



## 2016-2017 John H. M. and Doris D. Andrews Research and Development Award Terms of Reference and Instructions

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Dr. John H. M. Andrews, former Dean of Education, UBC from 1973-79, and his wife Doris Andrews have generously endowed one award offered to tenure and tenure-track faculty in the Faculty of Education. This award is designed to support educational research and development projects that have an impact on the community and make a contribution to society. The research component must have a direct impact on the community and increase our knowledge and understanding of Canadian education. The development component must be conducted in collaboration with a community educational partner. The award is based on Dr. Andrews' belief that teachers, in practicing their profession, are called upon to relate, not just to their students, but also to parents, fellow citizens and teachers, school administration, their professional association, staff groups, governmental agencies, as well as the broad range of social and political groups in the community.

### Terms of Reference

- Members of the Faculty of Education (all ranks) are eligible to apply.
- Applicants must clearly demonstrate how their project will have an impact on the community and increase our understanding of Canadian education.
- The proposal must clearly identify community educational partner(s) and their roles.
- **One award** valued at **\$5,000** will be offered. The term of the award is 12 months.
- Successful applicants are required to write a one page summary describing the outcomes of the project for the Faculty of Education Development Office. This summary may be shared with the donor.

### Application Deadline

Please submit complete applications by email or in person to Heather Frost ([heather.frost@ubc.ca](mailto:heather.frost@ubc.ca)) by **4:00 pm, Friday, April 15<sup>th</sup>, 2016.**

### Application Instructions

Applications must include the following:

1. The John and Doris Andrews **Application Form**. The form includes an abstract, budget and budget justification and a list of community partners. Applicants must provide a clear explanation of how each expense relates to, and helps fulfill the goals of the project.
2. A **Project/Activities Description** (attachment\* – maximum 2 pages). An attachment describing the proposed activities that effectively communicates:

- a. The main issues addressed and the specific research objectives;
  - b. The theoretical framework underlying the research;
  - c. The research methodology;
  - d. The anticipated impact and significance of the research, including an explanation of how the project will have a direct impact on the community and increase our knowledge and understanding of Canadian education; and
  - e. A clear explanation of the roles and engagement of community educational partners.
3. **Scholarly References** (attachment\* - no page limit)
  4. **Project feasibility statement** (attachment\* - ½ page). A description of the project’s feasibility, including an explanation of how the research activities can be carried out within the timeline and with the resources provided by the award. If the research is preliminary to, or part of, a larger project, identify how the proposed work is nonetheless self-contained and can be completed within the term of the award and with the requested funds.
  5. **Letter(s) of support** (attachment\*) from the community partner(s) that illustrate(s) support for the project as well as the role of the community partners in the project; and
  6. A **UBC Personal Data Form** (for PI only). NOTE: 6-year publication and grants history must be attached if you are using the Word version of the form available at <http://www.ors.ubc.ca/contents/electronic-forms> The form is also exportable through UBC’s myCV.

\*Attachments must conform to formatting specifications: 12 pt Times New Roman font; ¼” margins; and single-spaced.

## Signatures

A completed [UBC Research Project Information Form \(RPIF\)](#), signed by the Applicant and their Department Head or School Director. Please complete sections A, B, D, E and I.

For Original Funding Source: List Faculty of Education

For Primary Funding Source: Check Same as Original Funding Source

For Funding Program: List Faculty of Education John H. M. and Doris D. Andrews Research and Development Award

For Budget: Check UBC (internally funded) | For Total Cash: List amount request (\$5,000)

## Budget

Budget items must be fully explained and justified in terms of the proposed activities. Also note that release time from teaching (“teaching buy-out”) is not an eligible expense for this grant.

## Award Decisions

A Faculty of Education committee, representing all academic units drawn from the Dean’s Advisory Committee on Research membership, and chaired by the Associate Dean of Graduate Programs & Research, will review the applications and make decisions on funding.