



What is a RIF grant?

A **Research Innovation Fund (RIF)** grant is a one-time award intended to provide release time to support applied research projects of modest scope.

Who is eligible for RIF funding?

All employees of Fanshawe College who have received the signed consent of their Chair/Dean or Manager/Director to conduct research are eligible.

How many times can I apply for a RIF?

There is no limit on the number of applications a prospective researcher can submit.

Who makes the decision about funding?

The Dean, Applied Research and Innovation (ARI) makes the decision. All decisions made by the Dean are final.

Is a RIF grant guaranteed upon completing an application?

No.

What is the average award for a RIF grant?

The average award buys approximately six hours per week of release time for an academic semester.

Can I apply for a grant for an existing project?

Requests for funds to supplement existing operating or research grants, or to augment funds for larger projects (funded or applied for), generally will not be accepted.

Could I be funded for two RIF projects in one year?

Researchers applying for more than one project to be conducted during the same period must demonstrate they have the capacity to complete both by the original end dates. However, given the limited funding available for this program, it is unlikely that an applicant would receive two internally funded research awards in the same year unless the proposals are exceptionally meritorious.

Can my research project involve an external partner?

The intent of the RIF program is to provide Fanshawe employees with the opportunity to gain experience writing grant applications and conducting short-term applied research that has some benefit to the College. RIF funds cannot be used for sub-grants to 3rd parties. RIF is not meant to replace other external funding programs that may be available for multi-organizational or private sector collaborations, such as those run by the Social Sciences and Humanities Council of Canada (SSHRC), the Natural Sciences and Engineering Research Council of Canada (NSERC) or the Ontario Centres of Excellence (OCE).

Can equipment be purchased with RIF funds?

Approval may be granted on a case-by-case basis for purchase or lease of equipment or associated research supplies, but only if they are directly related, and essential to, the research project.

What if I am awarded a grant and then leave the College prior to finishing the project?

Should a grant holder cease to be a College employee during the term of the award, the award is cancelled. Any expenses incurred prior to the date of departure can be submitted for reimbursement through an ICB.

Can my research involve humans, biohazards or animals?

As required by Fanshawe College research policies, all applied research proposals involving human subjects or biohazardous materials must be approved by the Fanshawe College Research Ethics Board (REB). Funds will not be released to the applicant's Faculty/School/Department, nor may the subjects be engaged, until evidence of appropriate approvals is received from the applicant. Projects involving biohazardous materials will be reviewed separately. Projects involving animals will not be considered.

Who owns intellectual property (IP) that results from the project?

If intellectual property is expected to result from the project, an IP agreement must be negotiated with the College. Also, ownership of any IP that will be used in the project must be disclosed in advance.

What are my responsibilities after receiving funding?

To complete the project as described in your grant application, to keep appropriate financial records and receipts of the project, and to complete and submit the necessary reports required by ARI.

Can I get an extension or change the scope of my project?

As a rule, extension requests are discouraged and projects must be done as described in your approved proposal (or as modified by ARI). If you must request an extension or change:

- Researchers requesting extensions or changes to their projects must provide a reason for their request on an **Extension/Change Form**.
- Extension or change requests must be made **a minimum of two (2) weeks before the original project end date** and will not be considered if the end-date has already passed at the time of the request.
- Only one extension per project will be granted.
- All extensions or changes are subject to approval by the Dean, ARI.
- Researcher(s) must have the agreement of their Chair/Dean or Manager/Director to the extension/change, and the Chair/Dean or Manager/Director must commit to allowing the researcher(s) the time required to finish the project.

How does the payment process work?

The **Final Project Report**, the **Final Budget Report**, and the **Claim/Endorsement** form signed by the Chair/Dean or Manager/Director must be received by ARI within one calendar month (30 days) of the project completion date. All expenses should be submitted to Financial Services within one calendar month (30 days) of project completion. Once all expenses have gone through the general ledger, an **internal chargeback** containing the line account number(s) the expense was charged to and the voucher number should be submitted to ARI. Funds will be released upon the approval of the final reports by the Dean, ARI. The applicable ARI form must be used for these documents. The money is reimbursed to the Faculty/School/Department, not to the individual researcher(s).