

## **Canada Research Continuity Emergency Fund**

### **Decision process for distribution of funds received in Stages 1 and 2**

The University of Victoria (UVic) is committed to equity, diversity, social justice and fostering a welcoming and diverse learning, teaching, and working environment. The University's commitment to equity and inclusion is embedded in the university's policies and our current institutional planning documents.

In 2012 and 2015, UVic was recognized for its exemplary practices in recruiting Canada Research Chairs and exceeding its equity targets for chairholder representation from women, visible minorities, persons with disabilities and Aboriginal peoples. Annually since 2012, UVic has been named one of Canada's Best Diversity Employers, one of 65 organizations leading the nation in creating inclusive workplace cultures. In 2015, the university strengthened its institutional commitment to equity through the release of the [UVic Employment Equity Plan 2015-2020](#) (EEP). This plan was developed through wide-scale consultation that included members of the four designated groups and faculty members, as well as feedback from advisory groups on equity and human rights, and officially approved by the University's Executive Council.

The EEP outlines three goals:

1. To promote and implement employment practices advancing equity and access for all.
2. To ensure the principles of fairness and equity are incorporated into all aspects of employment, including recruitment and hiring, training and promotion, and retention and accommodation in the workforce.
3. To improve the participation of members of designated groups in all jobs and at all levels where they are under-represented, and achieve and retain a workforce representative of the appropriate community.

Consistent with this commitment, the Office of the Vice-President Research Executive developed a strategy for including Equity, Diversity, Inclusion considerations in the University's process for the use of the CRCEF funding, with the objectives to ensure equitable access to information, direct communication opportunities and ease of engagement for members of all designated groups.

#### UVic CRCEF Stage 1 Process

A dedicated email [crcef@uvic.ca](mailto:crcef@uvic.ca) was set up to support direct communication on the CRCEF with our Principal Investigators (PIs).

When UVic received the information on the CRCEF Stage 1 eligible expenses, the Office of Research Services (ORS) financial manager produced a report to identify the PIs with eligible non-governmental funding.

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.

ORS contacted each PI with eligible non-governmental research funding by email, copying their department chairs and deans. The email information provided a review of the eligibility criteria, links to the CRCEF fund and Frequently Asked Questions (FAQs) and a request for the PIs to complete an attached form if they wished to apply with eligible research personnel expenses that met the CRCEF support criteria.

The email described the objective of the CRCEF funding allocation- to provide equitable levels of support to all eligible PIs. If the total available CRCEF funding was not sufficient to meet the demand after the Stage 2 allocation was determined, the funding would have been distributed proportionately to meet as much of the identified need as possible.

Any questions were directed to the [crcef@uvic.ca](mailto:crcef@uvic.ca) email, monitored by the ORS staff.

Department chairs and deans received a separate communication, engaging their assistance in identifying any PIs who were not in email contact, due to circumstances related to the pandemic or any other circumstances.

A description of the CRCEF program was included in the Vice-President Research e-mail Bulletin sent out on July 16<sup>th</sup> to our UVic research community. The VPR Bulletin information included a request for any faculty who had not received a direct email about CRCEF and thought they had eligible expenses to contact our office via the direct email [crcef@uvic.ca](mailto:crcef@uvic.ca)

On Friday July 17<sup>th</sup>, the Associate Vice-President Research Operations (AVPRO) hosted an online CRCEF Information Session. A meeting invitation with the conferencing link was sent out to all PIs holding eligible non-governmental funding. Over 60 faculty attended and the session was recorded to enable access for those who could not attend.

The application forms returned by the PIs recorded reasons for eligible expenses, specified the 12 week time periods and research personnel, as well as an attestation to criteria required for funding request.

The reporting requirement data from Stage 1 was compiled by ORS staff with significant support from Research Accounting, Vice-President Finance and Operations (VPFO).

This information was reviewed by the VPR and VPFO Executive before making a decision regarding the potential Stage 2 application.

The VPR and VPFO Executive includes representatives from equity-seeking groups and have received unconscious bias training.

### UVic CRCEF Stage 2 Process

As a result of the total eligible expenses not exceeding the CRCEF Stage 1 allocation, UVic did not apply for additional funding in Stage 2.