



2025 Faculty of Health (HLTH) Internal Research Grant

Purpose

The purpose of the Faculty of Health (HLTH) Internal Research Grant is to support faculty members through funding for research development, knowledge synthesis and knowledge mobilization projects that will lead to external research funding or scholarly publications. Preference will be given to projects that advance impact areas outlined in Aspiration 2030.

Applicants may apply to **one** of the three categories:

- 1. Research development funding**
- 2. Knowledge synthesis funding**
- 3. Knowledge mobilization funding**

Section one: general guidelines for applications

Section two: detailed guidelines for category 1, 2, & 3

Section One: General Guidelines for applications

Eligibility

The Principal Applicant must be an HLTH Faculty from either the teaching or research stream.

Applicants may only apply as Principal Investigator to one award category. Faculty on leave, except leave without pay, may apply. There are no restrictions to applicants as Co-Investigators. Preference will be given to [early career researchers](#).

Applicants must not hold as Principal Investigator (PI), Co-PI, on active Tri-Agency, NFRF, or other external research grant of \$50,000 or more total (excluding salary awards), unless the official end date of the grant is on or before December 31, 2025.

If a pending external research grant application is awarded during the Internal Grant evaluation process, the Internal Grant will not be awarded if it is related to the external grant funding application. Please direct any questions about eligibility to [HLTH Research Support Team Lead](#).

Post-doctoral fellows, laboratory instructors, senior academic assistants, emeritus faculty, adjunct faculty, limited-term faculty, and administrative or academic professionals are not eligible to apply.

Award Duration

Funding is for one-year: December 2025 – November 2026. Please refer to the detailed guidelines for the award amount for each category.

Application Process

Applications should include a completed cover page (see attached) with the name of the Principal Investigator and Co-Investigator(s) (if applicable), School affiliation, the title of the project and the category of the funding applied for. The Header of the application should include the name of the

Principal Investigator and the Project title. Text should be single-spaced; the minimum acceptable font size is 12 point. Applications that do not adhere to the guidelines may not be considered.

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

Completed applications must be submitted as a single PDF file to [HLTH Research Support Team Lead](#) by 4:30 pm PST Monday October 27, 2025. Late applications will not be accepted.

Evaluation Process

Applications will be reviewed by a committee of senior HLTH faculty appointed by the Associate Dean Research, who will serve as chair of the committee meetings and is a non-voting/non-evaluating member.

Please refer to the detailed guidelines for the evaluation criteria for each category.

Review Procedures

1. The Committee's evaluation will be made solely on what is presented in the application.
2. We will follow **an iterative, developmental review process** whereby applicants will either a) receive approval of the application as it is submitted, b) receive recommendations for revisions and immediate resubmission (i.e. one week), or c) receive notification that the application will not be funded.
3. The Committee will assign each application a score out of 5 as follows, using the criteria and the weighting described for each award category.

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

4. The Committee will prepare a ranked list (highest to lowest) of the applications where the ordering of applications will initially be based on the scores. The Committee may alter the position of an application in its list if the applicant has had interruptions/delays in scholarly productivity, as explained by the applicant.
5. The Committee will recommend the amount of funding to be awarded to each application, which must not be more than the allowable maximum.
6. The Committee will provide feedback for all applications.
7. Reviewers and their ratings are blinded to the applicants.

Conditions of Award

Upon notification of award, applicants should contact the [HLTH Research Support Team Lead](#) to access the funds.

1. University research funds may be used only for the purposes specified in the notice of award.

2. Research must comply with the University's policies on the conduct of research and funds will not be released until all regulatory approvals are in place. Regulatory approvals **must be** in place within three months of the award notice being received. If approvals are not received within the three months, the award is forfeited.
3. Funds remaining in research accounts at the end of the award will **not** be carried forward. Requests for any budgetary changes (exceeding 20% of a budget line) must be submitted to pmeier@uvic.ca. Extensions may be considered only in exceptional circumstances.
4. Before additional funds are awarded for new projects, all outstanding final reports for previous University grants must be submitted to the applicable office.
5. Grant holders who determine that their awards will exceed actual expenditures are requested to inform the HLTH RST Lead as soon as possible so that the additional funds may be re-allocated in support of other projects.
6. Faculty research accounts must be carefully monitored by the researcher. If a research account shows an over expenditure at the end of the award, the faculty member responsible for the account will be invoiced for the amount owing.
7. A grant may be used only to support the project for which it was awarded.

Section Two: Guidelines for Applications to Each Category

Applicants must indicate one of the following categories on the Cover page

1. **Research development funding.** This funding option provides faculty members with up to \$5,000 to engage in research development projects that will lead to external grant funding applications (e.g. Tri-Agency, MSRBC). These activities include, but are not limited to, conducting preliminary literature reviews, research partnership development, research protocol development, and feasibility and pilot studies. Projects funded by other external or internal sources will not be considered (if unsure of the eligibility of a given project, contact [HLTH Research Support Team Lead](#)).
2. **Knowledge synthesis funding.** This funding option provides faculty members with up to \$3,000 to engage in knowledge synthesis activities such as conducting a meta-analysis or scoping and systematic reviews, which can help inform decision makers and/or the application of wise practices.
3. **Knowledge mobilization funding.** This funding option provides faculty members with up to \$3,000 to engage in preparing the results of previous research for knowledge mobilization. These activities include, but are not limited to, peer-reviewed journal articles; technical, community or organizational reports; webinars, videos, or blogs; workshops, instruments/tools, training/teaching/learning modules, and manuals; policy briefs, case studies, etc.

