# **RDI Faculty Funding**

# **Project Seed Fund Application Form**

## **General Instructions**

1. Please carefully read the RDI Faculty Funds Guidelines noted below. The application must be prepared following these guidelines.
2. If you require further information, please email [rdi@algonquincollege.com](mailto:rdi@algonquincollege.com)
3. Before submission, applications must be reviewed and approved by the Faculty’s Chair. Your Academic Supervisor and/or Budget Officer for the department must also confirm that they reviewed and approve of the course-release hours.
4. Please submit a PDF version of this application form. The complete application must be uploaded on [**https://bit.ly/3PqAovX**](https://bit.ly/3PqAovX)by 4:00 PM on the final day for submission, June 14. **There will be NO deadline extensions.**

## **Deadlines**

For 2024-2025 funding:

* RDI applications open: March 18, 2024
* RDI applications are due: June 14, 2024, at 4:00 pm.

## **About Research Development Institute (RDI)**

The Research Development Institute aims to support Industry or Community driven research that generates new knowledge, addresses real-world challenges, and promotes innovation in various fields at Algonquin College. The Faculty Applied Research Funding Opportunity is intended to create partnerships between faculty, learners, and external partners, enabling them to work collaboratively on applied research projects that are relevant, practical, and have an impact on society.

This application form is for the **Project Seed Fund for AC Faculty**.

## **RDI Guidelines**

**Applicant Eligibility**

Algonquin College faculty (full-time or part-time) are eligible to apply for the RDI Project Funds as a Principal Investigator.

For an application to be considered by the RDI Selection Committee, it must be approved by the Faculty’s Chair and/or Budget Officer for any course-release hours.

Faculty applicant cannot be the owner of, or stakeholder in, the partner organization for the proposed project.

**Evaluation**

The evaluation process will consist of two distinct modes. Firstly, a team of leading experts relevant to each application will conduct an initial assessment. Following this, the top 10 projects determined by the domain experts will proceed to the second phase. In this phase, a committee of Deans from each school will deliberate and select the top 5 projects to be funded that align best with Algonquin College's strategic future goals.

Research Focus Areas with Research Themes

1. **Research Focus Area**: Safety, Security and Defence - adopt a proactive stance in tackling the dynamic challenges of security and emergency preparedness, encompassing health crises, natural disasters, human- induced risks and security incidents.

**Research Theme: Emergency Preparedness** - research projects that take a multifaceted approach to improve public safety through effective security and emergency management strategies, enhancing community resilience, fostering a culture of preparedness, and providing comprehensive education and training for future professionals in the field. Proposed Research projects should focus on at least one of the following areas:

* Objectives related to developing innovative strategies and technologies to address emerging safety challenges.
* Enhancing community resilience in the face of natural, technological, and human induced disasters
* Fostering a culture of preparedness and response in both urban and rural areas.

2. **Research Focus Area: Sustainability** - Comprehending, advocating for, and advancing practices with the overarching goal of achieving a net positive impact on the climate, all while upholding the three pillars of sustainability—Social, Economic, and Cultural.

**Research Theme: Construction Sustainability** - research projects that aim to contribute actionable insights for the construction industry to strive for a more sustainable built environment. Proposed Research projects should focus on insights that reduce the carbon footprint (embodied and operational) of the built environment and should have an emphasis on at least one of the following areas:

* New Technologies for Reducing Building Operating Energy
* Monitoring and Validating Building Operating Energy
* Low, Zero, or Negative Embodied Carbon Materials
* Retrofit and reuse of existing buildings
* Industrialization, Prefabrication and Optimization of Construction Practices
* Housing Affordability and Availability

**Research Theme: Green Supply Chain** - research projects that aim to contribute actionable insights to empower businesses in seamlessly transitioning to environmentally conscious supply chain practices, achieving a proper balance between upholding environmental responsibility, and enhancing operational efficiency. Proposed Research projects should focus on at least one of the following areas:

* Advancing objectives related to Quantifying and Understanding Environmental Impact
* Identifying and Overcoming Adoption Barriers
* Optimizing Technology Integration (example: blockchain, IoT, data analytics) for Sustainability,
* Promoting Holistic Sustainability Strategies
* Developing Optimization Models for Sustainable Practices.

