

FACULTY OF EDUCATION

GRANT APPLICATIONS ASSISTANCE PROGRAM



PURPOSE

To provide financial assistance for the preparation of external research and development grant applications by regular and limited-term faculty members.

AMOUNT OF AWARD

Individual faculty members are eligible to receive a maximum of \$500 per academic year (July 1st to June 30th). If you anticipate that your grant preparation will require additional funds, please e-mail Research and Grants Facilitator Tanya Battersby (edresearch@uvic.ca) with your request and a justification.

APPLICATION PROCEDURE

To apply for funding under this program, please send an e-mail to Research and Grants Facilitator Tanya Battersby (edresearch@uvic.ca) with the following information:

- name of granting agency;
- grant program title; and
- (tentative) title of the project.

Applications will be accepted on an ongoing basis. Money will be disbursed on a first-come first-served basis until funding is spent.

ELIGIBLE EXPENSES

- **Graduate student assistance:** Please note the following UVic recommended hourly rates of pay for graduate students: (hourly rate for CUPE 4163 Components 1 and 2 of \$25.63/\$25.88 plus 4% vacation pay)
As of September 1, 2018: \$26.66
As of July 1, 2019: \$26.92
- **External editing by a professional editor;**
- **Statistical consulting** (e.g., Statistical Consulting Centre, SSM A435; statcon@uvic.ca; 250-472-5111; (<https://www.uvic.ca/science/math-statistics/community/home/statistics-consulting/index.php>);
- **Conference calls with prospective collaborators;** and/or
- **Travel to meet with prospective collaborators.**

For all other expenses, please check with the Research and Grants Facilitator Tanya Battersby (edresearch@uvic.ca) **prior** to submitting your request.

MAKING A CLAIM

1. Paying a student

- a) Download the "Grant funded and other non-union timesheet" from:
<https://www.uvic.ca/vpfo/accounting/assets/docs/payroll/timesheet%20grant%20funded-other%20non-union.xlsx>
- b) Fill in the student's UVic ID (aka, V-number) and Legal Name. (If the student has not previously worked for UVic, additional info will also need to be provided by completing the grey "Required fields for new employees" box.)
- c) In the top righthand corner of the form, select the corresponding Year, Month and Pay Period.
- d) Enter the number of hours worked each day in the Timesheet Data section.



- e) E-mail the timesheet electronically to Administrative Officer [Wendy Seager](mailto:edao@uvic.ca) (edao@uvic.ca), indicating in the email the professor's name and that this is a GAAP claim.

2. Submitting a travel claim

- a) Download the "Travel Expense Reimbursement Claim Form" from: <https://www.uvic.ca/vpfo/accounting/forms/index.php>
- b) Complete the form.
- c) Print and sign the form.
- d) Attach all original receipts and submit a physical copy of the form and receipts to Administrative Officer Wendy Seager (MAC A245), indicating that this is a GAAP claim.

3. All other expenses

- a) Submit the original invoices and/or receipts to Administrative Officer [Wendy Seager](mailto:edao@uvic.ca) (edao@uvic.ca; MAC A245), indicating that this is a GAAP claim.

QUESTIONS?

Please contact Research and Grants Facilitator [Tanya Battersby](mailto:edresearch@uvic.ca) (edresearch@uvic.ca; 250-853-3954)

