



# IGNITE CONFERENCE AWARD APPLICATION GUIDELINES

The Research & Innovation Team is available to support you throughout the process of completing your application form. We are here to help at any stage. Please contact us if you have any questions about your project suitability, funding eligibility, and how to apply at [research@georgebrown.ca](mailto:research@georgebrown.ca).

## OVERVIEW

Available to researchers at any stage of their careers, with priority given to first-time or early career, the **Ignite Conference Award** supports knowledge dissemination of research findings conducted by GBC staff. This award provides George Brown College (GBC) researchers the opportunity to disseminate and promote their research and facilitates collaboration/knowledge exchange with researchers outside GBC. Applications for domestic and international opportunities will be awarded up to \$1,000 and \$1,500, respectively.

Number of grants will depend on fund availability, number of applications received, and alignment with eligibility criteria. For additional information contact [research@georgebrown.ca](mailto:research@georgebrown.ca)

## 2025-2026 FUNDING CYCLE

Activity	Description
<b>Application Deadline</b>	Applications will be accepted on a rolling basis, contingent on available funds.
<b>Available SIG Funding</b>	2 awards of up to \$1000 each for domestic or up to \$1500 for International opportunities.
<b>Funding Decision</b>	Funding decisions will be made on a rolling basis.
<b>Release of Funds</b>	Funds will be released on issuing of Letter of Award and submission of notice of conference acceptance.
<b>Funding Period</b>	Determined based on date of knowledge dissemination activity and will be included in the Letter of Award
<b>Ignite Conference Award Application Package</b>	Ignite Conference Award Application Form Principal Investigator's CV

## IGNITE CONFERENCE AWARD ELIGIBILITY

1. The applicant must be a GBC employee (full-time or part-time faculty, support staff or administrator).
2. The applicant must be a first-time researcher or established researcher who has explored a new research area. Preference will be given to first-time or early career researchers.
3. Conference travel must occur after the funding application submission and funding decision date. Past travel is not eligible.
4. Only expenses incurred after the funding award date (date on the award letter) are eligible for reimbursement from the awarded funds.
5. Travel activities must undergo pre-approval from your home department through ChromeRiver prior to travel (in accordance with GBC travel policy).
6. Research activities for academic credit or academic credentials are not eligible for Ignite funding.
7. Researchers can hold only one Ignite award per academic year.
8. Individuals may not hold more than one Ignite award at a time.
9. Applicants may not apply for a subsequent Ignite award until an expense claim and final report have been submitted for previous awards *if applicable*.
10. Applications recommended for funding must receive final approval from Associate Dean/manager and AVP, Research & Innovation prior to fund release.
11. Recipients must acknowledge Ignite support in project communications, including presentations.
12. Applicant must be presenting author for an oral or poster presentation at the conference to apply.
13. Priority is given to applicants who have NOT previously received an Ignite award.

## APPLICATION PROCESS

Refer to Ignite Conference Award Application Form. Applicants are encouraged to discuss their research dissemination plans with the Program Manager ([research@georgebrown.ca](mailto:research@georgebrown.ca)).

The completed application, including all required approvals and attachments, must be submitted as one PDF document by email to [research@georgebrown.ca](mailto:research@georgebrown.ca). Incomplete applications will not be accepted. **An application is considered incomplete until approval has been granted by the applicant's Associate Dean/manager.** Applicants are strongly encouraged to plan accordingly to ensure that they have enough time to get Associate Dean/manager approval prior to the application deadline.

Application and review processes are designed to be transparent and equitable. To qualify for review, applications must meet eligibility requirements. Eligible applications undergo a competitive review process. The demand for funds usually exceeds the total budget allocation for the funds available. As a result, all applications that meet the requirements for submission are not guaranteed funding.

**EVALUATION AND SCORING CRITERIA**

To ensure a rigorous and fair selection process, a clear review guideline is provided below.

Criteria	Description	Weight
<p><b>Impact of Proposed Activity on Research Area</b></p>	<p>Applications must demonstrate the value, appropriateness, and impacts of the knowledge mobilization activity to their research field. Evidence of the quality and significance of the research to be disseminated, event quality and significance, its scope and potential contribution to applicant’s research field. Appropriate timeline of activities. All costs have been appropriately accounted for and align with proposed activity.</p>	<p>60%</p>
<p><b>Impact of Proposed Activity on Researcher’s Career</b></p>	<p>How will the knowledge mobilization activity proposed improve the applicant’s reputation in their academic and/or professional career? Is the activity related to applicant’s area of expertise or current area of research interest? Has the applicant connected the activities with the next steps in their research program. What is the likelihood of success of achieving the proposed impact on the applicant’s career? Will a research gap be filled by developing expertise of the applicant?</p>	<p>40%</p>

**APPEALS OF FUNDING DECISIONS**

The ORI strives to provide equitable and consistent handling and review of applications in accordance with program objectives, selection criteria and available budget. The appeal process provides applicants the opportunity to seek reconsideration of a funding decision where evidence suggests a procedural error occurred. A funding decision appeal must be based on a compelling demonstration of a procedural error in the application review. An appeal process does not entail a re-assessment of an application. Decisions of the Associate VP, Research & Innovation on appeals are final.

**FUNDING ADMINISTRATION & DISBURSEMENTS**

The ORI is responsible for administering funds. Release of funds is conditional on demonstration of conference abstract acceptance and continued employment at GBC.

**REPORTING REQUIREMENTS**

Final Report: 1-page Final Activity Report and expense claim including all receipts must be submitted within 30 days of completion of dissemination activity/travel. The report should describe the impacts of the use of funds and outcomes of the research and indicate the next steps.