Seneca Applied Research Fund (ARF)

Call for Proposals and Application Guidelines 2017

The Seneca Applied Research Fund (ARF), a college-wide, internally funded and administered fund, supports emerging applied research activities at Seneca. ARF aligns with Seneca’s strategic priorities and academic plan, and is designed to strengthen networks among students, faculty, staff and external partners.

Through ARF, a modest amount of funding is available to pursue applied research initiatives in partnership with an industry and/or community partner, that address a business challenge brought forward by the partner and that provide experiential learning opportunities for student researchers. All projects must clearly demonstrate the importance of the research to the external partner and value to student researchers.

In keeping with the goals of ARF, applicants are encouraged to demonstrate how the proposed project will spearhead new research programs at Seneca, build research capacity in schools, departments and/or faculties where there is not a long track record of applied research, enhance student learning and research opportunities, and/or develop relationships with new external partners, especially those which could lead to larger, externally-funded projects and longer term relationships.

2017 Timelines and Program Overview

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<tr>
<th>Call for Proposals Launched</th>
<th>August 29th, 2017</th>
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<td>Application Deadline</td>
<td>October 20th, 2017 at 4:00 pm</td>
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<td>Funding Decisions Announced</td>
<td>Mid-November 2017</td>
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<tr>
<td>Project Duration</td>
<td>All projects must be complete by December 31st, 2018</td>
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<tr>
<td>Available Funding</td>
<td>Up to $12,000 per project (smaller projects will be given equal consideration)</td>
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Application Components

- Application form
- Budget spreadsheet
- Project Lead CV
- Signed Letter of Support from external partner

Program Contact

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Selection Criteria
Funding decisions will be based on the merit of the application and the alignment with the selection criteria. It is expected that ARI will receive more applications than funds available, and as such this likely will become a competitive fund.

It is expected that successful applications will demonstrate the following:

- An excellent student learning opportunity, including working closely with the industry and/or community partner
- Seneca research team skills and experience aligned with the project needs
- Significant relevance and importance to the industry and/or community partner
- Next steps that are required to fully realize the results of the project, including opportunities for future/ongoing engagement with Seneca researchers
- Clear benefit to Toronto/GTA, Ontario and/or Canada (economic, social, environmental, etc.)
- Clearly defined and realistic deliverables and timelines
- Clearly defined and justified budget
- Clearly articulated plan to utilize/disseminate the research results

Eligibility
Applicant Eligibility
ARF is open to Seneca employees. Full and non-full time faculty are eligible to apply. Co-applicants may include other Seneca employees who are directly involved with the research project. Any collaborators external to Seneca should be listed as a collaborator, not a co-applicant.

An applicant may be listed as a Project Lead on only one application per Call for Proposals. This researcher, however, may be included as a co-applicant on other applications. In such a case, the co-applicant must include justification within the application of how they will manage the time commitments required to deliver on each project, should both be selected for funding.

While there is no limit to the number of projects that a researcher may have funded through the ARF, in alignment with the program goal of stimulating new research activities at Seneca, preference will be given to researchers who have not been previously engaged in externally-funded applied research activities at Seneca.

External Partner Eligibility
All projects must have an external partner, which is defined as a registered industry or community organization (i.e. with a Business Number) engaged with the project. There should be clear demonstration within the proposal that the project is of a significant relevance to the partner, and, where appropriate, that there is an opportunity to develop toward larger, externally-funded research initiatives and a longer term relationship.
Project Eligibility
ARF supports only new projects; project continuations are not eligible for ARF support. ARI can support Seneca researchers and industry/community partners in identifying potential external sources to provide continued funding for any project. Researchers are encouraged to begin working with ARI as soon as possible if they believe additional funding will be required to support the project once the activities proposed in the ARF application are complete.

Research activities related to curriculum development, pedagogy, academic credit and/or academic credentials (i.e. Masters or PhD thesis research) are not eligible for ARF funding.

Project Duration
Projects may be up to 12 months in duration. All research activities must be completed by December 31st, 2018.

Applicants should ensure that any projects proposed to extend to multiple academic terms or years have the support of their Academic Dean and Chair.

Funding
Available Funding
The maximum request from ARF is $12,000. Projects of a lesser value will be considered on an equally competitive basis. Each project must demonstrate some matching from the industry and/or community partner, either in cash or in-kind.

