



# IGNITE RESEARCH 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

The **Ignite Research Fund** provides support for George Brown College (GBC)'s researchers to engage in original research and innovation activities, build research skills and capacity, and ultimately pursue external funding. All applications will undergo a robust and rigorous review process to ensure projects meet eligibility and selection criteria. Preference will be given to first-time or early career researchers. Projects that receive Ignite funding should facilitate the creation and implementation of immediate solutions for challenges within GBC's broader community. Proposed activities must fall within at least one of three distinct categories:

- **Applied Research:** original investigation undertaken to acquire new knowledge, directed primarily towards a specific practical aim or objective
- **Experimental Development:** application of existing knowledge to produce or improve new materials, products, devices, processes, systems and/or services
- **Scholarship of Teaching and Learning (SoTL):** systematic inquiry into student learning which advances the practice of teaching in higher education by making inquiry findings public

Applicants for the SoTL or Experimental Development streams, may also apply for funding from Social Sciences & Humanities Research Council (SSHRC) Institutional Grants (SIG).

**NOTE:** Full-time faculty interested in applying for funding need to provide the Office of Research & Innovation (ORI) with a notice of intent by the SWF deadlines for each semester.

## 2024-2025 FUNDING CYCLE

Activity	Description
Application Deadline	Application deadline is October 14, 2024.

Activity	Description
<b>Available SIG Funding</b>	2 awards of up to a maximum of \$18,000 each will be awarded in this call.
<b>Funding Decision</b>	Funding decisions will be made by October 28, 2024.
<b>Release of Funds</b>	<p>Timeline for release of funds will be determined on a case-by-case basis following development and approval of project plan, considering unique requirements of each project.</p> <p>For full-time faculty, funding period will not start until Winter term based on SWIF timelines and allocation. For part-time faculty funding period may start upon the receipt of the letter of award.</p>
<b>Funding Period</b>	Up to one year funding period and/or determined based on proposal and will be included in the Letter of Award.
<b>SIG Application Package</b>	<p>Ignite Research Award Application Form</p> <p>Mandatory Attachments</p> <ul style="list-style-type: none"> <li>• Project Description</li> <li>• Timeline</li> <li>• Proposed Budget and Justification</li> <li>• Principal Investigator's CV</li> </ul>

### IGNITE RESEARCH 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 an established researcher who will explore new research questions and/or approaches that are distinct from their previous/ongoing research. Preference will be given to first-time or early career researchers.
3. An applicant may only be listed as Principal Investigator on one Ignite project at a time. Provided that the applicant is eligible, another Ignite Fund application can be submitted only after the successful completion of the previous Ignite project.
4. Eligible co-investigators include other GBC employees who are directly involved with the project. Individuals external to the GBC community should be listed as external collaborators or partners.
5. An applicant may be listed as a co-investigator on multiple applications, however, they should be prepared to justify how they will manage time commitments of proposed projects in addition to primary employment responsibilities at GBC. Involvement in multiple projects during the same funding period must be approved in writing by applicant's Associate Dean or manager.
6. All projects must provide meaningful, paid opportunities for GBC students.

7. Research activities for academic credit and/or academic credentials (i.e. Masters or PhD thesis research) are not eligible for Ignite funding.
8. Applicants who have received other Research & Innovation funding but have not submitted project completion requirements by the deadline specified in their award letter are not eligible to apply for additional funding until the outstanding requirements have been submitted.
9. Applications recommended for funding must receive final approval from their Associate Dean / manager and the AVP, Research & Innovation prior to any funds being released.
10. For-profit partners must actively participate in the proposed activities and provide in-kind and/or cash contributions totalling a minimum of at least half of the amount requested from the Ignite Fund, of which at least 20% must be in cash. For example, for an application requesting \$15,000 from the Ignite Fund the partner must provide contributions valued at a minimum of \$7500, of which at least \$1500 must be cash. Not-for-profit partners must actively participate and provide in-kind and/or cash contribution totalling a minimum of at least half of the amount requested from the Ignite Fund.
11. Grant recipients must acknowledge Ignite support for their research or activity in project communications, including presentations and publications.

