GBC Collaborative Applied Research

# Program Overview

| Duration | Up to 14 months (approx.) |
| --- | --- |
| How to Apply | * Application form
* Budget spreadsheet
* Appendices: 2-page CV per researcher; Other-2-page limit.
 |
| Fund Limit | $10,000 |
| Deadline | October 15th, 2018 (Important: see [division sign off](http://insite.georgebrown.ca/applied-research/documents/GBC_Collaborative_Applied_Research_Instructions.doc#_Division_Sign_0ff) requirements and timelines) |
| Funding Decisions | November 20th, 2018. Funded projects will be announced on the research office web page and notification sent to applicants |
| Program Contact | Juan Camilo Sarmiento |

# Background

In 2007 the research office announced its first round of Seed Funding to support staff and faculty research that involved external (industry or community) partners and provided learning opportunities for our students. In 2011 the Seed Funding program was eliminated and replaced with a number of more specialized programs including GBC Collaborative Applied Research.

# Description

The funds for this program are provided by George Brown College\*. Projects must be aligned to one or more of the College’s strategic priorities which are:

* Prepare diverse learners for job success
* Build a sustainable financial and resource model
* Invest in the creation and stewardship of high value and high performing partnerships
* Leverage state-of-the -art technology
* Be an enabler of the innovation economy
* Build a high-performing organization

This program funds projects that include an external collaborator (industry or community partner) and that clearly demonstrate the value of the research to the partner. Partners are required to provide a letter of support including a statement of the value to them, and confirmation of their contribution to the project. Preference will be given to projects driven by the partner’s needs.

The research project must also provide an excellent field learning opportunity for GBC students and not be related to research involving teaching and learning. If you are interested in pursuing funded research opportunities in this area please contact Juan Camilo Sarmiento for information regarding the Teaching and Learning Innovations Grant.

# Useful Definitions for Applicants

Collaborator – an organization or a person external to George Brown College who will be involved in the study

Industry partner – an external, commercial organization that will collaborate on the study

Community partner – an external organization that is not a for-profit company (e.g. non-profits, hospitals) that will collaborate on the study

Student – a full time George Brown College student, unless otherwise specified

# Frequently Asked Questions

1. I received Seed Funding for this project; can I apply for Collaborative Applied Research funding?
* Internal GBC funding is awarded only once to a project. If you are a new researcher embarking on a study, you may apply. If you’re continuing a study that has already been funded internally, please contact Juan Camilo Sarmiento who will direct you to one of the Business Developers in Applied Research.
1. I’m working on obtaining a letter of support from my external collaborator; can I submit the application now and the letter later?
* Incomplete applications will not be accepted by the research office. Submit the entire application at one time, before the competition deadline.
1. My manager has agreed to this research but is out of the office. Can I submit the application and have my manager approve it when she’s back in the office?
* Unsigned applications will not be accepted by the research office. Submit a complete application at one time, before the competition deadline.  Important: see [division sign off](http://insite.georgebrown.ca/applied-research/documents/GBC_Collaborative_Applied_Research_Instructions.doc#_Division_Sign_0ff) requirements and timelines.

# Funding level and duration

Applicants may apply for up to $10,000. If this project has received a GBC Planning Grant, the limit is $8,000. Funds requested must be matched by contributions from collaborators. Cash or in-kind contributions are acceptable but preference may be given to projects with partner cash contributions.

Projects will be funded for the time-period between December 1st, 2017 and December 31st, 2018.

# Eligibility

Researchers who are full time and part time GBC staff may apply. Preference will be given to new researchers.

# Application and review procedures

Collaborative Applied Research funding will be awarded to a project only once. It is intended to kick-start the project. Researchers should begin looking for additional funding, if needed, as soon as possible. Subsequent funding may come from the National Sciences and Engineering Research Council (NSERC) or the Ontario Centres of Excellence (OCE).

The program manager will review all applications using the following checklist. Incomplete applications or applications of poor quality will be returned to the applicant and only those that meet all program requirements will be forwarded to the review committee.

Checklist

* All sections of application form complete
	+ Word limits adhered to
	+ CVs for all researchers attached. Each no longer than 2 pages
* Budget spreadsheet complete
* Researcher must review George Brown’s research policies and provide a signed copy of the memorandum to the research office
* Appropriate sign-off (see [division sign off](http://insite.georgebrown.ca/applied-research/documents/GBC_Collaborative_Applied_Research_Instructions.doc#_Division_Sign_0ff) requirements)
* Collaborator letter of support attached. Letter must include a statement of expected benefits to the collaborator and a detailed statement of financial support provided by the collaborator (cash and/or in-kind)
* No more than 2 pages of appendices (excluding CVs)
* Project fits Collaborative Applied Research objectives
	+ Aligned to at least one of GBC’s strategic imperatives
	+ Excellent field learning opportunity for students
	+ Valuable to collaborator/partner

The review committee will score and rank all applications and make funding recommendations to the research office.

