

Lambton College Research Innovation Fund (RIF)

Request for Proposals - Guidelines
2013-2014

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1. Background

1.1. Overview

The Research Innovation Fund (RIF) is an internal college fund to promote applied research at Lambton College by supporting the development of research talent and laying the foundation for future partnerships between our researchers and business. This round, the funding envelope is proposed to be \$30,000. This is the first call for RIF proposals in the academic year 2013/14.

For decades Lambton College has provided skilled employees and training to business and industry. Through the establishment of the Lambton College Research and Innovation division we are building on that record of success to provide R&D services in key economic sectors that respond to market pull and industry needs. Research activities are administered through the Research office and are conducted by faculty and staff experts, guided by our Vision, Mission and Objectives as well as the Lambton College Strategic Applied Research Plan 2013-2018.

It is the policy of Lambton College to support research initiated by full-time Lambton College employees from all employee groups (Support Staff, Administration and Faculty) that will enable them to complete the research component of graduate studies, to conduct research for publication or conference presentations, and/or to remain at the forefront of their field of expertise.

Applied research is broadly defined as the application of new or existing knowledge to solve practical real-world problems and advance the goals of our community. Applied research in the college sector strives to collaborate with business or community partners to invest in projects that model or simulate solutions, develop and test prototypes, adopt new technologies and knowledge, develop and evaluate new or improved products, processes, or solutions to community issues.

The Research Innovation Fund (RIF) has been established in 2010 by Lambton College to enable small-scale college-led research projects. The intent of the RIF is to build organizational capacity, to contribute to the College's national status and to assist current employees to achieve degree program academic qualifications, to develop the skills needed to conduct applied research, and to conduct, publish and present original research.

This Request for Proposals invites Lambton College employees - possibly in conjunction with community/industry partners - to develop innovative research projects that fit with the strategic directions of this fund and the priorities of the College.

The application for RIF funding is a two-stage proposal process: 1. Expression of Intent, 2. Proposal. Researchers with a successful Expression of Intent will be invited to complete a Full Proposal.

2.0 Project Conditions

2.1 Eligibility

The RIF competition is open to all full-time College employees across all sectors. Research is not required to be tied to any specific program of study at Lambton College.

2.2 Allocation of Time

This fund provides the opportunity for the researcher to be released from his or her regular duties in order to carry out the proposed research. The cost to replace the researcher from a portion of his or her regular duties is an eligible expense under the RIF.

The following conditions apply:

Researchers must stay part of their current work team during the project and will NOT be released totally from all responsibilities while they are conducting the research.

Release time is to be mutually agreed upon between the researcher and her or his supervisor (e.g., to conduct research activities on days when the students are in the clinical area). Supervisors will make every effort to timetable in a manner that will facilitate the needs of the students and/or the department, as well as the research needs of the applicant.

Written agreements will specify agreed-upon release time, expectations of each party and deliverables for the research.

3.0 Project Funding

3.1 The Research Project Budget

The RIF for 2013/14 is a \$40,000 fund to promote applied research at Lambton College. As such, \$30,000 will be allocated to fund the applications in this round.

The maximum amount available for an individual project is \$10,000 for the 2013/2014 fiscal year. Individual grants may fund an entire project or a portion of the project budget (for projects with external funding).

The RIF will support the research process in all its forms including, but not limited to:

- ▶ Release time for principal and co-investigators
- ▶ Research assistants
- ▶ Survey development
- ▶ Data analysis
- ▶ Presentations
- ▶ Participation in conferences and research symposiums
- ▶ Small equipment
- ▶ Materials
- ▶ Other direct costs to conduct the research

Research funding will be issued in accordance with the project budget.

3.2 Funding Criteria

Projects will be considered which meet the following criteria:

- ▶ Typically short-term projects, no more than one year in duration - ending at the end of April 2015. Longer term projects require annual re-application.
- ▶ Supervised by a Lambton College manager
- ▶ Aligned with the College's Strategic Applied Research Plan
- ▶ Can be conducted and deliverables met within the stated project timeframe and budget
- ▶ Ideally responds to an identified industry, community or institutional need or goal
- ▶ Ideally has the potential institutions to build future research partnerships with industry, community or
- ▶ Does not require additional College infrastructure, equipment, or resources beyond the RIF grant unless funding is received for these requirements by an external funder
- ▶ Agrees to be subject to peer review

Each applied research project should ideally have a business, industry, community or educational partner, though such a partner is not a requirement to qualify for funding from the RIF.

Funding for all projects will be granted solely on the merits of the proposal. Priority will be given to applicants whose projects meet the funding criteria and who are not currently and have not previously received any College funding for the identified research project.

Support will be provided for participation in only one research project at a time which is subject to renewal annually based on deliverables.

4.0 Requirements for Projects

4.1 Project Leadership

Projects must be led by a full-time Lambton College employee.

