

2025 Faculty of Health (HLTH) Graduate Student Research Awards

NOTE Please read these guidelines carefully in their entirety **BEFORE** beginning to work on an application. Submission Deadline is 12 noon Wednesday, October 31, 2025.

Purpose

The Graduate Student Research Award provides modest funding to Masters and PhD students to cover costs associated with their research. The objective is to support students who are completing research or research-related activities as part of their graduate academic program. Funds can be used to offset the costs of research-related expenses such as development (e.g. community meetings) or implementation (e.g. data gathering) of their research project, which should relate to the applicant's thesis topic.

This competition is open to students currently enrolled in a graduate program in the Faculty of Health. Funds are not intended to augment student income, and therefore cannot be used to replace applicants' salary as Research Assistants. Funding should not be used toward eligible expenses covered by another funding source. This Award is intended to support students' current research activities and cannot be used as retroactive reimbursement for expenses incurred prior to October 31, 2025.

Applicants will be informed of their funding status by early December 2025.

Award Amount and Duration

The Graduate Student Research Award is one-time, non-renewable funding to be expensed within 12 months from the commencement of the award.

The allocation of the awards is as follows:

Categories	Value	Term of Award	Number of Awards
Masters Students	Up to \$2,000	12 months	5
PhD Students	Up to \$3,000	12 months	3

Eligibility

The applicant must be enrolled in a Graduate Program in one of the Faculty of Health's Academic Units which require research or research-related activities as part of their academic program. The research project should relate to the applicant's thesis topic.

Guidelines

Applications should include a header with the following information:

Student Surname(s)	First Name	Student Email	Academic Unit	Degree (Masters/PhD)

Text should be single-spaced. The minimum acceptable font size is 12 point. Applications that do not adhere to the guidelines (i.e., maximum page length, attachments, etc.) may not be considered.

Applicants **should not** include additional materials (e.g., price quotes, reviews of past work, CVs, scholarly publications). ***All additional material will be removed prior to Committee review.***

Completed applications must be submitted as a **single PDF file** to Kathyjiang@uvic.ca by **12 noon PST Oct 31 2025**. **Late applications will not be accepted.**

Application Requirements

1. Cover Page (Appendix C)

This page must be signed by the applicant's primary supervisor confirming that the research proposed in the application relates to the applicant's thesis topic, the timeline is feasible and the requested budget items are not covered by other sources. For research involving humans, animals or biohazardous materials, supervisors are responsible for obtaining research ethics approval and for ensuring that students receive the appropriate training and supervision to comply with the approved protocol.

2. Research Project Description (1-page max)

Project descriptions should include the following information:

- Brief overview of the research project
- The timeline, scope and activities you will undertake
- How you will engage with academic, organizational and/or community partners (optional)

Note: References are not part of the 1-page limit. These can be appended to the end of the application (no page limit) in any format (e.g. APA, Vancouver).

3. Budget and Timeline for the research expenses (1-page max)

Prepare a brief budget of itemized expenses and a timeline in which expenses will be incurred. Justify how the expenses are necessary for successful implementation of the project.

Please refer to Appendix A (below) for examples of eligible and ineligible expenses. A Budget and Timeline example for research expenses is included in Appendix B.

Evaluation

Evaluation Criteria

Applications will be assessed using the following criteria and weighting:

Criterion	Weighting %
Research Proposal	75
Budget	25
Total	100

Evaluation Process

Masters and PhD applications will be reviewed by two separate review committees. The Associate Dean Research (ADR), Faculty of Health will appoint senior graduate students, Post-Doctoral Fellows and HLTH Faculty to these two Committees. The ADR will serve as a non-voting/non-evaluating member Chair of the review committees.

The Committees will only evaluate what is presented in the application.

The Committee will:

- assign each application a score out of 5, using the criteria and the applicable weightings described above;

Descriptor	Range	Outcome
Outstanding	4.5-4.9	Fundable
Excellent	4.0-4.4	Fundable
Very Good	3.5-3.9	May be eligible for iterative review
Fair	3.0-3.4	Not fundable
Poor	0.0-2.9	Not fundable

- prepare a ranked list (highest to lowest) of the applications based on the scores;
- recommend the amount of funding to be awarded to each applicant, which must not be in excess of the allowable maximum;
- provide qualitative feedback for all applications.

