



Program Purpose

Fanshawe College Research Innovation Fund (RIF) is a seed funding program designed to build researcher capacity at Fanshawe to do applied research. RIF is administered by Applied Research and Innovation.

RIF provides small, short-term grants for eligible projects, especially projects that may lead to a funding application to an external agency. In addition to involving employees, RIF also encourages grant holders to engage students in their projects and bring research findings back to the classroom via curriculum, workshops and other classroom activities. Innovation not only helps keep employees current in their fields, it can enrich and enhance the learning experiences of students and give them an edge in the job market.

RIF aligns with Fanshawe College's **Strategic Research** and **Academic** plans and reflects the College's **Strategic Direction #3** to:

Engage in applied research and scholarly activity

Fanshawe enjoys a positive reciprocal relationship with its community. That relationship provides valuable opportunities for students to earn real world experience – and help local businesses and organizations succeed – through innovative research projects. The College pursues these opportunities as part of its commitment to academic excellence and to supporting economic development in the region. To achieve this we will:

- *Integrate research and education within the College and throughout the community;*
- *Foster innovation through interdisciplinary and collaborative research with other institutions, businesses and government;*
- *Build capacity for research and scholarly activity.*

Program Description

Fanshawe College Research Innovation Fund (RIF) grants are one-time awards intended to provide release time to support applied research projects of modest scope.

- Open to all College employees; preference is given to applicants who intend to use the proposed project as the basis for seeking additional funding to expand their research activities.
- Primary purpose of the program is to provide course release time for an academic semester. 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.
- 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.
- Applicants require the approval of the applicant's Chair/Dean or Manager/Director and signature of Operations Manager, and must be approved by the Dean, ARI; award decisions will be made on the basis of the project and its relevance to the research objectives of the College.
- Funds cannot be used to cover divisional, department or campus overhead or administrative costs.

Eligibility for Funding

The program is open to all employees of Fanshawe College who have received the signed consent of their Chair/Dean or Manager/Director (in the case of non-academic staff) to conduct research. Projects may be funded for all or part of the amount request at the discretion of the Dean, ARI. Awards also may be conditional upon other factors, e.g., receiving approval from the Fanshawe College Research Ethics Board (REB) if the project involves the use of human subjects.

Applicants are responsible for preparing their own REB applications and providing all required documentation. REB guidelines and application for an Ethics Review are available for download from the Research Fanshawe website at <http://www.fanshawec.ca/services/research/research-ethics-board/application-information>.

REB approval does not guarantee funding approval or approval to proceed with the project.

Should a grant holder cease to be a College employee during the term of the award, the award will be cancelled. Reimbursement to the Faculty/School/Department will be limited to eligible expenses incurred to the termination date of the grantee. The Chair/Dean or Manager/Director is responsible for informing ARI should any grant holder change employment status, which can include resignations, promotions or transfer to a different position within the College.

Projects Involving External Partners

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).

Use of Funds, Extensions/Changes to Projects and Ownership of Equipment

Grant applicants prepare a detailed budget for their projects. Approved RIF funding can only be spent on those items identified in the budget, i.e., if your application asked for \$5,000 in release time and \$1,000 for equipment, that is exactly how the money must be spent.

If you propose to use the money for something different, you must get ARI's permission in advance. Any changes to the budget or to the scope of the project itself can only take place **after** you have submitted, and ARI has approved, a **RIF Extension/Change Request** form (available for download on the Research Fanshawe website or by request from ARI). Such requests are subject to the decision of the Dean, ARI and will be considered on a case-by-case basis. All extension/change requests must be submitted to ARI **a minimum of two weeks** before the project end-date.

When a RIF grant is awarded ARI will notify Resource Planning, who will then create a Decision Package for the project. Resource Planning will contact the appropriate Operations Manager for further detail if necessary.

Equipment purchased with RIF funds is the property of Fanshawe College and the equipment will be maintained within the applicants' School/Faculty/Department. While some equipment may be used off-site in the course of the project, all RIF-funded equipment must be returned to the College at project end. In the event of project cancellation or departure of a grant holder from the College, all equipment must be returned to Fanshawe College.

Application Process

In order to be considered for a grant, an applicant must first submit a **completed** RIF Grant Application to ARI. The RIF application form and guidelines are available for download from the Research Fanshawe website at <http://www.fanshawec.ca/services/research>.

Please use this application form only. Ensure all pages are typewritten or word processed. Any additional pages, e.g., letters of support, must be attached to the end of the application. No handwritten submissions, please. Applications considered difficult to read due to photo-reduction or small font size may be returned without review.

The applicant's Operations Manager, Chair, **and** Dean, or in the case of non-academic staff, the Manager, **and** Director, must sign the application. **Original** signatures of the applicant and the Operations Manager/Chair/Dean or Manager/Director must appear on the submitted document.

One (1) copy of the application and any supporting material is required to be submitted to ARI. The applicant is responsible for ensuring that the application is complete and is received by the ARI office. Applicants will provide a copy of the final submission to their Operations Manager/Chair/Dean or Manager/Director.

Please read and follow all application instructions carefully. Applications with missing or insufficient information will be considered incomplete and will be returned to the applicant without being reviewed.

Responsibility & Accountability

By applying for a RIF grant, you are making a **commitment to complete the project** as described in your grant application (or as modified by ARI, if applicable). By signing your RIF application, your Operations Manager is stating they are aware of the project and the financial/administrative obligations required. By signing your RIF application, your

Chair/Dean or Manager/Director makes a commitment to allow you time during your regular working hours to conduct the project, and assumes oversight responsibility for ensuring the project is completed and all required reporting done.

