



GRANTS-IN-AID FUND  
GUIDELINES FOR 202 - 202

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Okanagan College shall maintain a Grants-in-Aid (GIA) Fund sufficient to support research, scholarly and creative activity (see Article 26 of the O D U F K \$ S U L O Okanagan College / Okanagan College Faculty Association Collective Agreement). The allocation of the fund is administered by the Grants-in-Aid Committee.

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Criteria Statement: Research, Scholarly, and Creative Activity are defined as (under Article 18.1.4.1) Scholarly activity shall be understood to include scholarship, research, and creative activities. Scholarship involves oral or written activities that reflect a thorough and F U L W L F D O F R O O H F W L R Q R I N Q R Z O H G R e s e a r c h R o l e s V S U R I H V V L R contributing to the expansion of knowledge and the sharing of that knowledge through appropriate professional means. Research includes application of research findings for purposes of practical application. Creative activities involve creative practice, exhibition, performance, composition, multimedia presentations and other similar activities that reflect applied practice R I R Q H ¶ V S U R I H V V L R Q R U G L V F L S O L Q H

Please ensure your application addresses how your proposal ties into your individual research, scholarly or creative activity. Failure to do so will result in a declined application.

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The Committee is comprised of one Okanagan College administrator, and four post-probationary continuing employees elected from among Okanagan College Faculty Association members, as specified by the Collective Agreement. Please contact the VP Academic Office for a current listing of Committee members.

The Okanagan College Administrator shall chair the Committee.

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2 Eligibility

Any OC employee who is a member of the Okanagan College Faculty Association (OCFA) shall be eligible to apply for GIA funding. This includes continuing and term (full time or part time) employees. Term employees must apply for Grant-in-Aid funding while on active contract.

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### 3 Application Schedule and Procedures

3.1 The Committee shall meet four times in the academic year 2021-2022 to adjudicate applications for funding. In March, the committee will notify all OCFA members of the application deadlines and circulate a reminder one month in advance of each meeting. Application deadlines for the 2021-2022 fiscal year are:

1 <sup>st</sup> call	April , 2021
2 <sup>nd</sup> call	September , 2021
3 <sup>rd</sup> call	November 2 , 2021
4 <sup>th</sup> call	February , 2022

3.2 Applications shall be submitted on the GIA Application Form which is available on MyOkanagan. The complete application shall be submitted by email to [GrantInAid@okanagan.bc.ca](mailto:GrantInAid@okanagan.bc.ca).

3.3 The committee shall meet to adjudicate applications and shall normally complete this within two weeks of the deadline dates. Applicants shall be notified by email of the outcome of the adjudication of their application within two weeks of the committee meeting.

3.4 Retroactive applications will not normally be accepted. Under special circumstances, retroactive applications may be reviewed, provided they are accompanied by a clear rationale for the retroactive application and supporting documentation.

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### 4 Funds

For the 2021 ± 2022 fiscal year, the annual grant to an individual shall not exceed \$4,000, which may be allocated over multiple proposals. Ensure accurate and full costs are included in the proposals and

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### 5 Projects Funded

Funding shall be considered to support research, scholarly, and creative activity. Where applicable, applicants must include documentation that they have consulted their appropriate department budget and/or Library Services and/or Information Technology Services and/or Purchasing, and/or Okanagan College Bookstore as part of applying for GIA funds.



## 5.5 Other Equipment and Supplies

\*, \$ IXQGLQJ PD\ EH XVHG WR SXUFKDVH VXSSOLHV RU HTX research, scholarly or creative activity. Applicants must provide either a quote from OC Purchasing or other verifiable documentation of the budgeted and must provide documentation that demonstrates that the College does not already own the requested equipment. Equipment requests should include applicable taxes, duties, and brokerage fees. It is strongly recommended that purchases be made through Supply Management. Ownership of equipment purchased with GIA Funds remains solely with the College.

## 5.6 Books and Subscriptions to Journals

If the application includes the purchase of books or subscriptions to journals, the titles and costs must be included in the application and the applicant must document that he or she has consulted with Library Services prior to applying to the GIA fund. There is no commitment to fund journal subscriptions beyond the funds available in the original grant.

## 5.7 Research Assistants

Applications can include requests to fund the employment of research assistants directly related to the proposed project. For calculation of wages, refer to the Letter of Understanding on Research Assistants in the BCGEU Support Staff collective agreement. If approved, grant recipients must work with OC Human Resources and Finance to develop job descriptions and hire and pay research assistants. Grant recipients are responsible for submission of timesheets and for ensuring that research D V V L V Wages do not exceed the amount of their grant.

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## 6 Adjudication Criteria

The Committee shall review applications with respect to:

- (1) the alignment of the project with GIA criteria;
- (2) the general quality and completeness of the application, including a detailed budget and required documentation;
- (3) the intended outcomes and impact of the project or activity;
- (4) evidence of investigation, feasibility and planning regarding the proposed activity;
- (5) in the case of presentations at conferences or other events, evidence that the DSSOLFQW↑V ZRUN KDV EHHQ DFFHSWHG IRU SUHVHWQW
- (6) in the case of conference papers and journal publications, the integrity of the conference or publisher;
- (7) in the case of research involving human subjects, evidence that Research Ethics Board approval has been obtained or is underway.

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## 7 Operational Requirements

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### 7.1 Authorization

All purchase orders, travel advance requests and expense claims must be signed by the Chair of the GIA committee.

### 7.2 Authorization of Travel

The approval of a GIA application does not imply approval of any associated travel. Prior to GIA-related travel, grant recipients must seek and obtain approval from their Tf 0 Tw 80.184 596.5