ROSA PROGRAM

➤ **RESEARCH RELEASE**
➤ **SCHOLARLY ACTIVITY RELEASE**
➤ **SCHOLARLY ACTIVITY GRANT**

APPLICATION HANDBOOK

Annual Deadline October 31
LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

UNIVERSITY
OF THE **FRASER VALLEY**

RESEARCH AND GRADUATE STUDIES

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Introduction

The ROSA program was first introduced in 2003 to respond to the need for faculty to be released from regular teaching activity to complete original, meaningful research and other scholarly work.

The ROSA program includes:

- **The Research Release (RO)** provides a one-section course reduction in teaching load for the purpose of completing a research project that would exceed what is expected to be part of your regular workload.

- **The Scholarly Activity Release (SA)** provides a one-section course reduction in teaching load for the purpose of completing a scholarly activity project that would exceed what is expected to be part of your regular workload.

- **The Scholarly Activity Grant (SAG)** provides up to $6000 to contribute to the eligible costs of a research or scholarly activity project. *Faculty CANNOT apply for the SAG AND a RO/SA release. ONLY one release OR the grant.

A project qualifies for the SA release or grant if it is a substantial, creative project which draws on the faculty member's existing scholarship to produce results which benefits the university and the communities it serves, and which increases the faculty member's own expertise or extends the application of the expertise into new areas. Scholarly activity funding is not intended to support long term scholarly and academic work. It is intended to support one-time activities including, but not limited to writing an article based on a chapter(s) from a dissertation or thesis, production of a scholarly artistic and/or creative work (e.g., theatre, art exhibit, writing a book chapter(s).

All applications are reviewed and adjudicated by multi-disciplinary peer committees and administered by the Office of Research and Graduate Studies. If you have questions about the application process or would like assistance with your application to ROSA, contact Ash Lalani, Director of Research Services and Industry Engagement at Ash.Lalani@ufv.ca.

Eligibility

The ROSA program is available to permanent, full time UFV faculty.

Research and scholarly releases must be used to reduce regular teaching loads in the academic year for which they are granted; they cannot be carried forward, deferred, or paid out in lieu.

Faculty may only apply for one release or grant from the ROSA program per year and must have completed the outputs for which they have previously received a release or funding, including the submission of final reports, at the time of application.

To be eligible for a release, the proposed project must exceed the regular research/scholarly activities in which a faculty member is expected to be involved, and the activities must be approximately time equivalent for the teaching workload from which the faculty member will be released.

Faculty who are engaged in multi-year research projects or programs that extend beyond one year need to complete an application for a release each year. Faculty should indicate the projected length of the project on the original application for a research release. In subsequent years, the application should address the part of the project that is expected to take place in the release year and the tangible output for which the release is being requested.

Note:
Although faculty can only hold one ROSA release or grant per year, all faculty who are awarded a major Tri-Council grant automatically qualify for a teaching release.These releases can be held in addition to the one ROSA grant/release per year. The one-page application for the major grant release must be submitted each year the grant is held. Submit all ROSA forms to ROSA.Release@ufv.ca These forms can be found on our website at https://www.ufv.ca/research/faculty/rosa-support/#majorgrantholders.

Deadlines

Regular Deadline: **October 31**

Where October 31 does not fall on a business day, the deadline is midnight on the first business day following October 31.

SSHRC, NSERC and CIHR Applicant Deadline: **November 7**

SSHRC, NSERC and CIHR applicants are given deadline extensions to allow time to complete and submit their external applications. In years where November 7 does not fall on a business day, the deadline will be midnight on the first business day following November 7.

Forms are available online at https://www.ufv.ca/research/faculty/rosa-support/

Review of applications will normally be completed by February 15.

Application Information

Applications for all ROSA streams can be found on the Research Office website at
https://www.ufv.ca/research/faculty/rosa-support/

A complete release application package includes:
   a) Completed release application form
   b) Proposal
   c) CV summary (2 pages maximum)

CV Summary
   - Your CV summary cannot be any longer than 2 pages in length
   - Your CV summary needs to include recent research activities, grants, publications, papers and presentations

Reminder:

You must have submitted all outstanding ROSA program reports before you are eligible to submit a new application.

Acknowledgements

By applying to the ROSA program, you are confirming the following:
   a) Your application is complete.
   b) You have read and fully understood the guidelines and requirements of the program.
   c) You understand that the application you are submitting is the project that will be funded, if successful. ROSA projects are approved based upon peer review, and any significant changes must also be approved prior to implementing the changes.

Application Information con't…

Research Release applications will be reviewed and assessed by the Research Option and Scholarly Activity Review Committees. The committees will consider the "Principles of Prioritization" and the criteria for "Scholarly Merit" outlined in the following sections. It is the applicant's responsibility to explain clearly how the proposed project meets each of the evaluation criteria.

1. **Principles of Prioritization**
   Applications are evaluated for whether or not they meet each of the principles. Based upon the number of principles they meet, each application will be placed into "sort piles" and therefore prioritized for funding.

2. **Scholarly Merit**
   Applications are scored based upon measures of Scholarly Merit. These scores are then used to rank applications within each of the Principles of Prioritization sort piles.

All applications are reviewed and ranked by a multi-disciplinary faculty committee. The committee members may not be familiar with your work or previous applications, so it is important to write your application for a new committee who is unfamiliar with your research program and discipline.

Rankings will determine funding priority as the funds available will most likely be exhausted before all ranked applications are funded. See the tables on pages 11 and 12 to see how scholarly merit ranking and sort piles work together to determine the likelihood of project funding.

