



Okanagan College Innovation Fund Call for Proposals for 2014/15

The Okanagan College Innovation Fund is available to support innovative activities throughout the institution. With this Fund, Okanagan College will facilitate at least some of the varied innovation and applied research projects undertaken every year by employees, either individually or as part of a team. The Fund supports employees' expressions of professional creativity through projects that contribute to innovation at Okanagan College.

These Innovations projects, taken together and in conjunction with Scholarly Activity Release¹, enhance innovation and applied research as it relates to a post-secondary institution with a comprehensive College mandate. Applied innovation invigorates the learning and teaching process, enriches the professional life of employees, and animates the principle of Okanagan College as a learning institution.

This Fund is intended for everyone working at Okanagan College so any employee may apply. However, the use of the Okanagan College Innovation Fund is not to take the place of individual or group professional development or be contingent on any other fund established by collective agreement.

The resources in the Innovation Fund are limited, and will likely fall short of meeting all employee requests for funding. Typical application requests range from \$1,000 to \$15,000. Individuals requesting release time should consult with their designated Dean or Director to determine the costs associated with such release. The Innovations Fund is for operational expenses only. Capital items are ineligible.

Application Process

The deadline for 2014/15 Innovation Fund applications is Monday, April 21, 2014.

Employees must submit their applications to their Dean or Director by April 21, 2014. The Dean or Director will review the applications for suitability and completeness and forward them to the VP Education Office by Friday May 2, 2014 for consideration. All Innovation Fund applications must be submitted on the "Okanagan College Innovation Fund Application Form" which, when completed, should be saved as an Adobe file (.pdf extension) with the applicant's name as the title and then e-mailed to the applicant's Dean or Director.

¹ Scholarly Activity Release, including discipline-based scholarship, research and creative activities, is funded separately and approved by portfolio Deans. Individuals wishing to apply for Scholarly Activity Release should contact their Dean for application details.

All applications must include the following aspects:

1. **Project Description** – The project description must summarize the goal of the project and the activities to be undertaken during the project. The applicant should note how the project will support innovation at Okanagan College. The project description must identify if this is a “next step” to a project funded in an earlier round of Innovation Fund approvals.
2. **Project Outcomes and Contributions** - The intended outcomes of the project must be clearly described in the application, including how they contribute toward innovation at OC. The outcomes of the project may include contributions that enhance areas such as: student learning experiences, curriculum design, program delivery, student services, technology usage, community involvement, student life and cultural experiences.
3. **Project Timeline** - Applicants must provide a detailed timeline of all project activities to be completed, justify the amount of time requested for the activities and identify the period of the academic or calendar year best suited for completion of the activities. As the fund is tied to the fiscal year, all projects must be completed no later than March 31, 2015. If ongoing funding will be required, after the conclusion of the Innovation Fund project period, applicants must identify the source of that ongoing funding.
4. **Project Budget** - The budget must include estimates of all expected expenditures over the life of the project. Those individuals requesting release time should consult with their Dean or Director re the costs associated with such release. Anticipated revenues from other sources should also be identified. **All projects must be completed by March 31, 2015, with all invoices approved by the Dean or Director and the Innovation Fund administrator, and submitted to Finance by March 13, 2015.** Capital items are ineligible.
5. **Project Preparation** - Applicants must outline the preparations undertaken to ensure their ability to begin and successfully complete the project. This outline can include involvement in previous projects or related activities, collaborations, courses taught, conferences/exhibitions, knowledge and educational background, contracts for services, external funding received or applied for, expressions of interest and other activities that reasonably prepare the applicant or team to accomplish the outcomes of the project. Applicants must confirm that they have met with, and received consent from, other departments of the institution which might be involved in the execution or support of project activities.

Decision Process

The VP Education and VP Students will work together with the Deans and Directors to determine funding allocations. **Funding decisions will be made in May 2014.**

Final Reporting Process

A report detailing the activities, the outcomes and the expenditures during the period of the project shall be prepared by the employee or team and submitted to the VP Education and the designated Dean or Director within 60 days of the end of the project.

Prior to applying for a new Innovation Fund project, the employee must submit a final report from any previous Innovation Fund project. If the activity has not been completed, a progress report must be submitted. Failure to submit a report to the VP Education and the designated Dean or Director prior to April 30, 2014, may result in the new application being declined.

These reports will be given institutional profile in support of the College's broad mandate.