Instructions for Completing the CBU RISE Application

The Office of Research and Graduate Studies (ORGS), through the Research Assistance Committee of Senate (RAC), awards internal grants to support various forms of research and scholarly activity. These funding opportunities are intended for CBU faculty who are members of the CBUFA or NSGEU. A CBU faculty member with union affiliation (stated above) who is employed on a contract of 12 months or less is eligible only if the proposed research is to take place within the time frame described in the employment contract.

RISE (Research, Innovation, Scholarship and Exploration) funds received during any calendar year cannot exceed $10,000. RISE Grants are intended to fund:
   a. basic research and scholarly activity directed to the creation of fundamental new knowledge,
   b. applied research and scholarly activity directed to understanding how to bring about specific changes to solve particular practical problems.
   c. applied research and scholarly activity, including innovation and technology transfer, directed to the design or improvement of products, processes, and services.

Please review the RISE guidelines for further information regarding this grant including eligible expenses.

Scoring Evaluation

Six criteria are considered when evaluating the merits of a research proposal:
   a) completeness, specificity and clarity of the research proposal.
   b) originality, suitability of theoretical perspectives, research strategies, and methodologies proposed.
   c) appropriateness of the budgetary projections, feasibility of the proposed research, and relation to any other existing or requested funding.
   d) degree of expected contribution to the advancement of knowledge, the solution to a practical problem, or the development of a novel product, process, or service.
   e) the general research and scholarly activity of the primary applicant.
   f) demonstrated consideration of Equity, Diversity and Inclusion in the academic team composition (e.g., hiring process for a research assistant) as well as the training plan. Furthermore, when applicable, applicants are expected to demonstrate how diversity and inclusivity have been considered in the research design.

Applicants in the Small Grant (<$2000 request) group will be judged solely on a), c) and e).

Where applicants have self-identified as "Not Currently Research Active", regardless of whether applications are for Small or Large Grants, applicants will not be evaluated on their past scholarly activity (e).

A. Primary Application Information
   - Please note a person cannot be an applicant or co-applicant on more than one RISE Grant application during each round of RISE Grant adjudications.
   - Important: Ensure your final report has been submitted to the Research Assistance Committee for any outstanding RISE projects before submitting to the current call for applications.

Contact Information

Fill out your name, school, rank, department, number of years at CBU, email address, current position (term, tenure track, tenured) and phone number. You may also opt to include a co-applicant on this application.

Co-Applicant

- Co-applicant is defined as an individual, participating in the grant application, who makes a significant contribution to the intellectual direction of the research, who plays a significant role in the conduct of the research, and who may also have some responsibility for financial aspects of the research.
- If more than one applicant is named in an application, principal and secondary co-applicants must be specified.
- A detailed explanation of the division of responsibilities is expected to be submitted supplementary information.

History

- Please indicate the number of successful RISE grants you have received in the last 5 years.
- Indicate which years they were received and the amount awarded.
- Include the total number of RISE funds awarded in the last five years.

Applicant Categories

Please self-identify as an early career, not currently research active, or regular researcher.

- Early Career: an early career faculty member or researcher within their first five years of academic appointment at CBU and with a maximum of five years of independent academic research experience.
- Not Currently Research Active: This category applies to applicants who have self-identified as 'not currently an active researcher' if designated as such by their School Dean. Applicants in this category, whether applying for Small or Large Grants, will not be evaluated on their past scholarly activity. Individuals may apply under this designation for up to three times consecutively before returning to the regular applicant pool. Prior to applying for funding, applicants in this category are advised to make an appointment with the Office of Research and Graduate Studies to discuss their application.
- Regular: an applicant with more than five years of employment history at CBU and/or with greater than five years of independent academic research experience.

B. Project Information

It is important that you use clear, plain language when describing your project throughout this section. Write your application for a general audience as it is unlikely that every reviewer will have specific knowledge of your area of expertise. Avoid jargon, acronyms and highly technical terms. If the project is funded, this summary may be used by the Office of Research and Graduate Studies for publicity purposes.

Initial Information

- Include a project title.
- Indicate if you are applying for a small grant (under $2000) or a larger grant (over $2000). Large Grant applications will be evaluated based on all six criteria. Applicants in the Small Grant group will be judged solely on a), c) and e).
- Indicate if you are applying as an applicant who is not currently research active.
- Indicate if your project will require Research Ethics Board approval. Unsure? Contact ethics@cbu.ca.

▪ Indicate if your project will require approval from the Animal Care Committee. Unsure? Contact jared_walters@cbu.ca

Detailed Description

Summary (200 words)

Provide a brief summary of your project in clear, plain language. This should include:

▪ a brief description of what the research is and how this research will contribute to the advancement of knowledge.

▪ the overall goal/objective of the research project.

Research Background (300 words)

▪ Provide background of your research.

▪ This may include the context of your research, literature review, theoretical approach etc.

Research Objectives (300 words)

▪ Clearly indicate the main objectives of your research project.

