-reviewed publications and external funding applications resulting from this support to first-time applicants and researchers who have not recently been funded by this program. Applications are adjudicated by the Faculty of Education Research Committee using the following criteria:

Research Projects and Research Groups:

- Originality, significance, expected contribution to knowledge, and clear plans for future Tri-Council application development;
- Quality of development and training for students, emerging scholars, and other highly qualified personnel, and opportunities for them to contribute;
- Potential for the project results to have influence and impact within and/or beyond the intended research audience or community;
- Probability that the objectives will be met; and
- Appropriateness of the requested budget, justification of proposed costs, and, where applicable, other financial and/or in-kind contributions.

Conference Travel:

- Clearly shows potential for the conference activity to support a future Tri-Council grant and peer-reviewed publications.

Project Time Period

Grants will be available for one year. Upon termination of an award, any unspent balance will revert to the fund. If there are funds remaining in the account as of the end date the grant will automatically be extended for one year.

Ethics

All research proposals involving human subjects must be approved by the appropriate Western Research Ethics Board. Funds will be encumbered and the project may not commence until appropriate approvals are received by the investigator.

Use of Funds

For each award, an account will be set up as an “unrestricted research account”. Investigators are expected to expend the funds in the manner proposed in the original request. Applicants are personally responsible for any over expenditure of the grant. All assets purchased with internal grant funds become the property of Western University.

Final Report

A brief final report (1 page) on what was accomplished using the grant (impact -including development of Highly Qualified Personnel, publications, applications for external funding, and development of collaborations) must be submitted to the Research Committee via the Research Office no later than 60 days following the completion of the project. Failure to do

so may jeopardize a faculty member's eligibility for future competitions. Faculty are encouraged to present the results of the project at the Faculty Seminar Series in the year following termination of the grant.

Questions

All questions should be directed to the Research Officer, Faculty of Education (edu-researchoffice@uwo.ca).

Part 1: Applicant Information

Applicant Name(s):

Email:

Rank: Full Professor Associate Professor Assistant Professor Other:

| Funding Sources: | | | | | |
|---|---|---|--|-----------------------------|---|
| Surname and initial(s) of principal investigator and co-investigators | Project Title or Conference Name/Year/Location: | Project period: <i>Start and end date or date of conference</i> | Funding agency or internal funding program | Funds requested or received | Status (i.e., awarded, denied, pending) |
| a) Current Support: | | | | | |
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| b) Support applied for (pending and denied): | | | | | |
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Part 2: Project Information

Name of Project:

Type of project (please check all that apply):

Research Project

Conference Travel

Research Group

Does this project require:

Human Ethics

Animal Use

Biohazards

If yes, provide protocol number:

Abstract (max 1500 characters or approximately 250 words):

Part 3: Proposal

Please write a 2-page maximum (11 point minimum font) description of the proposed project (excluding references). Use the proposal section headings as outlined in the guidelines for the type of grant you are applying for (research project, research group, or conference presentation).

Part 4: Budget and Justification

| Description | Amount |
|---|--------|
| Personnel costs (Research Assistants, etc.) | |
| | |
| Travel and accommodation (funds needed to carry out research) | |
| | |
| Technical Services | |
| | |
| Materials and Supplies | |
| | |
| Other (please describe) | |
| | |
| GRAND TOTAL | |

Part 5: Signature

Signature of
Applicant: