

The University of the Fraser Valley is located on the unceded territory of the Stó:lō peoples. I gratefully acknowledge my privilege to live and work on these unceded lands.



2023 ROSA Application Workshop

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Agenda

- ▶ ROSA
- ▶ Research or Scholarly?
- ▶ Application Process
- ▶ Principles of Prioritization
- ▶ Criteria of Merit
- ▶ Application Review Process
- ▶ The Application
- ▶ Where things go wrong
- ▶ Tips and advice

ROSA

- ▶ Designed to provide time for faculty members to engage in research and scholarly activity. The activity proposed in the application should be adequate to justify the time associated with one course release.
- ▶ Three options:
 - ▶ Research Release (Research Option)
 - ▶ Scholarly Activity Release (Scholarly Activity)
 - ▶ Scholarly Activity Grant (up to \$6000)
- ▶ Deadline: October 31, 2023
- ▶ Apply: through UFV Romeo

The ROSA Program includes:

Research Release (RO)

provides a one-section course reduction in teaching load for the purpose of completing a **research project** that is too substantial to be completed as a part of your regular workload

Scholarly Activity Release (SA)

provides a one-section course reduction in teaching load for the purpose of completing a **scholarly activity project** that is too substantial to be completed as a part of your regular workload

Scholarly Activity Grant (SAG)

provides funds (up to \$6,000) to contribute to the eligible costs of an already established research or scholarly activity project

***Researchers can't apply for the SAG and a RO/SA release (only one release or the grant.**

Research or Scholarly?

A proposal is **RESEARCH** if it:

- ▶ follows recognized research methodologies
- ▶ generates original knowledge which is significant to a discipline

Research includes, but is not exclusive to:

- ▶ Qualitative or quantitative data collection and analysis
- ▶ Scientific studies
- ▶ Collection and analysis of historical, literary, or other primary material
- ▶ writing papers for peer reviewed publication *as a result of the larger research project being proposed*



Research or Scholarly?

A proposal is **SCHOLARLY** if it is a substantial, creative project that:

- ▶ draws on the faculty member's existing scholarship
- ▶ produces results which benefit the university and its communities
- ▶ increases the faculty member's own expertise, or
- ▶ extends the application of the expertise into new areas

Scholarly activity includes, but is not exclusive to:

- ▶ writing an article based on a dissertation or thesis
- ▶ production of a scholarly artistic and/or creative work (e.g. theatre, art show)

*The **Scholarly** activity grant is not intended to support⁶ long term scholarly and academic work.*

Application Process

- ▶ Create a password for your Romeo Account
- ▶ Initiate Application
- ▶ Confirm time period with Department Head
- ▶ Complete and upload documents (including your 2 page CV Summary)
- ▶ Submit to REGS by end of day October 31 (late applications will not be considered)
- ▶ Researchers applying for a major grant (e.g. NSERC, SSHRC, CIHR) will get a one week extension and be allowed to submit later on November 6
- ▶ Please e-mail ash.lalani@ufv.ca if this applies to you

SA Review Process

Advisory Committees Established

- ▶ Cross section of volunteers from faculty, chaired by Director, Research Services

Process Overview

- ▶ Meet to discuss review process (*before receiving applications*)

Application Review & Ranking

- ▶ Each member reviews and scores independently using established criteria and principles
- ▶ Scores/Rankings are collated
- ▶ Full committee meets to discuss questions and those ranked low or missing information

Recommendations

Final Approval by AVPR

Evaluation Process for ROSA Applications

Committees will consider the Principles of Prioritization and the Criteria for Scholarly Merit in scoring all proposals

1. Principles of Prioritization

Applications are evaluated for how well they meet each of the Principles. Based on the principles they are judged to meet they will be organized into “sort piles” and prioritized for funding

2. Scholarly Merit

Applications are scored on each of the identified Merit Indicators. These scores are then used to rank applications within the sort piles to which they have been assigned

*Committee members are advised that they can recommend not funding applications that they feel are problematic, or for which there is not enough information for the committee to properly evaluate merit