# Selection criteria

Successful applications will:

* Provide an excellent field learning opportunity to GBC students, including working closely with external collaborators.
* Demonstrate that the study is highly relevant to the external collaborator.
* Demonstrate that the study is highly relevant to the GTA, Ontario and/or Canada.
* Have a work plan that is clear, with objectives that are Specific, Measurable, Achievable, Realistic and Timely (SMART).
* Have a sound research methodology.
* Include a plan for commercializing and/or disseminating the research results.
* Have a realistic budget and demonstrate the need for funds.
* Preference is given to first time researchers at George Brown.

# Use of funds

Grant funds may be used for direct research costs only and all expenses but the use of grant funds must comply with GBC’s Procurement Policy and Procedures.

| Eligible Expenses | Ineligible Expenses |
| --- | --- |
| GBC full time\* student research assistants (must be students for duration of employment)\*Some part time students may be eligible; research office approval required.Cost of full time faculty course release (division will be reimbursed for the cost of a replacement teacher)Cost of part time faculty salary\*Technical services such as computer servicesSoftware and equipment not available at the collegeBooks, resource materials and other documents not available at the college library | Office equipment, including computersMembership in professional associations Costs related to the preparation of teaching materials or a textbook Publications or other activities of a commercial natureHospitality, food, and beverages for meetings and/or events |

\*Consult with the research office for appropriate rates

# Knowledge dissemination

All successfully funded researchers will be required to submit a final written report which will be posted on the research office’s electronic archive and may be used to promote GBC research. Projects will also be presented at an annual Research and Innovation Showcase.

# Reporting

Fund recipients are required to submit status reports to the program manager on the first of every month, as well as a final report within one month of completing the project. A reporting schedule and report templates will be provided along with notification of success.

# How to Apply

**Applications are submitted on-line via the Researcher Portal;** please follow these steps:

1. Request access to the on-line application system by emailing the following information to juancamilo.sarmiento@georgebrown.ca : Employee ID, Prefix (Mr. Dr. Ms, etc), Family name, Given name, Department, Email address, Phone number, Fax number, Office address (incl. room), Staff type (FT faculty, Sessional faculty, Support Staff, etc)
2. Complete and compile the application package (application form, budget, appendices, letter of support, read research policies and sign memorandum)
3. Submit the complete application package on-line by midnight, November 23rd, 2016. Late, incomplete, or unsigned applications will not be accepted.

Important: see [division sign off](http://insite.georgebrown.ca/applied-research/documents/GBC_Collaborative_Applied_Research_Instructions.doc#_Division_Sign_0ff) requirements and timelines

Instructions for completing the application form and budget are included on the forms.

# Deadline

September 29th, 2017. NO EXCEPTIONS OR EXTENSIONS WILL BE MADE. This is the deadline for a complete application; partial or unsigned applications will not be accepted.

# Research Ethics

Research involving human subjects must undergo research ethics review prior to work being initiated. Applicants requiring Research Ethics Board (REB) review must commit to submitting their project to the board within 29 days of notification of award (by mid-November 2017).

# Mandatory Post-Award Workshop

All successful applicants must attend a workshop on managing research projects. The dates will be determined soon. Funds will not be released to any Principal Investigator who does not attend.  The research office recommends you block this time in your calendar now in anticipation of success in this competition.

# Division Sign 0ff

All applications must be signed by the applicant’s immediate manager. If you’re unsure who should sign your application, please contact Juan Camilo Sarmiento to find out. Some divisions require a second level of sign-off. Please ensure you submit your application for signature with enough time to meet the competition deadline.

Late, incomplete, or unsigned applications will not be accepted.

| Division | Signatures required | Review time required |
| --- | --- | --- |
| Liberal and Preparatory Studies | Immediate manager (must be Chair or Dean) | 2 weeks  |
| Business, Arts and Design | 1. Immediate manager2. Dean Maureen Loweth | 2 weeks  |
| Community Services and Health Sciences | Immediate manager | 2 weeks |
| Construction and Engineering Technology | Immediate manager | 2 weeks |
| Hospitality and Culinary Arts | 1. Immediate manager2. Associate Dean Chandi Jayawardena | 2 weeks |
| Continuous Learning | Immediate manager | 2 weeks |