3. **Research Focus Area: Wellness and Community Resilience** -Investigate the dynamics between wellness and community resilience, exploring interventions, strategies, and community-based practices that contribute to fostering both individual and collective well-being.

**Research Theme: Early Childhood Learning** - With the commitment and implementation of the Canada Wide Early Learning and Childcare (CWELCC) agreement, evidence informed practice and research is an imperative foundation for the future of this sector. Proposed research projects should aim to contribute actionable insights that build further capacity and understanding of the early learning sector and the broader importance of the early years on healthy communities. Proposed Research projects should focus on at least one of the following areas:

* Demonstrations of quality and innovation in early learning practice
* Contributing to Justice, Equity, Diversity, and Inclusion in early learning settings
* Building professional capacity, and workforce strategy
* Building leadership capacity and sustainability in the sector
* Acknowledgement of land-based learning and reconciliation in the early years
* Developing and prioritizing land-based early learning that fosters meaningful engagement with Indigenous knowledge

Partner Eligibility

It is mandatory that projects include a partner organization that will benefit from the research findings.

Partner organizations can be private sector (industry, start-ups, etc.), community, not-for-profit, hospital, or government organizations.

Partners should be engaged in the project through in-kind and/or cash contributions and must be willing to sign a collaboration research agreement with Algonquin College.

**Learners Engagement**

The RDI intends to provide a meaningful experiential learning opportunity for Algonquin College learners. Learners' engagement on an RDI project must reflect how learners are gaining valuable applied research skills as active members of the project’s team, such as acting as research assistants.

**Project Duration**

Projects will begin in September 2024 or January 2025. If as a faculty, you are requesting course release time as part of the budget in your application, please consider the project start dates when planning your project. Also, consult with your school’s budget officer to determine your timeline and anticipated cost of the course release. The funding is available for two (2) semesters.

**Conditions of Award**

The successful Faculty must fill out an RDI Project Charter and must work with Applied Research Office for project hiring and any project spending.

If the project requires Research Ethics Board (REB) approval, the faculty must present their certificate of approval from the Algonquin College REB to the Applied Research Office prior to beginning any recruitment activities or engaging with human participants.

It is **mandatory** for the successful faculty to complete an online [Introduction to Inclusion & Diversity self-paced micro-course at Algonquin College](https://employeelearningcatalogue.algonquincollege.com/course/681/introduction-to-inclusion--diversity-at-algonquin-college). Upon completion, please send a screenshot of your course certificate to [RDI@algonquincollege.com](mailto:RDI@algonquincollege.com).

Project monitoring and accountability is a joint responsibility between Applied Research’s Program Manager and the Faculty. Faculty must submit mid-term project updates and final project close-out report. Additionally, taking part in the Applied Research Day.

**Assessment Criteria**

Round 1: Technical Domain Experts Evaluation:

Outstanding - the application is excellent in all required aspects.

Superior - the application is excellent in most required aspects, appropriate in some.

Satisfactory - the application addresses all required aspects appropriately.

Limited - the application addresses only some aspects appropriately.

Insufficient - the application does not address most aspects appropriately.

**Mandatory Criteria**

|  |  |  |
| --- | --- | --- |
| Criteria | Details | Evaluation |
| Alignment with Research Theme | * The proposal clearly aligns with the research theme and addresses at least one of the outlined areas of the research themes   . | Yes/No |