Use of Funds
ARF funds may only be used for the direct costs of research associated with the project and must comply with Seneca policies and procedures¹. The following expenses are eligible under the Seneca ARF:

- Full-time faculty release²
- Non full-time faculty researchers³
- Student research assistants
- Software, equipment⁴ and supplies not available at the college
- Technical services, such as computer services
- Books, resource materials and other documents not available through the Seneca Library

¹ https://inside.senecacollege.ca/financialservices/policies-and-procedures.html
² Appropriate college division would be reimbursed for the cost of a replacement professor, if required.
³ Applicants should consult with ARI for appropriate rates.
⁴ To a maximum of 20% of the ARF contribution to the project budget (up to $2,400 if the $12,000 maximum funding is requested).
• Travel

If an application is received which requests funds for ineligible items, the application will be considered, but at a value lesser than the original request by an amount equivalent to the value of the ineligible expenses. If you have any questions regarding eligible expenses, please contact a member of the ARI team.

Funds Administration and Dissemination
Seneca ARI will be responsible for the disbursement and administration of the funds. The release of funds is conditional on continued employment at Seneca, and submission and approval of activities by the Seneca Research Ethics Board (if applicable, see below for submission deadline) and/or any other regulatory bodies or organizations (if necessary).

Funds may only be used for activities as described in the approved project proposal. If the applicant wishes to use funds for activities other than those described in the proposal, or wishes to make changes to the allocation of funds within the approved budget (i.e. move between approved categories), the Principal Investigator should speak with their designated ARI Project Manager, and obtain approval in advance. The Dean, Applied Research & Innovation must approve all expenditures.

Research Ethics Board (REB) Submission and Approval
Any research that involves the use of human subjects must undergo research ethics review and approval prior to project initiation. While ethics approval is not required in advance of project submission, all successful applicants who have proposed a project which requires REB approval must submit their project to the REB by November 30th, 2017. If the submission is not received and acknowledged as complete by the REB by November 30th, 2017, your ARF application will no longer be deemed fundable under the current Call for Proposals.

The REB Coordinator will communicate rejections, approvals and requests for revision within 14 days from submission to the REB. Final decisions will be communicated no later than Friday December 15th, 2017.

Please visit http://www.senecacollege.ca/research/ethics-board.html for policies, procedures and forms, or contact reb@senecacollege.ca for information about research ethics.

Departmental Approval
All submissions must be approved by the applicant’s Dean and Chair prior to submission. Applications received without Dean and Chair approval by the

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5 Between college and external partner business location only; not to exceed $300 total.
submission deadline will be considered incomplete and will not be reviewed.

Applicants are encouraged to work with their Chair early in the process, and ensure they leave sufficient time to secure Dean and Chair approval prior to the application deadline. *Applicants should check with their Dean and Chair for any potential internal deadlines that may exist.*

**Reporting Requirements and Knowledge Dissemination**

All projects which are awarded funding through ARF will be assigned an ARI Project Manager (PM). ARF recipients will meet with the PM to develop and execute a Plan that defines the scope, critical path, regular progress updates, and deliverables of the project. It is expected that the Principal Investigator will provide regular update reports to the assigned PM throughout the duration of the project. A brief final written report must be submitted within one month of completion of the funded activities.

Results from the final report may be used to promote Seneca Research. Projects will also be presented at the Seneca Applied Research, Innovation and Entrepreneurship Showcase, held annually each spring. It is expected that the PI, as well as the student researchers (if available), attend in the Showcase to display their project.

**Application Submission and Review Process**

**Application submission**

Completed application, including all required approvals and attachments (see list below), should be submitted by email to ari@senecacollege.ca with the subject line “ARF Submission” before the posted deadline (October 20th, 2017 @ 4pm). Confirmation of receipt will be provided within 1 business day.

Confirmation of receipt does not confirm eligibility of applicant or application completion. Applications with an ineligible applicant, late applications, unsigned applications or applications that are incomplete/of poor quality at the application deadline and/or that do not adhere to word/page limits will be returned to the applicant and will not be reviewed or considered for funding under this Call for Proposals.

**Application Checklist**

A complete application must include the following:

- Completed application form (all sections, including all signatures and adhering to any word limits); may be submitted as a PDF or Word document
- Completed budget spreadsheet (utilizing the Seneca ARI Excel template; link can be found on the ARI website)
- CV/resume for all researchers involved (either an NSERC Form103cv OR if in any other format, not to exceed 3 pages per researcher CV)
• Signed Letter of Support from the external industry/community partner, including a statement of expected benefits to the collaborator and a detailed statement of collaborator contribution (cash and/or in-kind)
• OPTIONAL: Appendices, not to exceed 2 pages TOTAL (exclusive of CVs)

Review Process
A review committee will review, score and rank all applications that have proceeded to the adjudication step, and make recommendations to the Dean, Applied Research and Innovation as to which projects should be funded. Final funding decision will rest with Seneca ARI.

Applicants will be notified by mid-November of the funding decision.

Feedback
All applicants will receive feedback from ARI on their application. Applicants who are not successful in securing funding are encouraged to work with ARI to revise their application to resubmit at a future date, either to ARI or another funding source.

Program Contact
For additional information about the Seneca Applied Research Fund, please contact:

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