



# Terms of Reference

## Scholarly Activity Committee

The HHS Scholarly Activity Committee undertakes peer reviews of applications to the internal HHS grant fund established to provide funding for a range of scholarly initiatives by regular faculty (VIUFA and BCGEU). The intent of the fund is to encourage scholarship as defined by Boyer's Model (Scholarship of discovery, teaching, application or integration) and to enhance the quality of the student experience and/or community service delivery within the realm of health and human service delivery. Recommendations are made to the Dean, within the established annual limits of the fund.

There are three categories of activity:

- a) Publication grants to support manuscript completion and submission within the year (up to \$1000);
- b) Seed grants to support research activities (max. \$8000); and
- c) Travel grants to provide funding for faculty members to present at academic or professional conferences (Max \$800).

Grants are not intended to provide for:

- curriculum development
- institutional research
- graduate degree completion
- items normally eligible for faculty Professional Development funds (other than travel)

## Membership

The committee shall consist of the dean (or designate); and three faculty members. Membership should be established by August 31 of any given year. There is no time limit to the term of service on this committee. All committee deliberations are confidential and results are conveyed by the chair of the committee to candidates, with feedback.

## Application Process

Funding is awarded in two pools; with the Fall deadline mid-October and the Spring deadline in early March. Faculty who are applying for release sections must apply at least one full term ahead. Chairs must be advised of the faculty-member's intent to take a section of release from teaching in order to ensure coverage is available. Late applications will not be considered.

- Applications must follow the outline requirements on the application form.

- Scholarly activity projects should focus on one of the priority areas for the faculty: teaching and learning; Aboriginal perspectives; international perspectives; interprofessional practice.
- Scholarly activity projects should describe in detail, using Boyer's model, the type of scholarly activity to be undertaken.
- Publication grants will support faculty members to submit to professional or peer-reviewed journals; articles of 2500 to 3500 words.

## Project Review Criteria

Granting of awards will be based primarily on the scholarly merit of the proposal.

- This fund is open to all regular faculty members, BCGEU and VIUFA with ongoing regular appointments in Health and Human Services who do not hold external grant funds.
- Seed grants (b) are reviewed against the following criteria:
  - Description of focus (10%);
  - Boyer's Model (15%);
  - Rationale and Literature Review (15%);
  - Methodology (20%);
  - Impact and Outcome (20%);
  - Strength and Relevance of Project Team (10%);
  - Overall Impression and Completeness (10%).
  - Total (100)
- Publication (category a) and travel (category c) grants are assessed on the following criteria:
  - Project objectives (15);
  - Rationale (15);
  - Dissemination Impact & Outcome (20);
  - Completeness (10).
  - Total (60)

## Eligibility and Prioritization of Funding

- Applications are ranked according to the average score of the committee and may be scored as unsuitable for funding. All projects suitable for funding are prioritized according to scholarly merit and the following considerations.
- Funding could be combined with VIUFA approved assisted leaves or BCGEU professional development leaves and may be used to supplement VIURAC funding which has already provided for a release section for regular faculty. (Applies to seed grants –category b)
- Funding cannot be combined with ORS research and travel awards (VIURAC) that provide travel support. Professional development funds must be used first for any conference travel; this fund is intended for supplemental grants and for faculty members who do not have access to professional development funds. (Applies to travel grants-Category c)
- Priority for funding will be faculty who have never held VIURAC funding and/or do not currently hold VIURAC funding; followed by those who currently hold VIURAC funding.

- Those holding external grant funding are not eligible.

Scholarly Activity grants are intended to defray the costs associated with research and scholarly activities. A non-exhaustive list of some examples of these costs includes:

- equipment and supplies
- contributions toward salaries for student research assistants, conference presentations, and associated costs (professional development funds must be used first). The following maximums apply:
  - Publication support=\$1000
  - Vancouver Island Travel=\$400
  - BC Travel=\$500
  - National Travel=\$700
  - International Travel=\$800

## Size of Awards

Grants maximums vary according to the limits noted. The committee may recommend partial funding, or funding at amounts lower than those requested.

## Administration of Funds

In general, grants are to fund short-term projects and should be expended with 12-18 months. In the case of conference attendance, receipts should be submitted within one month of the date of the conference. All receipts must be submitted with an expense claim form to the dean's office. Funding cannot be carried over from year to year and any unexpended funds are returned upon completion of the project.

When a faculty member is no longer employed at the institution but has been granted research funding, it will be discontinued.

## Accountability

- Present or submit a poster at the annual VIU Research and Scholarly Activity event (CREATE) OR present a brown bag lunch activity within HHS (for conference presentations).
- Include undergraduate student(s) as part of any research project team. Before hiring support staff and other project personnel, proponents should consult with Human Resources and/or the Campus Career Centre regarding the hiring of research assistants.
- Complete the project or conference presentation within 18 months of receiving funding.
- Manage expenditures within the project budget and the guidelines of VIU policy.
- Ethical approval must be obtained prior to receiving research funds and therefore the REB application should be in process or complete upon submission of the grant application. .
- External dissemination of research projects is expected (conference or publication).