

HSD Graduate Student Research Awards

NOTE Please read these guidelines carefully in their entirety **BEFORE** beginning to work on an application. Submission Deadline is Oct 14, 2022

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 Human and Social Development. Funds are not intended to augment student income, and therefore cannot be used to replace applicants' salary or wages 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 the application deadline.

Applicants will be informed of their funding status by December 1, 2022.

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. Future offer of this award is dependent on budget availability.

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 Human and Social Development'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. Preference will be given to applicants who have not received a HSD Graduate Student Research Award in previous year.

Guidelines

Applications should include a header with the following information

Student Surname	Given Name	Student number	Email	Academic Unit and Degree	Category Applied for (Masters or PhD)
Name of Primary Supervisor			Email		
Project Title:					

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 hsdrcpd@uvic.ca by **5 pm PST Friday Oct 14, 2022**. **Late applications will not be accepted.**

Application Requirements

1. 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 (optional)

Note: References are not part of the 1-page limit.

2. 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.

If applicable, please identify challenges in obtaining external funding for a particularly unique research topic.

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

3. Letter of Support from Supervisor (1-page max)

A brief letter is required from each applicant's primary supervisor, confirming that the research proposed in the application relates to the applicant's thesis topic, the time-line is feasible and that 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.

Evaluation

Evaluation Criteria

Applications will be assessed using the following criteria:

Criterion	Weight (%)	
	Masters	PhDs
Research Proposal	40	50
Budget	40	30
Letter of Support	20	20
Total	100	100

Evaluation Process

Masters and PhD applications will be reviewed by two separate review committees. The Associate Dean Research (ADR), Faculty of Human and Social Development will appoint senior graduate students, Post-Doctoral Fellows and HSD 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;
- 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 feedback for all applications.

Funding

Applicants will be informed of their funding status by December 1, 2022. Upon notification of award, successful applicants should contact Emma Stuart, Administrative Officer of the HSD Research Support Centre (hsrcpd@uvic.ca) regarding start date of the Award. 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; COVID restrictions permitting).
- Transcription

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

Mileage: \$0.61/km (an additional \$0.04/km applies to travel in the Northwest Territories, Yukon, and Nunavut)

- Per diems (during travel): \$60/day (Breakfast \$14, Lunch \$16, Dinner \$30)
- Incidentals (during travel: \$20)
- 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 Two Sample Research Expense Budgets

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) \$29.75 including taxes per meeting x 6 meetings = \$178.50 (estimate based on local grocery costs)	January 2023 – June 2023	\$178.50	When budgeting for hospitality for meetings and events, it is important to confirm the cost of the refreshments/ snacks/ meals (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 \$0.61/km x 6 meetings = \$139.08 (using UVic’s mileage rate)	January 2023 – June 2023	\$139.08	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). To strengthen your justification, indicate the source you used to come to these values.
Honoraria	Two Elders to attend 6 monthly 2-hour meetings Each Elder will receive a \$100 honorarium for each meeting they attend. 2 x \$100 x 6 = \$1,200	January 2023 – June 2023	\$1,200	UVic provides guidance for members of the UVic community who are working with səl̥x̣ʷə́yn łtə /SELWÁN

Supplies and Services	6 copies of Final Report for community. \$21.95 including taxes/per report x 6 copies = \$131.70 (staples.ca; 12-page report with front and back covers and binding)	August 2023	\$131.70
Total Funds Requested			\$1,649.28

LTE and Knowledge Holders both on- and off-campus for university purposes.

When budgeting for supplies and services, obtain quotes e.g. staples.ca; monk.ca; amazon.ca etc...). To strengthen your justification, indicate the source you used to come to these values, and provide details on what they will cover. Remember to include taxes.

Item	Justification	Time of Expenditures	Cost
Honoraria	Participant interviews (2 hours each) as part of data collection. \$100/participant x 8 participants = \$800	March 2023 – April 2023	\$800
Travel/ Parking/ Mileage	UVic Parking for participants. \$6 for 3 hours on campus for each participant (per published UVic rates). \$6 x 8 participants = \$60	March 2023 – April 2023	\$ 48
Transcription	Transcription costs. 8 2-hour interviews = 960 minutes x \$1.90/minute including taxes = \$1,824 (quote from transcriptheroes.ca)	May 2023	\$1,824
Total Funds Requested			\$2,678

[Guidance notes]

To strengthen your justification, break down the cost per person, and clearly define the time commitment.

Please use UVic rates as applicable (see Appendix A). For other travel costs, obtain quotes (e.g. [BC Ferry Fares](http://BC.Ferry.Fares); flights.google.ca; hotels.com). To strengthen your justification, indicate the source you used to come to these values.

When budgeting for supplies and services, obtain quotes e.g. staples.ca; monk.ca; amazon.ca etc...). To strengthen your justification, indicate the source you used to come to these values, and provide details on what they will cover. Remember to include taxes.