

## STUDENT LED RESEARCH GRANTS

### Objectives:

The Student Led Research Grants initiative allows students the opportunity to apply their research skills to public policy issues. The Office of the Chief Information Officer (OCIO), Ministry of Labour and Citizens' Services has provided one time funding grants to post secondary institutions in British Columbia to support student led research of benefit to a number of Ministries.

This initiative provides a great opportunity to conduct research on key social issues and to enrich our learning environment. Research supported by this initiative must address one or more of a number of policy issues identified by funder. **\*Please consult the extensive “areas of interest” guide with multi-disciplinary research project suggestions (available on the Office of Research and Scholarship website - [Student Research Opportunities](#)).**

### Eligibility:

Any student currently enrolled at Kwantlen Polytechnic University is eligible. Applicants must intend to return to Kwantlen Polytechnic University as an undergraduate student in the semester immediately following the completion of the research project.

Applicants must be legally entitled to work in Canada. They must be a Canadian Citizen, a permanent resident of Canada, or an international student with a valid study permit.

Students wishing to apply must be associated with a faculty member. The faculty supervisor must agree to supervise the project, and ensure that it complies with university policies.

Awards can cover any expenses related to the research project or to its dissemination. Awards can range to a maximum of \$1,500 per student.

Travel awards presented only for student travel to a conference in order to present a poster or paper based on their research. For co-authored papers, we can only entertain applications for travel awards from one author.

### Application Procedure:

Students must complete the online application as the Primary Investigator. Indicate which grant you are applying for Under “Project Sponsor”: Agencies should be Kwantlen Polytechnic University and “Program” should be “Student Led Research”.

The faculty supervisor must input additional information on the application form. On the first tab of the application titled “Project Summary”, the faculty supervisor must insert their comments in the box titled “Project Comments”. The faculty supervisor then completes the “Project Team Info.” portion of the application as the Co-Investigator by including their information under the “Project Team Members” section. Moving to the “Student Led Research Grants” tab, please answer the questions under the third tab indicating “Completion by the Faculty Supervisor.

By submitting the application, the proposal will automatically go to the Dean or Associate Dean for review and approval. The Dean’s office will then submit the application to the Research Office for adjudication.

Each student must include you, the faculty member as the co-investigator and to insure you review and complete the third sub tab under the Student Led Research tab on the applications, please insert your comments in the “Project Comments” box on the “Project Info.” tab.

Once you have been listed as the co-investigator, you will be able to search for your projects and the Student Led Research applications will show in your search.

The Dean’s office will then submit the application to the Research Office for adjudication. **Please note that only complete applications will be considered.**

### **Adjudication:**

The Associate Vice-President, Research, will assess Grant Applications and will make the final decision. Competition results announced within one week of the deadline date.

### **Criteria:**

In evaluating applications, the following criteria are considered:

- **Proposed Research:**
  - Originality and Innovation
  - Merit of Research, and relevance to the specified Areas of Research Interest
  - Strength of research design and overall feasibility of proposed research
  - Interdisciplinary Elements (not mandatory, but encouraged given the mandate of the fund.)
  - Clarity, presentation, and logic of proposal
  
- **Researcher’s ability, qualifications, potential for growth:**
  - Relevant academic training and experience
  - Other relevant experience and accomplishments

### **Grant Administration:**

Individual research accounts will be established for each grant holder through the Office of Research and Scholarship. Expenditures against this account will also be processed through the ORS.

Research involving human participants must have ethical oversight, including delegated or REB review as required by policy. Funds not released without confirmation of this oversight.

### **Expense Claims:**

You and your faculty supervisor must sign the expense claim form and attach applicable receipts. Forward completed expense claim documents to the Office of Research and Scholarship for processing.

Receipts are required. There is no per diem rate.

### **Reporting:**

A product from a **research award** is required: i.e. research paper, survey, presentation.

A financial report showing how the funds were used, and a brief report showing research results, and/or a brief description of the project (including reference to the Government Ministry or Agency the research is relevant to) will be required within **30 days** of the project end date, or the due date below, whichever is earlier.

For conference attendance, a conference program or similar materials showing participation are required.

The faculty supervisor must sign off on this report to confirm project completion.

Please submit this report to the Office of Research and Scholarship. The Cross Government Branch suggests the following format:

[http://www.chsrf.ca/knowledge\\_transfer/communication\\_notes/comm\\_reader\\_friendly\\_writing\\_e.php](http://www.chsrf.ca/knowledge_transfer/communication_notes/comm_reader_friendly_writing_e.php)

You will be required to participate in the Research Celebration on April 5, 2012 at the Surrey campus.