Supplement: Collaborative Interdisciplinary Team. HLTH encourages collaborative research between faculty members from two or more HLTH Schools when applicable. To this end, team-based, interdisciplinary, collaborative projects may be eligible for an additional \$2,000 in funding.

This Award is not intended to provide continuing support for ongoing research or knowledge synthesis projects or to serve as a substitute for external funding.

All project types must include the paid employment of one or more students (upper-level undergraduate or graduate).

The total funding envelope for category 1, 2, & 3 will be no less than \$50,000.

Application Components

All applications require three components in addition to the Application Cover Page (see attached):

1. Detailed Description (2 pages max)

Wherever possible, applicants should avoid highly specialized technical language and disciplinary jargon. Applicants should remember that the composition of the Committee is diverse. The onus is on the applicant to explain and place the project in context within their disciplines in a way that is comprehensible to non-specialists.

Project descriptions should, however, include the following information as appropriate:

- a brief project summary which will be used to match peer reviewer expertise to applications.
- rationale and objectives of the project
- consistency with the purpose of the 2025-26 HLTH Internal Research Grant
- relevance and contribution to knowledge, practice and/or policy, methods and processes
- roles and responsibilities of student assistants
- a realistic timeline with key milestones and expected outputs
- If applying for the supplement for team-based, interdisciplinary, collaborative projects, applicants should describe within the two pages the disciplinary contribution each of the team members will make to the proposed project, including what role they will play in the proposed activities.

2. Principal Applicant's Research and Scholarship Contributions and Relevant Experience (4 pages max)

Prepare this document using the following recommended sub-headings:

a. Research and Scholarly Activity Funding

Include either a list of external applications (both requested and awarded) during the past five years or an explanation as to why such applications have not been made.

b. Scholarly Publications/Artistic Achievement

- List all publications and/or major works completed in the past 5 years.
- List all research and knowledge synthesis/dissemination projects completed in the past 5 years. Only items published, accepted, exhibited or performed should be listed. Start from the most recent and identify with an asterisk (*) those that have undergone a peer (or community) review process.

c. Other Scholarly Achievements

Describe any other contributions to research and the advancement of knowledge within the past 5 years, including research contributions to non-academic audiences (e.g., public, policymakers, private sector and not-for-profit organizations) as well as student training and mentorship achievements.

d. Career Interruptions

Include details about any career interruptions in the past 5 years that you would like the committee to consider

3. Budget and Budget Justification (1 page max) for all category

Detailed budgets should be presented in table format and will be scrutinized. Please note the following:

- Budgets for the proposed project must be specific
- All expenses must be justified in the application and relate to the direct costs of the project
- Funds cannot be used for any expenses outside the approved project. No overspending is permitted.

Eligible Expenses

Salaries

- Salaries must be in accordance with the current University Policy and Procedures. The recommended rates for Undergraduate students: \$19.85/hr. + 15% benefits; graduate students: \$34.72/hr. + 15% benefits Please indicate the hourly rate, the number of hours requested and the nature of the tasks to be carried out.

Supplies and Operating Expenses

- Supplies and operating expenses directly related to the project. It is assumed that standard office supplies (including photocopying) are provided by the applicant's School.
- Software licencing and programming costs.
- Page charges, technical preparation charges and reprint costs and other expenses required for publication in refereed journals.
- All expenses must be allowable as per UVic policy

Expenses Related to a Disability

- The Central Accommodation Fund is available to assist with expenses needed to accommodate a disability. See the Terms of Reference at <https://www.uvic.ca/hr/health-wellness/return-to-work/central-accommodation-fund/index.php>.

Ineligible Expenses

- Society membership dues or journal subscriptions
- Equipment purchase or rental, equipment upgrades, internet connections
- Entertainment
- Spouse travel expenses
- Cellular phone charges
- Book publishing costs.

Evaluation Criteria and weighting for Research Applications

Applications will be assessed using the following equally weighted criteria:

1. Quality and potential of the proposed project (50%).
 - The quality and originality of the proposal.
 - The extent to which it is consistent with the purpose of the Internal Research Grant.
 - Strength of the budget justification for meeting the plan as outlined in the application.
 - The interdisciplinarity and contribution of the team (if applicable)
2. Scholarly productivity commensurate with the stage of career (50%).
 - The Principal Applicant's scholarly publications, creative endeavors, and other contributions.
 - The Principal Applicant's record of proposed and awarded external funding.

Application Cover Page

1. Funding category

Please select one of the following categories		
<input type="checkbox"/> Research development	<input type="checkbox"/> Knowledge synthesis	<input type="checkbox"/> Knowledge dissemination/mobilization

2. Project Title

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3. Name, position and academic unit of the Principal Investigator

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4. For team applications, please list the name(s), position(s) and academic unit(s) of members

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