



## 2021-2022 Jacqueline Farquhar Endowment for Children's Mental Health

### Terms of Reference and Instructions

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Funding for the Faculty of Education **Jacqueline Farquhar Endowment for Children's Mental Health** is made available through a fund established by the Vancouver School Board and Jacqueline's family and friends, and is specifically designed to carry on her passion for enhancing schools' capacity to identify and respond to students struggling with depression and anxiety.

The primary goals of the Jacqueline Farquhar Endowment for Children's Mental Health are to:

- Translate completed research into accessible forms that community stakeholders and educators can utilize, disseminate and take into the classroom and/or community with a goal of impacting practice;
- Find practical uses for completed research, for example, the production of a brochure, books, workshops, instructional materials, web sites, etc., with a clear potential for impact on practice (technology component as a tool for sharing); and
- Increase the awareness of issues relating to children's mental health.

### Terms of Reference

- Funds are open to **faculty/graduate student teams**, consisting of at least one member of the Faculty of Education professoriate (Assistant Professors, Associate Professors and Professors, and their counterparts in the Educational Leadership stream) and one or more graduate students registered in the UBC-V Faculty of Education. The faculty member is expected to play a leadership role in the knowledge mobilization project.
- **One grant per collaborative team project** is available.
- **Graduate students who are on leave or on extension are ineligible** to apply as part of an applicant team.
- Funds are not intended to support data collection or analysis of research but rather to support activities designed to disseminate and mobilize research findings or outcomes to the community through an activity or product.
- There are two budget categories for this award. Budgets up to \$5,750 or \$11,500.
- The term of the award is 12 months from the date of award notification.
- Successful applicants are expected to provide a final report to the Office of Research in Education within one month of the end of the official award term. This report will be provided to the Faculty of Education Development Office to be shared with the donors, the Farquhar family.

## Application Deadline

Please email your complete application package to the Office of Research in Education at [educ.ore@ubc.ca](mailto:educ.ore@ubc.ca) by **12:00 Noon, Monday April 19, 2021**.

## Application Instructions

Applicants must submit the following as part of their application package:

1. The Jacqueline Farquhar Endowment for Children’s Mental Health Fund **Application Form**. The form includes a budget and budget justification. 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). This attachment describes
  - a. the proposed activities and must effectively communicate:
    - i. How your activities will translate completed research into an accessible form or product that community stakeholders and educators can utilize, disseminate and take into the classroom and/or community, with a goal of impacting practice;
    - ii. The scholarly rationale for the project or product (e.g. what evidence exists for its need?);
    - iii. The project goals; and,
    - iv. The significance of the work and anticipated outcomes (i.e. how the project/product will increase awareness of and/or enhance children’s mental health in schools or community).
3. **References** (attachment\* - no page limit).
4. The Applicant (PI) must attach a **6-year publication history and 6-year research funding history**. We do not require the submission of full UBC CVs and please do not submit Co-Applicant CVs.
5. A completed [UBC Research Project Information Form \(RPIF\)](#). Note that for signatures, only those of the applicant and unit head are required at the application stage.

\*Attachments must conform to formatting specifications: 12 pt. Times New Roman font; ¾” margins; and single-spaced.

## Signatures

A completed [UBC Research Project Information Form \(RPIF\)](#), signed by the Applicant and their Department Head or School Director.

For sections A, B, D, and E of the RPIF please use the following information:

- For Original Funding Source: List “Faculty of Education”
- For Primary Funding Source: Check “Same as Original Funding Source” button
- For Funding Program: List “Faculty of Education Jacqueline Farquhar Endowment for Children’s Mental Health”
- For Budget: Check “UBC (internally funded)”
- For Total Cash: Indicate total (\$) budget request
- Be sure to complete the ethics section (D)
- For Section E click the “Yes” button

## Budget

Budget items must be fully explained and justified in terms of the proposed activities. SSHRC research expense eligibility guidelines apply. For guidelines on the Financial Administration of this award, please see the UBC policy on the Financial Administration of [Tri-Agency Grants](#). The following document provides a condensed version of the [UBC Expenditure Guidelines](#) during the revamping of the Tri Agency Financial Administration Guide. **Note that course release time (“teaching buy-out”) is not an eligible expense for this grant.**

## Adjudication Criteria

Applications will be evaluated using the following criteria:

1. Alignment with the goals of the Jacqueline Farquhar Endowment for Children’s Mental Health Fund.
2. Strength of the description of activities:
  - a. Clarity and quality: The clarity and quality of the description of proposed activities (e.g. goals, methods, anticipated outcomes).
  - b. Significance and impact: The potential significance and impact of the project for the applicant’s field of study, scholarly community, and/or profession/policy/practice.
3. Preference will be given to proposals that involve educators and/or counselors in school settings.
4. Feasibility: The likelihood that the activities can be carried out within the timeline and with the funds provided by this award.
5. Appropriateness of the budget justification: The extent to which applicants provide a strong and appropriate justification of the proposed budget that includes a) an itemized list of eligible expenses; and b) a brief description of how each item is required for the enactment of the proposed activities.

## Adjudication of Applications

A Faculty of Education committee, representing all academic units drawn from the Dean’s Advisory Committee for Research (DACR) or departmental/school designates, and chaired by the Associate Dean for Research, will review the applications and make decisions on funding.

## For more information, please contact:

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