**EFFECTIVE DATES FOR AWARDS**

Competition	Application Deadline	Announcement	Funding Period Commencement
2024/2025 September Call	October 14, 2024	October 28, 2024	Projects may commence following receipt of the Letter of Award for part-time faculty awarded an IGNITE. Project funding period will commence in the Winter term (starting January 6) for full-time faculty receiving an award in October.

**APPLICATION PROCESS**

Refer to the Ignite Research Award Application Form for instructions. Applicants are encouraged to discuss research ideas with the Program Manager ([research@georgebrown.ca](mailto:research@georgebrown.ca)) prior to initiating the application. Deadlines are fixed and will not be extended upon request. The completed application, including all required approvals and attachments, must be submitted as one PDF document to qualify for review. Submit one PDF for each funding application 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 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. Funding demands usually exceed the total Ignite budget allocation. As a result, all applications meeting requirements for submission are not guaranteed funding. All applicants will receive feedback on their application, regardless if the application is successful.

**IGNITE RESEARCH AWARD EVALUATION & SCORING CRITERIA**

**Potential applicants are encouraged to discuss their application ideas with their Associate Dean/ manager and a Research & Innovation staff member prior to starting an application.** All applications will be ranked by a review panel. Final funding decisions will be approved by the Associate VP, Research & Innovation and relevant program Associate Deans or managers. Funds are awarded based on the merit of the application relative to funding criteria, the number of applications received in a funding period, and the total annual Ignite Fund budget. Applications for each stream are evaluated based on the following criteria.

**Applied Research Stream**

<b>Criteria</b>	<b>Description</b>	<b>Weight</b>
<b>Potential impact of anticipated outcomes</b>	Proposals must be focused around a clearly defined innovation or research problem and define a measurable outcome. Applications must demonstrate the value of anticipated results, highlighting the potential impact of outcomes. Applications should have metrics to evaluate the project impact at completion, six months post-completion, and beyond. A knowledge mobilization plan must be defined to demonstrate how project findings will be shared at college level and to external communities.	30%
<b>Expertise</b>	Applicant must have the expertise and experience to accomplish proposed objectives. Proposed project must be related to applicant’s area of expertise and/or improve their academic and/or professional reputation.	15%
<b>Student Involvement</b>	Applications should clearly demonstrate the nature of student involvement and ways in which students will contribute to and benefit from the proposed project, as paid project team members. Applications should clearly describe the responsibilities of the students and the skillsets they need and will gain as a result of their participation in the project.	15%
<b>External Funding</b>	Applicants should demonstrate willingness to apply for external funding (including additional partner cash contributions), identify at least one	15%

Criteria	Description	Weight
	funding opportunity that they plan to pursue following completion of the Ignite project and include a feasible plan to pursue such opportunity.	
<b>Interdisciplinary Collaboration</b>	Proposals should leverage the breadth of expertise within and external to GBC with a goal of building and sustaining strong, interdisciplinary, collaborative research programs. The collaborators should provide complimentary skills and/or resources that are essential to the project success, which should be clearly demonstrated in the application.	10%
<b>Quality of partnership(s)</b>	Partners external to GBC must both contribute to and benefit from the proposed project, and contributions must meet the minimum criteria set out in the eligibility section. They must be actively engaged in the project and have a demonstrated need for the anticipated project outcomes. Include a description of partner capability to implement and/or use the anticipated project results, leading to impact within their organization and near-term social and/or economic benefits. Elements of partner engagement and need should be specific and measurable.	15%

### Experimental Development Stream

Criteria	Description	Weight
<b>Potential impact of anticipated outcomes</b>	Proposals must be focused around a clearly defined innovation or research problem and define a measurable outcome. Applications must demonstrate the value of anticipated results of the project, highlighting any relevance to the GBC community. Applications should have metrics that could be used to evaluate project impacts at completion, six months post-completion, and beyond six months. A knowledge mobilization plan must be clearly defined to demonstrate how project findings will be shared at the college level and to external communities.	30%
<b>Expertise</b>	The applicant must have the expertise and experience to successfully accomplish the proposed objectives. It is expected that the proposed project is related to the applicant's area of expertise and/or will improve their reputation within their academic and/or professional field.	15%
<b>Student Involvement</b>	Applications should clearly demonstrate the nature of student involvement in the proposed project and the ways in which students will both contribute to and benefit from the proposed project as paid members of the project team. All applications should clearly describe the	15%