4.2 Adherence to College Policies, Federal and Provincial Regulations and Laws

The applicant will conduct the research project professionally, responsibly and ethically, within the guidelines and practices of the College. Researchers are required to document all research activities in appropriate formats, sign and date all documentation, and timelines and deliverables. Complete research tasks to meet approved timelines and deliverables.

In accordance with the Lambton College Intellectual Property (IP) Policy, ownership of any intellectual property arising out of the applied research will reside with Lambton College unless there is an alternative agreement prior to the commencement of the project.

In accordance with the Lambton College Research Policy, all research involving the College's name, resources, students or employees is subject to all applicable federal and provincial regulations, and College policies.

Review and approval by the Lambton College Research Ethics Board is mandatory in the case of research involving human subjects.

4.3 Research Partnerships

For collaborative projects involving external partners, a letter of understanding about responsibilities, deliverables, and intellectual property rights must accompany application for research funds with the expectation that a research collaboration agreement will have to be signed prior to the commencement of any research work under this partnership.

4.4 Reviewers

Applicants are asked to suggest two persons - one internal and one external person who have the expertise to comment on the project. The Research office can provide help with identifying reviewers.

4.5 Reporting

Applicants must submit at least one Interim Report (depending on length of the project) and a Final Report to the Research office.

The interim report detailing the progress of the project must be submitted within 2 weeks of the mid-point of the project schedule.

The date of the interim reports and of the final report, the nature of their content, and the expected deliverables must be included in the proposal project plan.

The final report must be received by the Research office within one month of project completion.

Applied Research will require successful proponents to collect and submit required financial and data/tracking information.

In the case of student participants, they will also be required to submit an interim and final report.

4.6 Conflict Of Interest

Any member of the Research Review Panel, who has applied for funding support, cannot be present at, or participate in any discussion or decision making about their own and other employees' application for funding.

5.0 Evaluation/Selection Criteria

All Expressions of Intent will be reviewed by the Research office and the supervisors of the researchers. Input may be solicited from the facilities manager and other concerned parties regarding the proposed logistics and the viability of the proposed project. Successful applicants will be invited to submit a full RIF proposal.

All RIF Proposals will be assessed by the Research Review Panel which will evaluate each submission in the following areas:

1. Importance, impact, and relevance to the field of study and/or the college and/or partner
2. Clarity of research questions
3. The methodology is appropriate and sound
4. The timeline, milestones and deliverables are realistic/feasible
5. The budget is appropriate and realistic
6. Plan for dissemination of results is appropriate and effective
7. The expertise and research record of investigator, and co-investigators (not applicable for first time researchers)

In addition, consideration will be given to whether:

- ▶ The research work is part of obtaining an advanced degree
- ▶ The applicant has secured external or internal partners
- ▶ The research work/researcher is linked to a collaborative degree program at Lambton College

6.0 Submission Process and Requirements

The application process is a two-stage process.

1. Applicants must complete an Expression of Intent (EOI) with approval from the appropriate college supervisor. The EOI will undergo an initial assessment by the respective college supervisor and the Applied Research office. The supervisor must acknowledge prior discussion of the proposal concept, awareness of the proposal, and agreement that the proposed research project could result in release time for the applicant. Successful applicants will be contacted and invited to proceed to the full proposal phase.
2. Applicants with successful EOIs must complete a full RIF Proposal Application form, signed by the respective supervisor who will undertake to sponsor the research project. Application forms must be signed by all industry, community or educational partners.

Each proponent will submit one electronic and one signed original copy of the EOI. All EOIs must be submitted using the Expression of Intent template and should not exceed four pages in length.

The electronic submission of the EOI must be submitted **by 12:00 P.M on January 15th 2014 to:**

mehdi.sheikhzadeh@lambtoncollege.ca with cc to the researcher's supervisor.

Additionally a signed paper copy of the EOI is to be submitted within three business days of the electronic submission to:

**Mehdi Sheikhzadeh,
Lambton College Research and Innovation
1457 London Rd.
Sarnia, ON
N7S 6K4**

Any EOIs received after the deadline will NOT be considered. All proponents will be notified of the results of the EOI evaluation process by e-mail by January 25, 2014. Additional requirements, if any, for the full proposal process will be shared upon invitation to submit.

7.0 Schedule of Events

RIF PROCESS SCHEDULE	DATE
Guidelines and RFP Issued	November 21, 2013
EOI Deadline	January 15, 2014
Announcement of successful EOIs with invitation to proceed to application phase	January 25, 2014
Full RIF Proposal Applications due	March 15, 2014
Selection process completed; successful applicants notified	April 01, 2014

8.0 Definitions

RIF: Research Innovation Fund

IP: Intellectual Property

LCARI: Lambton College Applied Research and Innovation Office

RFP: Request for Proposals (also commonly called CFP: Call for Proposals)

EOI: Expression of Intent or Expression of Interest

PI: Principal Investigator

RRP: Research Review Panel

REB: Research Ethics Board