



## 2023-2024 Faculty of Education RESEARCH INFRASTRUCTURE SUPPORT SERVICES (RISS) PROGRAM Expense Eligibility Guidelines & Application Form

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### PROGRAM OBJECTIVES

The Faculty of Education's Research Infrastructure Support Services (RISS) program is designed to help Education faculty pursue **excellent research** as defined by the disciplines represented within the Departments and the Schools by supporting activities and expenses that are typically ineligible for support from other grant sources. RISS supports are limited to external grant matching, postdoctoral benefits, funds for lead conference organizers to assist with pre-conference planning, matching for [UBC's SSHRC Bridge Funding Program](#) and funds to support community engagement for early stage research grant application planning.

The program is NOT designed to fund expenses related to primary research (e.g., data collection and/or analysis) or knowledge mobilization activities (e.g., on-site conference expenses, expenses related to publication, website development). It is expected that faculty will apply for external research funding (e.g., Tri-Agency grants), Faculty SSHRC Explore Grants, or University publication or open access funds to support such work.

### APPLICATION DEADLINES

Except for applications for postdoctoral fellow benefits and VPRI Bridge Funding matching (which may be submitted any time), RISS applications must be emailed to [Robert Olaj](#) in ORE by 12 noon on Tuesday **October 3, 2023**; Tuesday **January 9, 2024** and Tuesday **April 2, 2024**. The Dean's Advisory Committee for Research (DACR), with representatives from Departments and the School of Kinesiology, adjudicates these grant applications three times per year.

### ELIGIBILITY & BUDGET REQUIREMENTS

Education faculty in both the research and educational leadership stream, with tenure or tenure-track appointments as Assistant Professor, Associate Professor, or Professor, are eligible to apply to the program.

With **noted exceptions** below, RISS funding can be received by the **same PI only once per academic year (Sept-August)** and **only one request for funds may be made (ever) for the same activity or event** (even if the funds are to be used to support a different aspect of the previously funded event or initiative).

Applicants who have received funding in previous academic years must submit their RISS final report before, or simultaneously with, a new RISS submission.

### BUDGET GUIDANCE

Request may be made for between \$500 and \$10,000, with **noted exceptions below**. Expenses must be well justified and budgets must clearly delineate how RISS funds will be spent, particularly if they are complementary to other sources of funding supporting the proposed initiative or event. The adjudication

committee is authorized to reduce funding requests that seem excessive for the stated project/activity or inadequately justified.

**Student salaries** should align with the Faculty's minimum recommended pay rates:

- Undergraduate GRA minimum hourly rate: \$24
- Masters GRA minimum hourly rate: \$26
- Doctoral GRA minimum hourly rate: \$28

The budget justification must include a detailed breakdown of the student's research activities in relation to the hours requested.

## **EXTERNAL GRANT MATCHING**

RISS provides up to a maximum \$10,000 in matching funds for an **external**, competitive research grant application where matching funds/contributions are expected (e.g. SSHRC Partnership Development Grants, SSHRC Partnership Grant, SSHRC Connection Grants). General annual RISS funding eligibility rules apply.

RISS matching funds are not available to support grants which have already been funded.

The RISS applicant must be the Principal Investigator/Applicant on the proposed external research grant. In the application's narrative description applicants must state the competition deadline of the external competition to which they are applying and must be successful in that competition round or the RISS commitment will be forfeited.

Applicants must also clearly explain in their budget justification how the RISS funds will be used in relation to the rest of their external grant budget and the RISS portion must be distinguishable from the other external grant application expenses.

## **POSTDOCTORAL FELLOW BENEFITS**

Faculty applicants are eligible to apply only **once** for **one year** of postdoctoral benefits funding for the same fellow and for only those fellowships funded through competitive **external sources** (e.g. Tri-Agency Postdoctoral Fellowships, Banting Postdoctoral Fellowship, MITACS Elevate) for which benefits are considered an ineligible expense. Postdoctoral fellowships funded through faculty members' own research grants **are not eligible** to have their benefits funded through the RISS program.

**Applicants for PDF benefits must ensure that there is an active appointment for the fellow in Workday at the time of application.** Given that that postdoctoral appointments start throughout the year, aligning the RISS award with the appointment allows more optimal use of the award to cover employment benefits.

