



Faculty of Education

2013-2014 Faculty of Education Graduate Student Research Grant Terms of Reference & Instructions

OVERVIEW

The principal goal of this initiative is to reimburse UBCV Faculty of Education graduate students for the financial costs of conducting research projects necessary for the completion of their degree and is designed to cover your research or project expenses only. **Students cannot receive this award more than once during a given degree program.**

GRANT VALUES

Awards of up to \$1,000 each will be made available each year to successful graduate students (Magistral and Doctoral).

Please Note: Over the past 3 years there have been an average number of 37 applications to this initiative and an average of 12 were funded. These awards were successful based on the following: **a) a strong student statement regarding their Research Proposal and a fully justified Budget; b) the student C.V. and, c) a high grade point average.**

TERM OF GRANT

As part of your application you should indicate the timeline for the conduct of your research, with start and finish dates. Should you be successful, these are the dates that would be associated with your research grant. Note that grant recipients must work with their supervisors to complete the paperwork necessary to set up research accounts by **April 30, 2014.**

EXPENSES

The grant is not designed to be a salary grant, so that means that you cannot use the funds to pay yourself a salary or wage for doing work on your research project. You may certainly hire others to provide services to you but you cannot pay yourself.

Most expenses necessary for the conduct of the research will be considered. Examples of research-related expenses include travel, photocopying, supplies and services. Computer equipment and software expenses will not normally be reimbursed.

Students may hire other UBC students to perform research, but these student assistants must be paid through a UBC Student Appointment form. Please see your Department Administrator for details. Also, please check the guidelines for Personnel Costs and Management, under the 'Tools and Management' tab on the OGPR's 'Rules and Tools' page: <http://ogpr.educ.ubc.ca/research/funding/rules-tools/>

You may also hire non-students to do work for you. Please be sure that the person doing the work produces an invoice for their work and that you submit the invoice to your Department Administrator. Your Administrator will then complete the paperwork to get the person doing the work paid directly.

You should also consult the General UBC Policies on Reimbursement & Payment for Work at: <http://ogpr.educ.sites.olt.ubc.ca/files/2013/12/Policies-for-Payment-of-Work.pdf>

UBC will not reimburse you for out-of pocket payments made directly to individuals for their work.

ELIGIBILITY

To be eligible to apply for this research grant, you must:

- be registered as a UBCV Faculty of Education graduate student at the time of application and at the time of the research

If successful, you *must have received ethical approval* for your project (if applicable) in order to have funds released.

Students on leave or on extension are **ineligible** to apply for this grant.

THE APPLICATION PACKAGE

The award Application Form, Terms of Reference & Instructions and the graduate student CV forms are available on the OGPR web site.

Applications must include **1)** the application form, completed with all required signatures, which also includes a strong student statement regarding your Research Proposal and a fully detailed and justified Budget; **2)** a completed graduate student CV, the template for which is available on the OGPR web site.

APPLICATION DEADLINE

Submit **one original copy** of the application package (the signed and completed application form and the graduate student CV) to the Office of Graduate Programs and Research by **4:00pm, Monday, February 17, 2014**. **Note: incomplete or late applications will not be considered.**

SIGNATURES

Your application form must include (on the original only) your signature and the signature of your Department Head.

ADJUDICATION OF APPLICATIONS

A Faculty of Education committee, established and Chaired by the Associate Dean, Graduate Programs & Research, will review the proposals. Successful applicants will be identified in early **April 2014**.

The criteria for judging the applications will include:

- Quality of scholarship indicated on the application
- Significance and potential impact of the research
- Strength of the academic record of the candidate
- Justification of the budget.

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STEPS FOR REIMBURSEMENT

To be successfully reimbursed for expenses, grant recipients must work with their supervisors to set up a research account, as early as possible, but by no later than **April 30, 2014**. Instructions on how to do this are available on the OGPR web site at: <http://ogpr-educ.sites.olt.ubc.ca/files/2013/12/Steps-for-Reimbursement.pdf>

If grant awardees would like to hire a UBC student to help in their research, they should consult with their supervisor and Department Administrator to set up a UBC Appointment Form.

Grant awardees will need to provide the *original* receipts for all other research expenses. They should also provide their supervisors with all of the information necessary to complete a *Requisition for Payment Request* form (available on the OGPR web site) for non-travel related expenses (if applicable), and/or a *Travel Expense Report* form (available on the OGPR web site) for travel expenses (if applicable). Supervisors will then submit these forms to their Departmental Administrators for further processing.