Criteria	Description	Weight
	responsibilities of the students and the skillsets that they should possess and will gain as a result of their participation in the project.	
<b>External Funding</b>	Applicants should demonstrate willingness to apply for external funding (including additional partner cash contributions), identify at least one funding opportunity that they plan to pursue following completion of the Ignite project and include a feasible plan to pursue such opportunity.	10%
<b>Interdisciplinary Collaboration</b>	Proposals should leverage the breadth of expertise within and external to the GBC with a goal of building and sustaining strong, interdisciplinary, collaborative research programs. The collaborators should provide complimentary skillsets and/or resources that are essential to the project success, which should be clearly demonstrated in the application.	15%
<b>Quality of partnership(s)</b>	Partners external to GBC must both contribute to and benefit from the proposed project, and contributions must meet the minimum criteria set out in the eligibility section. They must be actively engaged in the project and have a demonstrated need for the anticipated project outcomes. Include a description of partner capability to implement and/or use the anticipated project results, leading to impact within their organization and near-term social and/or economic benefits. Elements of partner engagement and need should be specific and measurable.	15%

**Scholarship of Teaching and Learning (SoTL) Stream**

Criteria	Description	Weight
<b>Potential impact of anticipated outcomes</b>	Proposals should be focused around a clearly defined innovation or research problem and define a measurable outcome. Applications must demonstrate the value of anticipated results, highlighting any relevance to student success, engagement, and retention. Applications should have metrics that could be used to evaluate project impacts at completion, six months post-completion, and beyond. A knowledge mobilization plan should be clearly defined to show how project findings will be disseminated at the college level and to external communities.	30%
<b>Expertise</b>	Applicants must have the expertise and experience to accomplish proposed objectives. Proposed project must be in applicant's area of expertise and/or improve their academic and/or professional reputation.	25%

Criteria	Description	Weight
<b>Student Involvement</b>	Applications should clearly demonstrate the nature of student involvement in the proposed project and the ways students will contribute to and benefit from the proposed project as paid members of the project team. All applications should clearly describe student responsibilities and skillsets they need and will gain as a result of participation in the project.	30%
<b>Interdisciplinary Collaboration</b>	Where possible, proposals should leverage the breadth of expertise between different GBC program areas and departments to contribute towards building and sustaining strong, interdisciplinary, collaborative research programs. Collaborators should have complimentary skillsets and/or resources essential to project. This must be clearly demonstrated.	15%

**NOTE: An individual cannot play the role of both applicant and partner.** If an individual stands to personally benefit from the potential outcome of a project, they cannot be the applicant. Personal benefit may arise from interpersonal relationships, financial partnerships, other economic or academic interests, or any other incentive that may compromise the project integrity. A description of any relationship or partnership that could possibly result in personal benefit must be disclosed within the application.

### 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 that a procedural error occurred during the review. An appeal must be based on a compelling demonstration of a procedural error in the review of the application. An appeal process does not entail a re-assessment of an application. Appeal decisions made by the Associate VP, Research & Innovation are final.

### FUNDING ADMINISTRATION & DISBURSEMENTS

The ORI is responsible for the administration of funds. Release of funds is conditional on a fully executed Project Plan; continued employment at GBC; Research Ethics Board approval (if applicable); and/or the approval of any other regulatory bodies or organizations (if necessary).

### REPORTING REQUIREMENTS

*Final Report:* A fully complete expense claim including all receipts and 1-page Final Activity Report must be submitted within 30 days of the end of the 12-month grant term (as specified in the award letter). The report should describe the impacts of the use of funds and outcomes of the research and indicate the next steps.