

SENECA COLLEGE POLICY	NO. OF PAGES 4	POLICY NO.
	ORIGINATOR Associate Vice President Research & Innovation	
	APPROVED BY Senior Executive Committee - June 16 2005	
Title: Support for Full Time Employee Initiated Research Policy	EFFECTIVE DATE July 1 2005	REPLACES New Policy & Procedures

PROCEDURES

Application approval will include formative assessment and intervention from various research bodies as appropriate and as described in the application process below

Application Process:

1. All applicants must complete the appropriate form and submit to the Office of Research & Innovation (ORI).
2. Staff from ORI will be available to assist in completion of the necessary forms.
3. As part of the application form, the immediate supervisor must acknowledge prior discussion of the proposal, awareness of the proposal, and agreement that a proposal agreement could result in release time for the applicant.
4. In order ensure that funding will be available for the next fiscal year, applications must normally be submitted no later than January 15th for funding support requested for the next fiscal year (i.e., between the following April 1st and subsequent March 31st). The application shall include a proposed budget for that fiscal year period for which funding support is requested, as well as anticipated costs over the 3 years.
Applications made at times other than the beginning of a Fiscal Year must be submitted at least 3 months prior to the requested start date and will be subject to the normal approval criteria and priorities, and the availability of funds remaining for the applicable fiscal year(s).
5. The Office of Research & Innovation will review all applications to determine the eligibility of each request, and to calculate the expected total dollar value.
6. Upon approval of the College and ORI budgets, applicants will be notified of the outcome and funding available for their proposals. The immediate supervisor will be notified simultaneously.
7. Funding support will be issued on a semester by semester basis upon the request of the appropriate administrator to ORI for replacement funds and/or other approved costs, based on documentation received of how these monies were spent.

Approval Priorities:

Applications will not be accepted unless they meet all the criteria.

Preference will be given to those who **have not previously received funding** from the Office of Research and Innovation. Where applicants have received previous funding, only those who have demonstrated achievement in their approved deliverables will be considered.

In circumstances when the number of proposals **exceeds the amount of funds available**, projects will be selected based on the following priorities:

1. Applied Research in pursuit of a degree where the applicant has NOT received any previous funding support from the Employee Initiated Research Fund whether or not they have received Tuition Assistance from Seneca for course work completed.
2. Applied Research in pursuit of a degree where the applicant may have received previous funding support from the Employee Initiated Research Fund.
3. Other Applied Research.
4. Publication and/or Conference presentation of the findings of research previously supported by the Employee Initiated Research Fund.

A sub-committee of the ORI will re-assess the selection priorities each year to ensure they are in keeping with the College's needs and direction.

Approval Process:

I. Applicants seeking funding to support research for degree completion:

- must complete the application form and where applicable, the research proposal must be approved by the Research Ethics Board before any data collection may begin (see guidelines).
- are asked to suggest three persons - one internal and 2 external persons who may be members of their research committee and who have the expertise to evaluate the project when requested to do so.

II. Applicants seeking funding for “Publication and/or Conference presentation of research based material” and for “Other Applied Research”:

- must complete the application form.
- are asked to suggest three persons - one internal and 2 external persons who have the expertise to evaluate the proposed project when requested to do so.

III. Where the total requests for funding support DO NOT exceed the available budget:

- requests to support research for degree completion that meet all the eligibility criteria listed in II below, may be approved by the Associate Vice President, Research & Innovation.

IV. Where the total requests for funding support EXCEED available funds or the application is for support for projects OTHER than research for degree completion:

- The proposed project will be assessed by the Research Proposal Review Panel which will rate each submission in the following areas:
 1. Importance, impact, and relevance to the field of study

2. Clarity of research questions
 3. The methodology is appropriate and sound
 4. The time-line is realistic/feasible
 5. Plans for dissemination of results
 6. Expertise and research record of investigator, and co-investigators
- Each area will be graded according to the following marking scheme to achieve a total grade:
 - 0 – not acceptable
 - 1 – needs major revision
 - 2 – acceptable with minor changes
 - 3 – acceptable
 - 4 – excellent
 - Decision will be based on the scoring. Advice for researcher(s) will be provided. Proposals that receive a rating of “not acceptable” (0) or “needs major revision” (1) for criteria 2 (“clarity of research questions”) and/or for criteria 3 (“the methodology is appropriate and sound”) will not be considered for funding.

All Applications

Will be prioritized for funding according to the priorities of the College (the weight of each will be published annually in advance of the application process) and based on the following set of criteria:

1. Research meets College's applied research goals
2. Research proposal integrates well with the College's strategic goals
3. The budget is appropriate and realistic
4. The quality and merit of application (as determined by the Research Proposal Review Panel)

Each area will be ranked on a five point scale with one indicating weak and five indicating strong.

A list of recommended applications will be developed according to the scores and forwarded to the Office of Research & Innovation for final approval.

Conflict of Interest

Any member of the Employee Initiated Research Fund Committee, who has applied for funding support, cannot be present at, or participate in any discussion or decision making about their own and other employees' application for funding assistance.

Terms of Funding:

1. The funding for each project is distributed annually, for up to 3 years (or 9 semesters and to a maximum of \$45,000), subject to completion of deliverables as determined by the funding agreement.
2. All funds are given to the employee's department, not directly to the researcher. The immediate supervisor will administer the funds in accordance with approved project proposal and the College's spending regulations. All money must be used exclusively for the project. All remaining funds will be returned to the ORI. **As long as the funds are used exclusively to support the employee in his/her approved**

research initiative, by mutual agreement the supervisor and the employee may apply these funds in a different way than originally indicated in the application.

3. Applicants must submit to ORI an Interim Report and a Final Report on the deliverables.
4. The interim report reporting on the progress of the project and indicating the possibility for renewal must be submitted to the ORI within 6 months of the funding received for that fiscal year. All applications for renewal of funding must be supported by a written report of the deliverables achieved.
5. Approval of funding does not substitute for approval of the Research Ethics Board.
6. The date of the final report, the nature of its content, and the expected deliverables must be part of the proposal.
7. The final report must be received by ORI no later than 3 months after completion of final year for which funding support has been received.

Signature: _____
Associate Vice President Research & Innovation

Date: _____