**If the proposal does NOT align with a Research Themes, application would not be considered and evaluated.**

**Point Rated Criteria**

|  |  |  |
| --- | --- | --- |
| Criteria | Details | Grade Point |
| Quality of the proposal (25%) | * Clear rationale, plan, objectives, and deliverables * The proposed budget is fully justified * Timelines are included and feasible * The research problem is clear and evidence-based | Outstanding: 25  Superior: 20  Satisfactory: 15  Limited: 10  Insufficient: 5 |
| Learners' engagement (25%) | * Learners actively involved as project team members   + Learners' role in the project is quality and the role, and anticipated skills development are well described | Outstanding: 25  Superior: 20  Satisfactory: 15  Limited: 10  Insufficient: 5 |
| Partner Engagement (20%) | * The plan for the proposed research has the aim and potential to solve the partner’s problem * Relevant partner is engaged e.g. alignment and buy-in with project goal(s), input, participation, contribution, etc. * Additional points if the client makes a cash contribution. * In-kind is clearly quantified and clearly explained * A letter of support from the partner is included with the application | Outstanding: 20  Superior: 16  Satisfactory: 12  Limited: 8  Insufficient: 4 |
| Research Methodology (20%) | * + Appropriate methodological approach is clear and how you will use it to solve the problem * Chosen approach(es) demonstrate how stated objectives will be met | Outstanding: 20  Superior: 16  Satisfactory: 12  Limited: 8  Insufficient: 4 |
| EDI (10%) | * EDI measures for the research team are clearly described, including objectives, concrete actions with specific details, and monitoring plans covering several types of activities * A comprehensive plan that describes how diversity and inclusion will be integrated into the project, including a description of how the project team will promote inclusivity and diversity within the project   For more information on EDI guide, please see [NSERC website here](https://www.nserc-crsng.gc.ca/NSERC-CRSNG/policies-politiques/CCI_EDI-ICC_EDI_eng.asp). | Outstanding: 10  Superior: 8  Satisfactory: 6  Limited: 4  Insufficient: 2 |

**Round 2: Deans' Assessment for Strategic Alignment:**

The short-listed projects will be invited for a pitch session, where they will be judged on the following criteria and the decision will be made by the Deans from various schools.

* **Innovation**: How does the project contribute to innovation at the College?
* **Impact**: How far-reaching will the idea be? Priority will be given to projects that broadly impact the college.
* **Collaboration**: Does the project involve collaboration between departments, programs, or campuses, or in collaboration with another faculty member at Algonquin, and collaboration with the industry partner?

*Each criterion will be rated on a scale from 1 to 5, with 5 being the highest score and 1 being the lowest.*

5: Exceptional - The project excels in this criterion and demonstrates outstanding performance.

4: Very Good - The project performs admirably in this criterion and exhibits notable effectiveness.

3: Acceptable - The project meets expectations in this criterion and demonstrates satisfactory performance.

2: Needs Improvement - The project has some room for enhancement in this criterion and could benefit from further development.

1: Insufficient - The project falls short in this criterion and requires improvement to meet expectations.

**Proposal Application**

## Applicant(s)

|  |  |
| --- | --- |
| Faculty’s Full Name |  |
| Faculty’s School Department Name |  |
| Faculty’s Email |  |
| Co-Applicant’s Name and Department |  |

## **Project Overview**

|  |  |
| --- | --- |
| **Project Title** |  |
| **Project start date** |  |
| **Project end date** |  |

**Mandatory Criteria**

|  |  |  |
| --- | --- | --- |
| Criteria | Details | Evaluation |
| Alignment with Research Theme | * The proposal clearly aligns with the research theme and addresses at least one of the outlined areas of the research themes   . | Yes/No |

**Project Overview**  
Please provide a plain language summary of your project (150-250 words)

*<Enter Information here>*

**Project Alignment**

Select which Research Theme which the project is best aligned with:

|  |  |
| --- | --- |
| Research Themes | Select |
| **Emergency Preparedness** |  |
| **Construction Sustainability** |  |
| **Green Supply Chain** |  |
| **Early Childhood Learning** |  |