Principles of Prioritization

Principle #1 : Students

- ▶ The proposed research provides direct and meaningful learning opportunities for UFV students
- ▶ According to this principle, students involved in faculty research or scholarly projects must be involved, contributing, and learning at multiple points in the study (i.e. in data collection/entry, analysis, synthesis and/or presentation of results)
- ▶ This principle is about the depth of the student work and not necessarily the number of students involved

Principles of Prioritization

Principle #2 : Community

- ▶ The proposed research contributes to leadership in the social, cultural, economic, and environmentally responsible development in the Fraser Valley
- ▶ UFV acknowledges that it is situated on the traditional territory of the Stó:lō peoples and recognizes the location and context as important to the region
- ▶ In accordance with UFV's strategic direction and mandate, faculty scholarship is not 'geographically delimited'; rather, faculty scholarship will identify how it relates to, or informs, regional or community needs, aspirations or development

Principles of Prioritization

Principle #3 : Partner Engagement

- ▶ The proposed research supports the growth of research at UFV through partner engagement (i.e. industry, community, government, not-for profit) by bringing revenue into the university through grants or funded partnership
- ▶ This funding helps UFV to support other research, scholarship, and learning activities to take place
- ▶ In order to meet this principle, the proposed project should have confirmed external grant funding OR a strong probability of receiving external funding

Principles of Prioritization

Principle #4 : Mandate

The proposed research contributes to UFV's mandate in one of the following ways:

- ▶ Contributes to delivering the best undergraduate education through providing innovative ways of teaching, learning, program delivery
- ▶ Takes an interdisciplinary approach to answering research questions
- ▶ Contributes to the scholarship of teaching and learning
- ▶ Expands the research program/capability of a UFV faculty member/members into new/innovative research areas

Criteria of Scholarly Merit

Criteria are scored out of 10 points each.

- ▶ Project description and clarity of the proposal
- ▶ Project commitment and requirements needed
- ▶ Significance or relevance of the project
- ▶ Project feasibility and demonstration of adequate planning

Criteria of Merit - Guidelines

Project description and clarity of proposal:

- ▶ Research questions, scholarly goal, or hypothesis posed clearly
- ▶ Purpose, goals, outcomes or objectives clearly defined
- ▶ Philosophical and/or methodological approach understandable and clear

Criteria of Merit - Guidelines

Project commitment and requirement:

- ▶ Proposal requires a time commitment that demonstrates that it clearly exceeds what can be accomplished as part of the applicant's regular workload obligations
- ▶ Application shows that appropriate planning and preparation have been undertaken
- ▶ Activity is part of an emerging, developing or continuing program of work

Criteria of Merit - Guidelines

Significance or relevance of project:

- ▶ Pedagogical, regional, entrepreneurial, or scholarly impact
- ▶ Scholarship clearly contributes to the applicant's discipline(s), or area(s) of study
- ▶ Impact on the applicant's own scholarly and/or pedagogical development

Criteria of Merit - Guidelines

Project is feasible and demonstrates adequate planning:

- ▶ Feasible or realistic purpose, goals and objectives
- ▶ Activity or project has clear timeline of steps or stages in the research process
- ▶ Strong likelihood of successful completion of the activity or project

The Application

- A. Project Title**
- B. Project Summary (250 words)**
- C. Reference Information**
(2 references with expertise in the field)
- D. Project Description (4-5 pages)**

Preparing your application

- ▶ What do you want to do? It is important that the literature is current and stated within your research area relating to the project
- ▶ What are the important questions and most recent and significant methods
- ▶ Check against the program criteria and adjudication criteria
- ▶ How does your project weigh against and meet each of these criteria?
- ▶ Make sure you acknowledge which criteria your research is addressing

Summary (250 words max)

Part of PDF Proposal attachment. Provide a plain language summary of the proposed research that addresses the following:

- ▶ Challenges or issues it will address
- ▶ How this project will advance knowledge (situated within the discourse of your discipline)
- ▶ What impacts will your proposed outcomes have?

