



GRANTS-IN-AID FUND GUIDELINES FOR 2019 - 2020

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.

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.

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

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 st call	April 5, 2019
2 nd call	October 4, 2019
3 rd call	November 29, 2019
4 th call	February 7, 2020

3.2 Applications shall be submitted on the GIA Application Form which is available on MyOkanagan. The complete application shall be submitted by email to GrantInAid@okanagan.bc.ca.

3.3 The committee shall meet to adjudicate applications and shall normally complete this within two weeks of the deadline dates. Applicants shall be notified by email of the outcome of the adjudication of their application within two weeks of the committee meeting.

3.4 Retroactive applications will not normally be accepted. Under special circumstances, retroactive applications may be reviewed, provided they are accompanied by a clear rationale for the retroactive application and supporting documentation.

4 Funds

For the 2019 – 20 fiscal year, the annual grant to an individual shall not exceed \$4,000, which may be allocated over multiple proposals. Ensure accurate and full costs are included in the proposal.

5 Projects Funded

Funding shall be considered to support research, scholarly, and creative activity. Where applicable, applicants must include documentation that they have consulted their appropriate department budget and/or Library Services and/or Information Technology Services and/or Purchasing, and/or Okanagan College Bookstore as part of applying for GIA funds. This is to ensure that OC does not already own the requested item; that other institutional funds do not exist to support your proposal; and that the best price has been identified. Ownership of items purchased with GIA Funds remains with the College. A list of typical items and activities follows:

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.

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.

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.

