

2019-20 IDEAWORKS Catalyst Fund

Frequently Asked Questions

Timing

Q: What does the deadline date of March 31, 2020 mean?

A: Funded project activities must wrap up by March 31 2020; funding cannot be extended beyond this date. Your final report will be due 30 days after project completion (April 30 2020).

Q: Should we include vacation time in our work plan?

A: Yes – your work plan should reflect exactly when project activities will be happening, so you can build your vacation time into this plan.

Q: How many project applications will you approve?

A: We cannot confirm how many will be funded in each stream this year – 19 projects in total were approved for funding in 2018.

Eligibility

Q: Are part-time staff eligible to apply?

A: Yes – all Mohawk College faculty and staff are eligible applicants.

Q: Can I submit an application and let the committee decide whether it is AR or SoTL?

A: No. Each application will be reviewed and graded on the rubric corresponding to how the project is presented, so be sure to carefully consider your project and the definitions of each stream when selecting one.

Q: I missed the information sessions! Can I still apply?

A: Yes you can, but you will need to consult with IDEAWORKS before submitting an application. You can set up a consultation by reaching out to ideaworks@mohawkcollege.ca

Q: Can this fund be used to continue an existing project?

A: The IDEAWORKS Catalyst Fund is intended to support new, emerging projects and researchers. However, there are some cases in which your project idea may be a smaller phase of a larger project, in which case it may be considered for an ICF grant. Your proposal should demonstrate that the solution doesn't exist elsewhere and that the Catalyst Funds will be used to add important value.

Research Team

Q: Do the students have to be from the same department as me?

A: No, but their role in the project should align with their program of studies.

Industry Partners

Q: What if an industry partner is already engaged?

A: That's great! Identify your partner and the role they will play in your project in your proposal.

Q: For potential partner, do we need to have a letter of support?

A: They are not a requirement, but you are welcome to attach them.

Intellectual Property

Q: How do we treat intellectual property that is generated?

A: If no other agreement in place, the [Mohawk College policy on Intellectual Property](#) applies.

Preparing your budget

Q: Are there any predefined budgets or maximums for expense categories?

A: No – everyone's budget is different. We do ask for justification and a few sentences on each budget line. Everything budget line item should be related to project activities.

Q: How can we pay students?

A: Through part-time positions, co-ops, internships. Students may also want to volunteer for CVs, CCR credit, or to build skillsets. CSEP students can be used at no cost to your ICF budget.

Q: What travel costs are permitted?

A: Travel costs must be directly related to your project & necessary, with justifications (international travel possible, but must be well justified).

Q: What about presenting at a conference?

A: Costs associated with conference attendance are not eligible expenses for the ICF.

Research Ethics Board

Q: Who do I contact to learn more about the Mohawk College Research Ethics Board as it applied to my project idea?

A: Karen Henderson is the MCREB Coordinator and can consult with you once you have prepared your application. She can be reached at reb.coordinator@mohawkcollege.ca. Additional resources are available at reb.mohawkcollege.ca