Research Methods (300 words)

▪ Provide a detailed description of your methods in clear, plain language.

Potential Outcomes (300 words)

▪ Describe the potential benefits and outcomes that could emerge from the proposed project as a result of knowledge dissemination.

EDI Considerations in Project (300 words)

▪ Please describe how equity, diversity, and inclusion (EDI) considerations are reflected in your project.

C. Research Record

Include an up-to-date copy of your CBU standardized CV.

▪ You may include either your complete CV or relevant sections (9.3, 10, 11–22, and 28) from the CBU standardized CV as applicable.

▪ Guide to the CBU standardized CV can be found here.

Advancing Career and Future Funding

Describe how this RISE Grant will help advance your career or position you for future external funding.

Examples of how the RISE Grant will help the applicant's career can include how the research will:

▪ Support publication of a peer-reviewed journal article, book chapter, or book manuscript, development of educational materials, knowledge dissemination

▪ Enable foundational or applied research or scholarship essential for future grant applications.

▪ Assist in networking at conferences to foster collaborations, or provide hands-on experience in innovation and technology transfer.

RISE Grants in Past Five Years

If you have received RISE grants in the past five years, describe how your previous research has supported efforts to seek or secure external funding or highlight key outcomes from the funded work.

▪ For example, you may provide details about applications you submitted for external funding, including grants applied for or awarded, as well as instances where external agencies deemed your project fundable even if funding was not received. In these cases, identify the funding

opportunities to which you applied. You may include significant outcomes such as peer-reviewed book chapters or book publications, research articles, and presentations or other knowledge dissemination activities resulting from the research.

- Other examples might include patents filed, partnerships with industry or community organizations, innovations developed for technology transfer, or outreach initiatives that demonstrated the broader impact of your work.

D. Budget

Material

This category includes funds for periodicals, books, library sources, equipment, hardware software and dissemination costs.

- Equipment and other items obtained with RISE Grant funds are issued to the grantee(s) for the duration of the project and future related projects but remain the property of CBU. Sensible cooperation is expected to optimize the potential use of the equipment and other items by others at CBU.
- When no longer needed by the grantee(s), the equipment and any unused items fall under the control of the appropriate CBU body (e.g., department, library, centre, institute).
- Periodicals, books, or other library resources must be specifically enumerated in the RISE Grant application.
- Required hardware and software computing items must be specifically enumerated in the RISE Grant application.
- Funds for computers and computer accessories will only be granted if: 1) the Research Assistance Committee is convinced that the items are absolutely essential for the proposed research project; 2) that computer equipment and accessories adequate to complete the proposed project are not already available for use at CBU by the applicant(s); and 3) the computing items cannot be purchased through other CBU channels.

Personnel

- RISE Grants may be used to fund the salaries of CBU student researchers. Where advanced or specialized research skills are required, RISE Grants may be used to fund salaries of graduate students from other universities.
- The advantages of hiring graduate assistants for both the research and CBU should be clearly outlined in the budget justification.
- Salaries of student research assistants are based on current standard hourly rates at CBU.
- The application will automatically determine the rate based on the selected student type.
- It is possible to manually edit the rate; however, if the hourly rate is changed, reasons for this change should be clearly explained in the budget justification section. CBU standard student salary rates are intended as a minimum rate so any changes should increase rather than decrease hourly wages for student employees.
outlined in the budget justification.
- Please review the policy on CBU Research Assistants before completing this section.

Conference Registration

- Travel to conferences is not eligible under RISE funding guidelines. Conference registration fees of up to $700 are eligible for funding but will be assessed depending on the level of prestige attached to the academic exposure gained from the conference.
- Extensive duplicating and other office costs must be adequately justified in the application. Both CBU and external costs may be charged to the RISE grant.
- The costs of dissemination, including printing of posters and publication charges, should be included in the budget. Page costs for journals and other such costs resulting from publication should be carefully justified and explained within the context of your field.

Research Travel
- To be eligible for funding, travel must be directly related to the completion of the proposed project.
- RISE funds cannot be used for travel to conferences.
- Travel expense records and receipts are required for reimbursement.
- The Research Assistance Committee reserves the right to reduce travel budgets presented in RISE applications.

Budget Justification (250 words)

Explain how you will use the requested funds in each budget category to achieve the project objectives.

For major pieces of equipment, please include a quote (with date) from the supplier. For perishable supplies/consumables that cost >$250/item, please include the name, supplier and approximate cost of each item. For specific items, such as books, do not list "books", but give the titles/authors and approximate costs. Necessary miscellaneous equipment and other items must be specifically enumerated in the RISE Grant application. The onus is on the applicant(s) to determine that each budget item is not currently available at CBU and that each budget item cannot be purchased through other funding channels at CBU.

Supplemental Information

Prepare any additional files that contain supplemental information relevant to your project. This may include:

- Tables, figures and diagrams
- A description of distribution of responsibilities between applicant and co-applicant
- Quotes for equipment.