- The project must be completed, as described, and in the time frame outlined in your application.
- Research time for all faculty members must be appropriately SWF'd.
- Any changes to the project, deliverables or time frame must be requested *in advance* of the project end-date, and may be approved at the discretion of the Dean, ARI. The request must be made on the **RIF Extension/Change Request** form.
- Deliverables include a **Final Project Report** and **Final Budget Report**, to be completed using the ARI reporting templates (available for download from the Research Fanshawe website), as well as a **Statement of Endorsement**, signed by your Chair/Dean or Manager/Director.
- The **Final Project Report**, **Final Budget Report** and **Statement of Endorsement** are due 30 days after the project end-date.
- Chairs/Deans or Managers/Directors must be aware that funding for uncompleted projects will be rescinded.

Frequency of Application

While there is no current limit on the number of applications a prospective researcher can submit, RIFs are not intended to sustain individual grant holders' research activities. It is expected that external sources of funding will be pursued once researchers have established their capabilities. 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. However, researchers applying for more than one project to be conducted at the same time must demonstrate they have the capacity to complete both by the original end-dates.

Project & Budget Justification

Applications must present a clear rationale for the proposed research and outline the benefits of funding the project. A budget and a budget justification (explaining why you need the money, personnel or equipment etc. requested), done in consultation with the appropriate Operations Manager/Chair/Dean or Manager/Director, also must accompany the proposal. The application form contains pages specifically earmarked for these purposes.

Adjudication

Applications are adjudicated by the Dean, ARI, in consultation with persons deemed appropriate, such as external experts in the field. All decisions made by the Dean concerning grant applications, budgets, extension/change requests, etc. are final. Reasons for declining applications will be provided. Revisions and resubmissions are encouraged.

Ethics

Projects Involving Human Subjects

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.

Disclosure

Conflict of Interest & Intellectual Property

All applicants are required to disclose any financial or other private interests they may have in the project, e.g., if the project is associated with a start-up for a for-profit business, or will result in any financial advantage or gain. See Fanshawe College policy [1-B-05, Conflict of Interest](#), for specifics. Also, ownership of any intellectual property (IP) that will be used must be disclosed in advance. If intellectual property is expected to result from the project, an IP agreement must be negotiated through ARI as per College policy [1-I-13, Intellectual Property Policy](#).

A RIF disclosure form for potential conflicts of interest is available for download on the Research Fanshawe website.

Financial Information

Reporting Requirements & Transfer of Funds

RIF grants are paid on the basis of the **lesser** of *actual project expenditures* **or** the *approved grant amount*.

It is up to the academic or administrative area to keep appropriate financial records and receipts on the project.

Three reports are required for RIF projects – 1) a **Final Project Report** on the research itself, 2) a **Final Budget Report** detailing how the RIF money was actually spent, and 3) a **Statement of Endorsement** form submitted by the Chair/Dean or Manager/Director. The latter is a statement by the Chair/Dean or Manager/Director that he/she has seen and approved the Final Project and Final Budget reports. ARI templates have been created for these and must be used.

To claim funds, the Final Project Report, Final Budget Report, and Statement of Endorsement must be received by ARI within one calendar month (30 days) of the project completion date. All expenses are to be submitted to Financial Services within one calendar month (30 days) of the project completion date. Once all expenses have gone through the General Ledger, an Internal Chargeback (ICB) - including the expense line account number(s) and voucher details from Datatel - will need to be submitted to ARI. Failure to submit the required reports within the 30-day period will result in the funds being forfeited and returned to the RIF envelope.

Project Extension/Change Requests

Requests for Extension or Changes to Project

In rare instances, researchers may wish to ask for an extension to their project timelines due to, for example, illness or personal circumstances. Each request is considered by the Dean, ARI on a case-by-case basis. Any request for an extension or change to a project must be approved by the researcher's Chair/Dean or Manager/Director. As a rule, extension requests are discouraged, especially over fiscal years.

The following rules apply:

- Researchers requesting extensions or changes to their projects must provide a reason(s) for their request.
- Extension or change requests must be made **a minimum of two 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 will be granted per project.
- All request changes are subject to approval by the Dean, ARI
- Generally, no extensions longer than one academic semester from the original end-date are allowed.
- Researcher(s) must have the agreement of their Chair/Dean or Manager/Director to the extension and they must agree to allow the researcher(s) the time required to finish the project.

RIF Grant Application Submission Instructions

Please submit **one** (1) original copy of your application package – including original signatures of the applicant and his/her Chair/Dean or Manager/Director and any other supporting documents – to ARI. Applications can either be dropped off in person, submitted through internal College mail, or posted/couriered to:

Research Innovation Fund (RIF)
c/o Applied Research and Innovation
Fanshawe College, Room T3010,
1001 Fanshawe College Boulevard
London, ON
N5Y 5R6

In addition, an electronic copy of the grant application should be e-mailed to: research@fanshawec.ca

Office Hours/Contact Us

ARI office hours are 8:30 a.m. – 4:30 p.m., Monday to Friday.

For further information or to discuss a project, contact Leslie McIntosh, Senior Project Developer at lmcintosh@fanshawec.ca or by phone at (519) 452-4430, x. 4734.