

## Canada Research Continuity Emergency Fund – Stage 3/4

### Description of Open and Transparent Allocation Process

The Vice-President Research, Dr. Lisa Kalynchuk, was identified as the University of Victoria's official responsible for ensuring that the requirements of the CRCEF program were followed.

To support the Vice-President Research, the UVic Research Continuity Committee (RCC) was tasked with developing an accountable and transparent process and decision-making structure for the allocation of CRCEF funding and a transparent decision-making structure in accordance with Tri-agency directions, including:

- Advising on the internal CRCEF process;
- Developing a robust strategy for Equity, Diversity & Inclusion (EDI) decision-making for the distribution of the CRCEF funding allocations; and
- Making recommendations to the Vice-President Research for final distribution of funds for the CRCEF program, consistent with EDI considerations and principles.

The RCC is a diverse, interdisciplinary committee and its members have completed unconscious bias training. Consistent with UVic's commitment to equity, diversity, social justice and fostering a welcoming and diverse learning, teaching, and working environment, the specific objectives identified for this allocation process were: to uphold the principles of responsible stewardship, public accountability and equity, diversity and inclusion; to ensure equitable access to information; and to ensure the related communications activities eased engagement with this opportunity for members of all designated groups.

The specific EDI-related measures and evaluation criteria employed were as follows:

1. Submissions were accepted and considered equally from all faculties.
2. There were no individualized funding caps on researchers based on their fields of study and all eligible research funding was considered, ensuring support for research that is non-traditional or unconventional, based in indigenous ways of knowing, outside the mainstream of the discipline, or focused on gender, race or minority status.
3. Where commitments such as caregiving or childcare impacted individual researchers' availability during the application process, the following provisions were made to ensure applications from these researchers could be submitted:
  - i. Availability of on-line support by contacting [crcef@uvic.ca](mailto:crcef@uvic.ca);
  - ii. Regularly updating online information; and
  - iii. Posted recordings of information sessions.
4. If the total requests for Stage 3 funding exceeds UVic CRCEF Stage 3 notational allocation or the Stage 4 awarded amount, researchers who applied will be sent a follow-up email, providing them with the opportunity to self-identify in the following groups:
  - i. Early-career researchers (researchers who have held a full-time independent research appointment for a period of 0-7 years, beginning with the date of first appointment at UVic);
  - ii. Individuals belonging to equity-seeking groups;
  - iii. Individuals who have been personally impacted by the COVID-19 pandemic (e.g., their own or their immediate family's health has been directly impacted by the

COVID-19 pandemic, family obligations for dependent care or limited access to medical care for persons with disabilities)

This information will be held confidentially, only accessed for the purpose of establishing priority if the Stage 3 funding requests exceed availability, and held for the period required by the Tri-Agency and then confidentially destroyed.

5. The RCC may also consider the following criteria:
  - i. Requests for support of research personnel, especially students;
  - ii. Value research that is non-traditional or unconventional, rooted in Indigenous ways of knowing outside the mainstream of the discipline, or focused on issues that relate to gender, race, sexuality, or ability differences;
  - iii. Pro-rating requests if required, according to funding allocation;
  - iv. The financial impact of the COVID-19 pandemic on the specific grant budget for reimbursement.