Project Proposal Attachment

Please include your full project proposal as a PDF document.

The PDF should follow the following formatting guidelines:
- Borders 1"
- Times New Roman 12pt or Calibri 11pt font
- Use headings identified below in Project Description below

Your full proposal **MUST** include the following sections:
- **Summary** (up to 250 words)
- **Project Description** (up to 5 pages plus references)
- **ROSA Priorities Justification** (up to 2 pages)

The following provides detailed information on what should be included under each of the above headings.

Project Summary (maximum 250 words)

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 within your discipline
- The impacts your proposed outputs may have outside of your scholarly community

Project Description (maximum 5 pages plus references)

The Project Description should include the following subheadings:

Context
Provide rationale and justification for your project by discussing both its broader and scholarly contexts. Much of this section should discuss the key literature associated with your project to identify knowledge gaps or advances in knowledge.

Objectives
Describe the focus of research or scholarly activity you will address with this project. Identify the specific objectives of the proposed research that when completed will answer your research question or advance knowledge as identified in the *Context* section.

Methodology
Provide a detailed methodology for the proposed research. While you don't need to describe theoretical frameworks/approach in detail, it is helpful to outline the approaches and frameworks you will utilize and why you have chosen them. Provide detailed information on regarding data collection, analysis, and synthesis such as number of participants, recruitment, project sites, and partnerships, etc. It should be clear to the committee based upon the information provided that the project is feasible and likely to result in fulfilling the proposed objectives.

Project Timeline
Provide a timeline for completing major project activities. Show student and partner participation and timing of major project activities. If this is a part of a larger project, ensure that the timeline represents the details of this year's work and places it within the larger project scope.

Outputs and Dissemination Plan
Please provide a detailed plan for the dissemination/mobilization of your research results or scholarly activity. If it is a peer reviewed journal article, then provide some potential journals or if it is an exhibit, then identify potential venues or shows, etc.

Project Scope (only for proposals that form part of a larger project)
If the proposed project is a part of a larger, longer-term project, please describe the work that is to be conducted for this year within the scope of the entire project. Ensure that it is clear to the committee that this year's proposed work is sufficient to justify a full section teaching release.

ROSA Principles of Priority Justification (max 2 pages)

The Principles of Prioritization are consistent with UFV's legislative mandate as a regional, primarily undergraduate university that has been tasked with contributing to the social, economic, and environmental leadership of the region.

Use each principle as a sub-heading to provide a description of how your project meets that principle's criteria. Only include descriptions for the priorities that can be justified by your proposal.

Students
The proposed project provides direct and meaningful learning opportunities for UFV students. Students involved in faculty research or scholarly projects must contribute at multiple points in the project, such as data collection, analysis, synthesis, or presentation of results. This principle is about the quality of the student contribution and not the number of students involved. What skills will students learn? What project activities or objectives will they participate in? Describe how your hiring plan will ensure that a diverse group of students have access to participating in your project.

Regional Relevance
The proposed project contributes to leadership in the social, cultural, economic, and environmentally responsible development of the Fraser Valley. 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.

Funding
Is this project externally funded through a grant or project agreement? Please describe the funding – source, amount, project duration, whether the funding has been applied to, or is confirmed. To meet this principle, the proposed project should have confirmed external funding or a strong probability of acquiring external funding.

Teaching
How does this project inform the teaching of the applicant? Identify how the scholarship of this project will be included in future teaching.

Scholarly Merit

All proposals will be evaluated for scholarly merit based upon the following criteria. It is the responsibility of the applicant to ensure that the proposal clearly communicates how the proposed research meets each of these criteria:

Criteria	Guidelines for Criteria of Merit	Numerical Score (0-10)
Project Description and Clarity of Proposal	• Research question, scholarly goal, or hypothesis posed clearly • Purpose, goals, outcomes or objectives clearly defined • Philosophical and/or methodological approach understandable and clear	
Project Commitment and Program of Scholarship	• Proposal requires a time commitment that demonstrably exceeds that which can be accomplished as part of the applicant's regular workload obligations • Activity is part of an emerging, developing or continuing program of scholarship	
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	
Project is Feasible and Demonstrates Adequate Planning	• Feasible or realistic purpose, goals and objectives • Activity or projects has clear timeline of steps or stages in the research process • Strong likelihood of successful completion of the activity or project	
NOTE: Applications receiving scores of less than 5 in any category will not be considered for funding.		Total Score /40

Principle Sorting Guide

Sort Pile	Principle(s) Addressed	OR	OR
A	1 and 2	1 and 3	2 and 3
B	1	2	
C	3	4	3 and 4

Ranked Order for Recommendation

Recommendation Round	Principle Sort Pile	Numerical Score /40
Round 1	A	28-40
Round 2	B	30-40
Round 3	C	35-40
Round 4	A	27-28
Round 5	B	28-29
Round 6	C	29-34
Not considered for funding after Round 6		

Reporting and Evaluation of Outcomes

All ROSA recipients must submit a final report for review by September 15, describing the work undertaken during the project and its outputs in relation to the approved proposal.

Final reports must be submitted by email to ROSA.Release@ufv.ca by the deadline. Final reports will be reviewed by the dean for your area, and the Director of Research Services and Industry Engagement.

Please note: Failure to document completion of the project, including a description of its outputs, may result in:

    a) Denial of eligibility for all internal funding until the project is complete – OR –
    b) A requirement to reimburse the full cost of the grant or release funding

In all such cases, the faculty member will be offered appropriate opportunities for discussion and reconsideration of the decision.