Project Description

- ▶ Separate attachment - **maximum 4 pages** (5 pages if this proposal is part of a larger-scale/longer term project) ** References can be extra
- ▶ Written for a **general academic audience**
- ▶ PDF, 12-point Times New Roman font with 1” page borders

Project Description

Provide a description of your project using the following headings:

- ▶ Objectives
- ▶ Context
- ▶ Methodology
- ▶ Outcomes
- ▶ Project Scope
- ▶ Project Timeline
- ▶ Dissemination Plan

Project Description- Objectives

Within the context you have provided, what are the specific objectives of the proposed research. What do you hope to accomplish during your time? Objectives should be clear, concise and measurable

Example:

- ▶ Interview 300 middle school students about their understanding of climate change.
- ▶ Analyse interview data to gain insight into the climate change knowledge of middle-school students
- ▶ Disseminate findings to school districts to inform climate change curriculum development
- ▶ Train 2-4 undergraduate students in interview design, qualitative data analysis, human ethics concerns and project design, and publication/presentation skills.
- ▶ Publish findings to a well-known education journal, such as “Educating Middle Schoolers Quarterly” as a potential publication

Project Description- Context

- ▶ Describe the problem in detail you wish to address
- ▶ Important to cite all relevant current research on the topic, including any social context
- ▶ Provide a description of the research/social issue your research plans to address
- ▶ Use citations of current literature to demonstrate the originality and importance of the proposed research

Project Description- Methodology

- ▶ Provide a detailed methodology for the proposed research
- ▶ This methodology should be consistent with disciplinary norms (or if it isn't, the proposal should explain how a non-traditional approach will lead to innovation)
- ▶ While you don't have to describe theoretical frameworks/approach in detail, it is helpful to state what approaches and frameworks you will engage
- ▶ Cite relevant literature if this helps to explain the reasons for the methods you have crafted
- ▶ It should be clear to the committee based upon the information provided that the project is feasible and likely to result in the Objectives proposed

Project Description- Outcomes

Based on your Objectives, list the proposed outcomes of your project.

For example - if the Objective was to interview 300 students:

- ▶ Provide new insights into how students respond to Middle School Climate Change curriculum.
- ▶ Develop concrete insights to inform school curriculum development on Climate Change

Project Description- Scope

- ▶ If the proposed research is a part of a larger, longer-term project, the scope of the work should be described for the year
- ▶ Project should be clearly described that the work is sufficient to justify a full course teaching release
- ▶ Should explain as much information as possible but in a concise manner

Project Description- Timeline

- ▶ Provide a timeline for completing project activities
- ▶ This should show student and partner participation and timing of major project activities
- ▶ If this is a part of a larger project, please highlight the section of the project timeline that applies to this year's work
- ▶ Visual timelines are always useful (i.e., Gantt charts, table timelines)
- ▶ Ensure that the timeline is realistic

Project Description- Plan

- ▶ Provide a detailed plan for the dissemination/mobilization of your research findings/results
- ▶ It is important that you outline who the audience is that you are aiming to reach to share your findings/results/creation
- ▶ This should include an analysis of potential users of the knowledge you will generate, and different avenues you will use to reach these user groups

Project Description-Tips

Narrative flow:

- ▶ Objectives -> Methods (how you will achieve those objectives) ->
- ▶ Outcomes (what those methods will produce) ->
- ▶ Dissemination (how those outcomes will reach the appropriate audiences, so they have impact)

Project Description- Workload

- ▶ Explain how the work associated with this project will exceed the regular time allocated for research
- ▶ It is important to contextualize this within all of the projects you will be working with during this period (funded and unfunded), and any other release time you will receive
- ▶ How does the scope of this project exceed your current workload?

Project Description- Student Training

- ▶ Provide details on your plans to engage, train, and supervise students in this project
- ▶ List the number of students you propose to engage (and their education/experience levels), your plan for hiring, training, and supervising these students
- ▶ Include a description of how you plan to hire, train, and manage a diverse research team.

Note: this section will be used evaluate the Principle of Priority #1 - Students.

Project Description- Community

Provide information on how the outcomes (or completion) of this project will impact the Fraser Valley communities.

- ▶ What impacts will this project have on the social, cultural, economic, or environmental well-being of our communities?
- ▶ How will it contribute to the Fraser Valley providing leadership in these areas?

