



## GRANTS-IN-AID FUND

### GUIDELINES FOR 2019 - 2020

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Okanagan College shall maintain a Grants-in-Aid (GIA) Fund sufficient to support research, scholarly and creative activity. (See Article 26 of the April 1, 2014 to March 31, 2019 Okanagan College / Okanagan College Faculty Association Collective Agreement). The allocation of the fund is administered by the Grants-in-Aid Committee.

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**Criteria Statement:** Research, Scholarly, and Creative Activity are defined as (under Article 18.1.4.1) “Scholarly activity shall be understood to include scholarship, research and creative activities. Scholarship involves oral or written activities that reflect a thorough and critical collection of knowledge of one’s profession or discipline. Research involves contributing to the expansion of knowledge and the sharing of that knowledge through appropriate professional means. Research includes application of research findings for purposes of practical application. Creative activities involve creative practice, exhibition, performance, composition, multimedia presentations and other similar activities that reflect applied practice of one’s profession or discipline.”

Please ensure your application addresses how your proposal ties into your individual research, scholarly or creative activity. Failure to do so will result in a declined application.

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#### 1. Grants-in-Aid Committee (hereafter called the “

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### **3. Application Schedule and Procedures**

**3.1** The Committee shall meet four times in the academic year 2019-2020 to adjudicate applications for funding. In March, the committee will notify all OCFA members of the application deadlines and circulate a reminder one month in advance of each meeting. Application deadlines for the 2019-2020 fiscal year are:

1<sup>st</sup> call          April 5, 2019

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## 5.1 Conferences

## **5.6 Books and Subscriptions to Journals**

If the application includes the purchase of books or subscriptions to journals, the titles and costs must be included in the application and the applicant must document that he or she has consulted with Library Services prior to applying to the GIA fund. There is no commitment to fund journal subscriptions beyond the funds available in the original grant.

## **5.7 Research Assistants**

Applications can include requests to fund the employment of research assistants directly related to the proposed project. For calculation of wages, refer to the Letter of Understanding on Research Assistants in the BCGEU Support Staff collective agreement. If approved, applicants must work with OC Human Resources and Finance to develop job descriptions and hire and pay research assistants. Grant recipients are responsible for submission of timesheets and for ensuring that research assistants' total wages do not exceed the amount of their grant.

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## **6 Adjudication Criteria**

The Committee shall review applications with respect to:

- (1) the alignment of the project with GIA criteria;
  - (2) the general quality and completeness of the application, including a detailed budget and required documentation;
  - (3) the intended outcomes and impact of the project or activity;
  - (4) evidence of investigation, feasibility and planning regarding the proposed activity;
  - (5) in the case of presentations at conferences or other events, evidence that the applicant's work has been accepted for presentation;
  - (6) in the case of conference papers and journal publications, the integrity of the conference or publisher;
  - (7) in the case of research involving human subjects, evidence that Research Ethics Board approval has been obtained or sought.
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## **7 Operational Requirements**

### **7.1 Authorization**

All purchase orders, travel advance requests and expense claims must be signed by the Chair of the GIA committee.

### **7.2 Authorization of Travel**

The approval of a GIA application does not imply approval of any associated travel. Prior to GIA-related travel, grant recipients must seek and obtain approval from their designated supervisor.

