



2016-2017 Faculty of Education Graduate Student Research Scholarship 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.**

SCHOLARSHIP VALUES

One award of up to \$1,000 will be made available each year to successful Faculty-Wide Programs graduate students (CCFI, ECED Magistral and Doctoral).

Adjudication criteria will be based on:

- 1) a strong student statement that clearly articulates the significance and impact of the Research Proposal;
- 2) a clear, complete, and fully justified Budget;
- 3) a high grade point average (students are to be in their last term of coursework, or completed their coursework).

TERM OF SCHOLARSHIP

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 scholarship.

EXPENSES

The scholarship 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 the Faculty of Education Finance Office page for details <http://faculty-staff.educ.ubc.ca/policies-procedures/#finance-2>.

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.

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 scholarship, you must:

- be registered as a UBCV Faculty of Education graduate student at the time of application and at the time of the research
- Students must have completed all of the coursework for their degree

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 scholarship.

THE APPLICATION PACKAGE

The award Application Form, as well as the Terms of Reference & Instructions are available on the ORE 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.

APPLICATION DEADLINE

Submit the application package (the signed and completed application form) to the Office of Research via email at grad.educ@ubc.ca by **4:00pm, Monday, May 15, 2017**.

Note: Incomplete or late applications will not be considered.

SIGNATURES

Your application form must include your signature and the signature of your Department Head.

ADJUDICATION OF APPLICATIONS

A Faculty of Education committee, established and Chaired by the Director, Graduate Programs, will review the proposals. Successful applicants will be identified in early June 2017.

The criteria for judging the applications will include:

- Student statement that clearly articulates the significance and potential impact of the research
- Clear, complete and fully justified budget
- Strength of the academic record of the candidate

STEPS FOR REIMBURSEMENT

The first step is for you and your supervisor to complete a Research Project Information Form (RPIF), which is found at: https://research.ubc.ca/sites/research.ubc.ca/files/vpri/Research_Project_Information_Form.pdf. ORS can only establish research accounts under the names of UBC faculty, therefore, the UBC Principal Investigator will be your Supervisor, but the rest of the information will be drawn from your proposal. Under Section B, where it asks "[i]f this is a student trainee fellowship, please enter recipient name:" this is where your name would go. There are no indirect costs, and it is a UBC Internally-funded scholarship. Please return the completed to ORE, who will, once it has been signed by the Associate Dean, ORE, forward it on your behalf to ORS. ORS will then notify your Supervisor when the account has been set up. To be successfully reimbursed for expenses, scholarship recipients must work with their supervisors to set up a research account, as early as possible. Complete instructions are available on the FoE Finance web site at: <http://faculty-staff.educ.ubc.ca/policies-procedures/#finance-2>

If scholarship 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.

Scholarship 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 ORE web site) for non-travel related expenses (if applicable), and/or a *Travel Expense Report* form (available on the ORE web site) for travel expenses (if applicable). Supervisors will then submit these forms to their Departmental Administrators for further processing.