IMPACT FUND FAQS

Eligibility
Q1. Can I be an applicant on multiple applications?
A. Yes, you can be an applicant on multiple applications. If the Adjudication Committee recommends more than one of your proposals be funded, we may reach-out to make sure you have sufficient capacity to carry-out all proposed commitments.

Q2. As a limited term employee or an adjunct faculty of the university, am I eligible to apply to the Impact Fund?
A. Yes, however your NOI will need to demonstrate unit or department-level support. As long as you have unit or departmental support for your proposal, then you can be the main contact on the NOI application. As an adjunct faculty member, the funds would need to be held by your UVic unit or department.

Application
Q3. Is there a specific template or format I need to follow for submitting my NOI?
A. Yes, there is an NOI form to complete and a funding guide to read that provides information on the funding criteria, parameters and process. Both will be available in time for the opening of the funding round here: www.uvic.ca/strategicframework/impact-fund

Q4. Am I expected to edit the pdf form or am I allowed to recreate the template in a Word document?
A. Only NOI applications submitted using the fillable pdf will be accepted. The signature page can be printed, signed, scanned and submitted separately.

Q5. Is the entire initiative description limited to 300 words or am I able to provide 300 words per criteria plus additional words for the summary of the initiative?
A. The word limit for the initiative description is 300 words in total.

Q6. How do I lodge my NOI application?
A. Please email your completed NOI form to prescara@uvic.ca by the application deadline. A hard copy of the application is not needed.

Q7. What is the funding period (length) for initiatives?
A. Initiatives can be 1 to 3 years in duration. In the NOI form, in the length of initiative field, there is a pull down menu that allows you to select 1, 2, or 3 years.

Q8. Is the $100,000 maximum that initiatives can request the total amount that can be spread over a 1 – 3 years period or can I apply for $100,000 per year for up to 3 years (i.e. a maximum of $300,000 total per initiative)?
A. The maximum request per proposal can be $100,000 total spread over a 1 – 3 year project duration.
Q9. Do you require a budget with the NOI?
A. At the NOI stage, you are not required to provide a line itemized budget, but do fill-in the single field provided in the NOI form for ‘total funding requested ($100,000 max)’.

Q10. In the funding guide, it states that “Initiatives must have a measurable benefit and impact to the university and/or the community, including demonstrated value for the investment”. What does “measurable benefit and impact” mean?
A. At the NOI stage, for this criteria, please give an example or two of outputs, outcomes and/or impacts from your proposed initiative and describe how we might know that your initiative was a success. Your answer should address how the initiative will benefit the university and/or the community. We are not prescribing metrics, but it will be up to applicants to demonstrate the impact of their proposals. Overall, your goal should be to demonstrate to the adjudication committee that your initiative represents great value should it be funded.

Collaboration
Q11. Can NOI applications be submitted by a group of applicants?
A. Yes, however, please nominate one applicant to be the main contact person for the initiative. Within the NOI initiative description, you are welcome to address how you and your colleague(s) will be co-applicants/leads for the initiative.

Q12. Is collaboration across faculties and administrative units encouraged or required?
A. ‘Collaboration across faculties and administrative units’ is one of the three criteria that initiatives will be assessed against. This criterion will be weighed at 10% of the total assessment score and the score given will be dependent on the breadth of the proposed collaboration.

Sign-off
Q13. If there are multiple faculties and/or units that are collaborating on initiatives, who needs to sign-off the NOI?
A. If the project involves a cross faculty or unit collaboration, please have one of the faculty’s deans or one of the portfolio’s VPs sign the NOI form. If you are invited to submit a full proposal, then it will require sign-off by all of the deans and/or VPs of the faculties and units participating in the initiative, as an indication of their support for the initiative.

Q14. I am a staff member in a department, but I am applying for an initiative associated with an academic department. Who should sign-off on my NOI, a dean or a VP?
A. Given the initiative is associated with an academic department, please have your faculty dean sign-off on the NOI.

Q15. Can an acting dean or acting vice-president sign-off on the NOI form?
A. Yes, an acting dean or vice-president can sign-off on the NOI form.