### How does the Project align with Applied Research Themes?

*<Enter Information here>*

## **Proposal (Max 2-3 pages)**

|  |  |  |
| --- | --- | --- |
| **Quality of the proposal (25%)** | * Clear rationale, plan, objectives, and deliverables * The proposed budget is fully justified * Timelines are included and feasible * The research problem is clear and evidence-based | Outstanding: 25  Superior: 20  Satisfactory: 15  Limited: 10  Insufficient: 5 |

*You may also include graphs, images, and other non-text elements if they help provide additional information about your project.*

### **Project Objectives**

Provide as much detail as possible

*<Enter Information here>*

### Project Deliverables

List all project deliverables that you will provide to the partner.

|  |
| --- |
| **Deliverable** |
|  |
|  |
|  |
|  |
|  |

### Project Workplan

What key activities will you complete to achieve your deliverables as part of this project? What is the estimated due date for these activities?

|  |  |
| --- | --- |
| **Activities (phase, milestones, deliverables, etc)** | **Due Date (Tentative)** |
|  |  |
|  |  |
|  |  |

## Budget (Max 1 page)

The RDI Faculty Project Seed Funds will provide up to $50,000 for a two-semester project.

Recommended rate sheet for Research Assistants below for your reference.

It is important to ensure that budgeted rates factor fringe (9%) and vacation (6%) in addition to the base rate of pay. The below table is a recommended rate sheet for Research Assistants.

|  |  |  |  |
| --- | --- | --- | --- |
| Level of education / experience | Salary rate | Fringe + Vacation | Budgeted Rate |
| **1st Year Students** | $20.18 | 9% + 6% | $23.32 |
| **2nd Year Students** | $20.60 | 9% + 6% | $23.80 |
| **3rd Year Students** | $21.63 | 9% + 6% | $24.99 |
| **4th Year Students** | $22.66 | 9% + 6% | $26.18 |
| **Degree/diploma completed** | $23.69 | 9% + 6% | $27.37 |
| **Degree/diploma completed, plus subsequent experience or education** | $24.72-$25.75 | 9% + 6% | $28.56 - $29.75 |

**Note**: these numbers are meant to serve as guidance for budgeting purposes. In practice, consideration should be given to experience and level of education when determining pay rate. These rates increase by roughly 3% every year on February 1st (no flexibility in this date, as it is union mandated).

Students hired as Research Assistants are employees of the College and are subject to the College's HR policies (which may involve annual pay rate increases).

Ineligible expenses include:

* Professional Development
* Costs associated with conference attendance.

**You are expected to fill in the table below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Item** | **Budget Justification and Calculations** | **Description** | **Cost** |
| Course release or backfill | You can use the fund to cover release time to complete the project. The amount specific to the faculty and/or co-applicant should be calculated and included in the budget. Contact your school’s budget officer for the cost of release time, if required for your budget.  **Note**: Standard Work Form Release for full-time faculty (Maximum of $ 9000/course/semester)  Number of hours required to do the project for the PI. |  |  |
| Student salaries | Number of hours to be worked per week or throughout the semester, period of employment, and hourly rate + fringe must be provided in the budget justification section for students. |  |  |
| Materials, Supplies, and Equipment (excluding laptops) | A list, including costs, of materials and supplies needed to complete the project must be provided. If requesting new software licenses, the faculty must confirm with IT that the requested software is not currently available at the college.  **Note**: The total equipment cost should not exceed 20% of the project budget. |  |  |
| Travel | Limited requests for travel will be considered however travel activities must be directly aligned with the objectives of the research project. Complete details on the purpose of the trip, destination, duration, mode, and cost of travel must be provided and justified. All travel must be aligned with the college’s policy on [travel and hospitality](https://www.mohawkcollege.ca/about-mohawk/leadership-and-administration/policies-and-procedures/corporate-policies-and/a-z-index#T). |  |  |
| Other (including participation incentives) | Please briefly explain the expenses that will fall under this category. |  |  |
|  | **Total** |  |  |

|  |  |  |
| --- | --- | --- |
| Research Methodology (20%) | * + Appropriate methodological approach is clear and how you will use it to solve the problem * Chosen approach(es) demonstrate how stated objectives will be met | Outstanding: 20  Superior: 16  Satisfactory: 12  Limited: 8  Insufficient: 4 |

### Research Methodology

What are your proposed objectives and/or research questions? What methodology or methodologies will you use to help achieve the above-noted deliverables?