Funding

Applicants will be informed of their funding status by early December 2025. Upon notification of award, successful applicants will contact [the HLTH Research Support Team Lead](#) who will explain the start date of the Award and payment process. Funds will be advanced to award recipients in two, equal installments: 50% at the start of the award, and the balance upon receipt of a brief mid-term report on progress and use of funds, co-signed by the award recipient and the primary supervisor.

Appendix A. Examples of Eligible and Ineligible Expenses

I. Eligible Expenses

Supplies and operating expenses directly related to the project such as costs of hosting meetings. external microphones for conducting interviews and software not available through UVic etc..

Community partner engagement compensation/honoraria.

Travel (for engagement and data gathering).

Transcription

Please note the following UVic Rates (per UVic Policy FM5610 Appendix 1 available [here](#):

Mileage: \$0.72/km Per diems (during travel): \$80 (\$18 Breakfast, \$20 Lunch, \$42 Dinner)

Incidentals (during travel): \$20/day

If staying overnight in private accommodations: \$40/night

II. Ineligible Expenses

Society membership dues or journal subscriptions

Entertainment; alcohol

Spouse travel expense

Cellular phone charges

Knowledge translation/mobilization (e.g., conference fees/travel; publishing costs).

Appendix B. Sample Research Expense Budget

For more information on building a budget, please view UVic's "Research Budgets 101" webinar, available [here](#).

Item	Justification	Time of Expenditures	Cost	[Guidance notes]
Meetings	6 monthly Community Advisory Board meetings (n=5 people) to discuss materials, progress, analysis and dissemination. Hospitality at each meeting (e.g., drinks, healthy snacks) including taxes \$60.90 x 6 meetings = \$365.40	January 2026–June 2026	\$365.40	When budgeting for hospitality for meetings and events, it is important to confirm the cost of the refreshments, including taxes (e.g. Save-on Foods platters ; UVic Degrees Catering etc...), and to provide details within the justification.
Travel/ Parking/ Mileage	Cost of mileage to travel to the Community for monthly meetings with Elders and community members. 1 vehicle x 38/km round-trip x \$0.72/km x 6 meetings = \$164.16(using UVic's mileage rate)	January 2026–June 2026	\$164.16	Please use UVic rates as applicable (see Appendix A). For other travel costs, obtain quotes (e.g. BC Ferry Fares ; flights.google.ca ; hotels.com). Indicate the source you used to come to these values.
Honoraria	One Elder to attend 6 monthly half day event @ \$250 honorarium for each half day event.\$250 x 6 = \$1,500	January 2026 – June 2026	\$1,500	UVic provides guidance for members of the UVic community who are working with səl̓xʷéyn łə /SELWÁN ŁTE and Knowledge Holders both on- and off-campus for university purposes.
Supplies and Services	6 copies of Final Report for community. \$22.39 including taxes/per report x 6 copies = \$134.34 (12-page report with front and back covers and binding)	August 2026	\$134.34	When budgeting for supplies and services, obtain quotes e.g. staples.ca ; monk.ca ; amazon.ca etc...). Indicate the source you used to come to these values,
Total Funds Requested			\$2,163.90	

Appendix C Application Cover Page

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Application Cover Page

Student Surname(s)	First Name(s)	Student Email	Academic Unit	Degree (Masters or PhD)
Project Title:				
Primary Supervisor Name:			Email:	
*Primary Supervisor Signature			*Signature Date	

* By signing this document, I confirm that the research proposed in the application relates to the applicant's thesis topic, the time-line is feasible and the requested budget items are not covered by other sources. I understand that for research involving humans, animals or biohazardous materials, supervisors are responsible for obtaining research ethics approval and for ensuring that students receive the appropriate training and supervision to comply with the approved protocol.