

Research Development Award Terms of Reference

Purpose

The Banff Centre is host to a diverse range of research and creative activity whose purpose is to uplift the human spirit and improve the human condition. A large number of organizations provide funding for research programs and projects. Success in securing research funding from external sources enhances both the research and programmatic missions of The Banff Centre.

The Research Development Award program was created to assist in the development of grant applications for external research funding. The two principles of the program are that it provides seed funds, and that it is a matching program. As a seed fund, Research Development Awards are intended to grow the total pool of research funding brought into The Banff Centre from external sources. Therefore, the Research Development Award must be linked directly to the creation of a grant application for external research funding. Second, the award is a matching program in that funds from the Research Development Award must be matched, on no less than a 50:50 ratio, with funds from other sources. The matching funds may be provided by the applicant's department or division at The Banff Centre, or by a partner organization.

It is expected that many applications for external research funding will be developed in partnership with other research organizations or with researchers not on staff at The Banff Centre, such as for example university faculty members.

Eligibility

Research Development Awards are provided to the Head of Department of the unit submitting the application, on behalf of the project selected to receive the award. All programming areas at The Banff Centre are eligible to apply for Research Development Awards.

Amount of the Award

Research Development Awards range in size from \$500 to \$2000. Since the award is made on a matching basis, the total funds available for the development of the research grant application range from \$1000 to at least \$4000.

Eligible expenditures

In general, funds from the Research Development Award may be spent on any item that is used in the development of the research grant application. By way of illustration, these may include:

- hiring a grant writer/facilitator;
- purchase of research materials (e.g., books);
- travel for consultation with partners;
- hosting of partners/collaborators at The Banff Centre;
- office supplies (e.g., long distance telephone, fax, etc.).

Ineligible expenditures

Research development awards in general cannot be used to support or offset the salary of ongoing full-time employees of The Banff Centre. As well, in general awards cannot be used for expenditures (such as entertainment) that are not eligible with funds from the external award that is being sought.

Timing

Research Development Award applications are accepted three times per year, on February 1, May 1 and September 1. If the first of the month falls on a weekend or holiday, the deadline is the following business day. Applications are due in the Office of Research by 4:30 on the deadline date.

Application Procedures

A completed application includes a completed application form (attached) and a budget. The application must be signed by the Head of the Department submitting the application, and by the Executive Artistic Director of the division.

Review of Proposals

Proposals are reviewed by a committee consisting of the Director of Research (Chair), the Executive Artistic Director of Fine Arts, the Executive Artistic Director Performing Arts, (or their designates), the Director of Program Administration, and the Director of Information Technologies and Services. The committee makes its recommendations to the Vice-President, Programming.



Research Development Award Application form

Instructions: Applicants for a Research Development Award must complete this application form, together with the budget form, and any other relevant attachments, and submit these to the Office of Research by 4:30 pm on the deadline date for the competition to which they are applying.

Name of applicant: _____

Department: _____

Project name: _____

Collaborators/Research partners: _____

Budget summary (Research Development Award):

	<i>Funds sought (\$ value)</i>	<i>Funds secured yes/no</i>
Research Development Award	\$ _____	
Departmental matching	\$ _____	
Other matching	\$ _____	
Total development project funding	\$ _____	

Project Award Being Sought with Research Development Award

Name of External granting agency (ies): _____

Funding Program: _____

Total Funding Sought: \$ _____

Application Deadline: _____

Project Description:

Describe the project for which funds are being sought, and discuss the ways in which this project fits with the priorities of your department. Discuss the nature of the partnership that exists with other researchers and organizations. Describe the budget request for the Research Development Award request, and the broader funding request that will be developed as a result of this Research Development Award.

Please limit your discussion to one page.

Budget request:

Describe and provide a brief justification for the budget expenditures for this project.

Department Head's signature

This is to certify that I have reviewed the attached proposal, and that I support this application for a Research Development Award. Where matching funds are identified as being provided by the Department, I agree to provide these funds to this project. I agree that, if awarded, this project will be administered through my department.

Signature of Director/Department Head

Date

Executive Director's signature

This is to certify that I support this application for a Research Development Award. This is also to confirm that I agree to oversee the allocation of matching funds that have been committed to this project.

Signature of Executive Director (where appropriate)

Date