RISS will consider up to a maximum of 15% of salary for benefits (not to exceed \$10,000). Applicants are encouraged to consult their unit's finance staff for benefit estimates. UBC Human Resources has [a webpage that explains the benefits implications for postdoctoral fellowships](#) funded through various sources, and UBC Finance hosts a [Benefits Costs Calculator](#) to help estimate benefits costs. Applicants are also encouraged to review benefit estimates with their department's or school's finance administrators

## UBC BRIDGE FUNDING

RISS provides up to \$2,500 to fund the 50% match required for VPRI/SPARC's SSHRC Bridge Funding Program. Applicants must submit to ORE their VPRI Bridge application along with their RISS application. General annual RISS funding eligibility rules apply: bridge funding can be applied for once per year for a total of two years in a row following an unsuccessful Tri-Agency submission, with the expectation that the new grant application will be resubmitted the cycle following the unsuccessful application.

## PRE-CONFERENCE PLANNING

RISS provides up to \$10,000 for **Education faculty members who are lead conference organizers** to hire a graduate student to assist with the pre-conference programming activities associated with **national and international research-focused conferences**. Conferences do not have to be held at UBC, but the RISS applicant must be a Education faculty member and the lead conference organizer.

**Eligible expenses** include conference advertisement, calls for proposals, vetting of conference submissions (organizing reviewers), website and program development, and communicating with invited presenters.

**Not eligible** are **operational expenses** related to running the conference (e.g., catering, venue rental, audio-visual, speaker fees, travel and accommodation for participants and on-site GRA or GAA coordinators) or **post-conference activities** (e.g., developing proceedings or other publications, developing/posting web content, other knowledge dissemination).

## EARLY STAGE RESEARCH COLLABORATION/PLANNING

RISS provides up to \$10,000 for engagement activities that support the development of **early stage research collaborations** with **non-academic community partners external to UBC**. The RISS application must articulate clear emerging research objectives and questions, as well as present **clearly defined outputs and deliverables with each non-academic community partner** that aid in the development of **external research grant applications**. **The targeted grant program and timeline for grant submission must be specified.**

Applicants must provide sufficient detail to make clear the reasons for selecting particular partners, collaborators, locations, activities and how the engagements will advance the applicant's program of research. In addition to the community partners, it is expected that a **group of scholars** be involved, not just one investigator.

**Eligible** expenses include travel, accommodation and modest catering to bring external community partners to campus and for applicants to travel to community partners to discuss and develop a research grant application.

Applicants must make a compelling case for **why in-person gatherings** are critical for the success of the early-stage engagement and, similarly, **why current conferencing technologies (like ZOOM) are not appropriate for this purpose.**

**Not eligible** are direct research expenses related to data collection, analysis and dissemination (including expenses related to running workshops, conferences, symposia, training, knowledge dissemination, etc.). It is expected that these expenses will be covered by external grant applications.



## 2023-2024 Research Infrastructure Support Services (RISS)

### Application Form

Email applications to Robert Olaj in ORE [robert.olaj@ubc.ca](mailto:robert.olaj@ubc.ca)

<b>Applicant's Name</b>	<b>Academic Rank</b>	<b>Department/School</b>	<b>Email</b>
<b>Competition Cycle</b>	<b>RISS Support Category</b>	<b>Have you applied for RISS funding in the past? If yes, have you submitted your final report for those funds?</b>	

**Total budget requested (\$500-\$10,000) \$**

**Describe the activity noting:**

- 1) Your role in the proposed activities and subsequent grant applications
- 2) How the RISS funds will help you pursue excellent research, keeping in mind the requirements for specific RISS categories noted above.
- 3) A timeline for your activities

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for a response or answer.

6000 character limit

## **Budget and Budget Justification**

Keeping in mind the RISS Expense Eligibility Guidelines described above, provide a numeric budget that shows how RISS funds will be spent on specific expenses. Also, provide a *narrative justification of each expense* in relation to the objectives and scope of the activity. Take special care to delineate exactly how RISS funds will be spent, particularly if they are complimentary to other sources of funding supporting the proposed initiative or event.

Applicants seeking funds to hire student should align their budget with the Faculty's recommended minimum pay rates (noted in the RISS guidelines) and make clear the number of hours worked per week, number of weeks required and a description of what the student will be doing.

The adjudication committee is authorized to reduce funding requests that seem excessive for the stated project/activity or inadequately justified.

4000 character limit