

GRANTS-IN-AID FUND

GUIDELINES

Okanagan College shall maintain a Grants-in-Aid (GIA) Fund sufficient to support research, scholarly and creative activity. (See clause 37.8 of the OC OCFA Collective Agreement). The allocation of the fund is administered by the Grants-in-Aid Committee.

Criteria Statement: Research, Creative and Scholarly Activity are defined as (under Article 17.1.4.1) Scholarly activity shall be understood to include scholarship, research and creative activities. Scholarship involves oral or written activities that reflect a thorough and critical collection of knowledge of one's profession or discipline. Research involves contributing to the expansion of knowledge and the sharing of that knowledge through appropriate professional means. Research includes application of research findings for purposes of practical application. Creative activities involve creative practice, exhibition, performance, composition, multimedia presentations and other similar activities that reflect applied practice of one's profession or discipline. Please ensure your application addresses how your proposal ties into your individual research, scholarly or creative activity. Failure to do so will result in a declined application.

1. Grants-in-Aid Committee (hereafter called the "Committee")

The Committee is comprised of one Okanagan College administrator, and four post-probationary continuing employees elected from among Okanagan College Faculty Association members. The GIA Committee will strive to acquire expertise in Arts, Science, Technologies & Health, Business and non instructional services. Please contact the VP Education Office for a current listing of GIA committee members.

The Okanagan College Administrator shall chair the committee.

2. Eligibility

Any member of the Okanagan College Faculty Association shall be eligible to apply for GIA funding. This includes continuing and term (full time or part time) faculty members.

3. Application Schedule and Procedures

3.1 The Committee shall meet in April and November of each year to adjudicate applications for funding. The application deadline for the April session is March 31, and for the November session is October 31. If these dates fall on a weekend or holiday, the next business day shall be the deadline.

3.2 Applications received after October 31 and on or before March 31 shall be adjudicated in the April session, and applications received after March 31 and on or before October 31 shall be adjudicated in the November session.

3.3 Applications shall be submitted on the GIA Application Form which is available on MyOkanagan. Where applicable, all applications from continuing members should indicate that PD funds have been exhausted. (Note – term faculty are not eligible for PD funds). Applicants will be required to include correspondence from the chair of their PD committee stating that that PD funds have been exhausted. The complete application shall be submitted by email in a single document to the office of the Vice President of Education, care of the Assistant.

3.4 The Committee shall meet to approve, or approve pending conditions, or deny each application and shall normally complete this within one month of the deadline dates. Applicants shall be notified by email of the outcome of the adjudication of their application within two weeks of the committee meeting.

4 Funds

4.1 Available annual funds shall normally be allocated on an approximately equal basis at the April and November adjudication meetings so monies not expended or approved at the April meeting may be expended at the November meeting.

4.2 The grant to an individual shall not normally exceed \$2,000. This limit may be exceeded in special circumstances. Ensure accurate and full costs are included in your proposal.

4.3 GIA will not be able to fund the following: student salaries, research assistant fees, membership fees or dues (unless the membership fees or dues are associated with the conference fee).

4.4 Retroactive Applications

Retroactive applications will not normally be accepted. Under special circumstances, retroactive applications may be reviewed, provided they are accompanied by a clear rationale for the retroactive application and supporting documentation.

5 Projects Funded

Funding shall be considered to support research, scholarly and creative activity. Where applicable, applicants must include documentation that they have consulted their appropriate department budget, and or, Library Services, and or, IT, and or, Purchasing, and or Okanagan College Bookstore, as part of applying for GIA funds. This is to ensure that OC doesn't already own the requested item; that other institutional funds do

not exist to support your proposal; and that the best price has been identified. Ownership of items purchased with GIA Funds remains the property of the College. A list of typical items and activities follows:

5.1 Conferences

GIA funding shall only be available for conference expenses after all of the applicant's eligible PD funding has been approved and expended, provided the conference falls within the PD guidelines. Priority will be given to applicants who are presenting at a conference.

5.2 Travel

GIA funding shall only be granted for travel expenses after all of the applicant's eligible Professional Development (PD) funding has been approved and expended, provided the travel falls within PD guidelines. A detailed budget must be included in the application.

5.3 Tuition Fees & Other Fees

GIA funds may be applied to tuition fees for research, scholarly and creative activities at recognized institutions. Fees for services other than those excluded in 5.3 above may be considered.

5.4 Equipment and Supplies

Applicants are required to obtain a quote from OC Purchasing through Supply Management and include the quote with the application (purchasing@okanagan.bc.ca). Please consult your department's administrative assistant if you require help. Equipment requests should include applicable taxes, duties, and brokerage fees. (Cut and paste the quote into your application appendix).

5.5 Computer Upgrades, Peripherals, and Software

GIA funds shall not be used to purchase computers, but may be considered for upgrades, peripherals, and software. Applicants need to confirm that the College doesn't already own the requested item (for example through IT, Ed Tech Centre and or Department). Applicants are required to obtain a quote from OC Purchasing through Supply Management and include the quote with the application (purchasing@okanagan.bc.ca).

5.6 Books and Subscriptions to Journals

If the application includes the purchase of books or subscriptions to journals, the titles and costs must be included in the application, and the applicant must document that he or she has consulted with Library Services prior to applying to the GIA fund. There is no

commitment to fund journal subscriptions beyond the funds available in the original grant.

6 Adjudication Criteria

The Committee shall review applications with respect to (1) the alignment of the project with GIA criteria, (2) the general quality and completeness of the application including a detailed budget and required documentation, (3) and the intended outcomes and impact of the project or activity.

7 Operational Requirements

7.1 Authorization

All purchase orders, travel advance requests and expense claims must be signed by the Chair of the GIA committee.

7.2 Expenses & Receipts

In accordance with Okanagan College policy, original receipts must be submitted with all expense claims. Please contact your department's administrative assistant if you require assistance with your expense claims.

7.3 Unexpended Funds

Funds not spent within one year of the approval of the grant shall revert to the GIA fund. In exceptional circumstances, this time limit may be extended by the Chair of the GIA committee, upon review of a written request.

8 Reporting

8.1 All recipients of GIA funding shall submit a final report on the project or activity undertaken. The report should be submitted within a two week period of the expenditure of the funds. A form is provided for this purpose and is available on MyOkanagan.

8.2 Prior to applying for a new GIA fund the final report from a previous GIA must be submitted. If the activity has not been completed a progress report must be submitted. Failure to submit a report can result in the application being declined.

8.3 Recipients are required to send a copy of their final report to the Department Chair.