Project Description- Funding

- ▶ Is this project externally funded?
- ▶ If so, describe the funding - source, amount, project duration, whether the funding has been applied to or confirmed
- ▶ For industry/community funds - is there an industry/community partnership agreement in place?
- ▶ What is the value and duration of the partnership?

Project Description- Teaching and Learning

- ▶ Does this project contribute to new approaches to teaching and learning or explore new/innovative ways to deliver undergraduate education?
- ▶ If so, please explain these elements of your project under this section
- ▶ Be sure to describe exactly how your project will contribute to new approaches

Project Description- Applicant Research Program

- ▶ Briefly describe your larger research plan
- ▶ Explain how this project will contribute to its advancement
- ▶ Outline how it will build upon the body of knowledge and methods you have been working with
- ▶ Identify how it will enhance your ability to attract future funding

Where things go wrong

- ▶ Lack of clarity and detail
- ▶ Unclear purpose, goals, objectives, methods, outcomes
 - ▶ Use the proposal writing process to clarify the structure, goals of your project
 - ▶ The proposal should make this clear to an audience who are unfamiliar with your work and subject area
- ▶ Activities/ timeline do not suit the time release requested for the project (unrealistic for one term)
- ▶ Assuming that the reviewer of the application ‘knows’ what you are talking about

Tips and Advice

- ▶ **Start now** - do your prep work
- ▶ Think about the **emphasis** of your project
- ▶ **Articulate /share with others** - this helps with clarity
- ▶ ***Read*** the question on the application ***and answer the question***
- ▶ Think about **connections**
(to the field, discipline, your program, community, university).

Tips and Advice

- ▶ Be clear about **dissemination** (papers, reports, conference presentations, faculty presentations)
- ▶ Pay attention to the needs of the reader / reviewer. You are writing this for a **diverse audience**
- ▶ **Make your case.** Why is this work important?
 - ▶ Establishing importance through explaining the context
 - ▶ Locate your proposed research in current literature
 - ▶ It is often a good idea, if possible, to begin your narrative by situating your research in a more general narrative - then introducing literature⁴⁰ before stating your project's objectives

Example

The 14 dams on the Columbia River in British Columbia, Washington and Oregon are heralded for massive energy production and economic benefits; however, they also incur significant environmental costs to the river basin and impact the lives of many in the region, including Indigenous communities. Issues of dams are prominent in the upcoming renegotiation of the Columbia River Treaty between the US and Canada, an international agreement that recognizes how cooperation around a shared watershed provides mutual benefits. The preparations for Treaty renegotiations, as well as recent approval for the Site C dam in BC, have brought charged discussions of the complex impact of dams to public attention. Now is the time to assess the effects of dams and engage in public dialogue. The River Arts project will bring together artists, writers, interdisciplinary scholars and engaged citizens to generate innovative dialogue addressing the ecological and social effects of damming rivers, contextualized within the geography and history of the Columbia River. Our first objective is to mobilize art and other creative production to articulate ways to understand complex and controversial issues related to the development of the Columbia. The second objective is to generate interdisciplinary dialogue, promoting wider, deeper understandings of our relationships with rivers and dams.

Reporting back

- ▶ If successful, you will submit a final report in ROME0 at the conclusion of the project, describing the work undertaken during the release, and the outcomes in relation to the approved proposal and outcomes
- ▶ **Ensure that you report back.** Reports are reviewed and will affect your ability to receive an internal release (or a grant) in the future

Remember to...

- ▶ **Add 2 page CV summary (2 pages max.)**
If your CV is not included, your application is incomplete and will not be reviewed
- ▶ There are three separate handbooks and applications (RO, SA, and SAG)
- ▶ You can now download the handbook with only instructions for the specific stream you are applying to
- ▶ The written sections are compiled into a single PDF that you will upload
- ▶ The details on formatting, content, and required headings are in the handbooks online
- ▶ Apply by the **DEADLINE** of October 31, 2023
- ▶ Submit the applications in the ROMEO portal
- ▶ **Find other information posted at:**
<https://www.ufv.ca/research/faculty/rosa-support/>