*<Enter Information here>*

|  |  |  |
| --- | --- | --- |
| Learnersengagement (25%) | * Learners actively involved as project team members   The learners' role in the project, its quality, and the anticipated skills development are clearly outlined | Outstanding: 25  Superior: 20  Satisfactory: 15  Limited: 10  Insufficient: 5 |

### Learners Engagement

How will you include learners as part of this applied research project?

*<Enter Information here>*

|  |  |  |
| --- | --- | --- |
| EDI (10%) | * EDI measures for the research are clearly described, including objectives, concrete actions with specific details, and monitoring plans covering several types of activities * A comprehensive plan that describes how diversity and inclusion will be integrated into the project, including a description of how the project team will promote inclusivity and diversity within the project | Outstanding: 10  Superior: 8  Satisfactory: 6  Limited: 4  Insufficient: 2 |

*The identification of proposed measures to ensure that equity, diversity and inclusion are being intentionally and proactively considered when conducting the research project?*

*<Enter Information here>*

*How will efforts be made to recruit and retain a diverse team of researchers and staff? What measures will be taken to create an inclusive and supportive environment for all team members?*

*<Enter Information here>*

|  |  |  |
| --- | --- | --- |
| Partner Engagement (20%) | * The plan for the proposed research has the aim and potential to solve the partner’s problem * Relevant partner is engaged e.g. alignment and buy-in with project goal(s), input, participation, contribution, etc. * Additional points if the client makes a cash contribution. * In-kind is clearly quantified and clearly explained * A letter of support from the partner is included with the application | Outstanding: 20  Superior: 16  Satisfactory: 12  Limited: 8  Insufficient: 4 |

## Partner Engagement

### Partner Information

|  |  |
| --- | --- |
| Name of the partner organization |  |
| Type of Partner (private sector, non-profit, government, other) |  |
| Name of the co-partner organization |  |
| Type of co-Partner (industry, non-profit, government, other) |  |

### **Value of Partner Contributions**

|  |  |
| --- | --- |
| Cash (optional – more points if partners contribute cash) |  |
| In-Kind (required) |  |

In-kind can be calculated based on the use of a partner’s equipment or facilities, or the estimated value of their time dedicated to the project. **Partner Requirements**

Please provide an overview of the partner's requirements, the project's necessity, and how the project intends to meet these needs

*<Enter Information here>*

### **Commercial and Social Value Proposition**

What will the partner do with the deliverable(s) after the project? For example, will it help improve their operations, create new products, knowledge base or enter new markets?

*<Enter Information here>*

## **Partner Letter of Support**

Please have your contact at your partner organization prepare a one-page letter of support outlining the following:

* The value of this project to their organization.
* Partner’s contribution in cash or in-kind.
* How they expect to be involved in the project.
* What they expect to do with the deliverables of the project.

The letter should be on company letterhead and should be signed. It should be included as a PDF file when you submit your application.

## **Ethics Approval**

Will this proposed project involve human subjects?

☐Yes ☐No

If you have answered "**yes**" to the above question, please consult with the Algonquin College Research Ethics Board ([REBadmin@algonquincollege.com)](mailto:REBadmin@algonquincollege.com) to determine requirements and next steps, or if you have any questions about the process for obtaining REB approval.

## **Application Approval**

I hereby certify acceptance of the terms and conditions of the RDI as outlined in the Guidelines.

Signatures may be inserted using DocuSign or a similar electronic signature.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Faculty Lead | Signature | Date |
|  |  |  |
| Co-Applicant | Signature | Date |
|  |  |  |
| Faculty’s Chair | Signature | Date |
|  |  |  |
| Budget Officer | Signature | Date |
|  |  |  |