IDEAWORKS Catalyst Fund (ICF)

2019-20 Guidelines

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Definitions

Applied Research

Applied research projects should solve real world challenges and have immediate practical applications.

According to Colleges and Institutes Canada, applied research is undertaken in order to apply new knowledge, directed primarily towards a specific practical aim or objective.

Scholarship of Teaching and Learning (SoTL)

Scholarship of Teaching and Learning (SoTL) The overall intention of SoTL is to improve student learning, enhance educational quality and share/disseminate results. SoTL practitioners take an approach that marries scholarly inquiry to any of the intellectual tasks that comprise the work of teaching, including: designing a course, facilitating classroom activities, trying out new pedagogical ideas, advising, writing student learning outcomes, evaluating programs. (Adapted from: The Society for Teaching and Learning in Higher Education)

Student Engagement

For the purpose of ICF projects, Student Engagement constitutes students being directly involved in applied research or scholarship activities (e.g. as research assistants or technicians) through paid employment, internships, volunteer work, or as part of course work.

Fund purpose

The IDEAWORKS Catalyst Fund (ICF) provides funding to support Mohawk College faculty and staff to engage in applied research and scholarship of teaching and learning (SoTL) activities. The fund is designed to develop and build internal capacity by providing funding for (a) release or backfill time for the applicant, (b) student stipends, and (c) associated project costs. Awards will be granted up to **$12,000**.

Project ideas might include:
- designing and delivering a product or service demonstration and/or proof-of-concept.
- conducting research on teaching and learning.
- providing a report with conclusions and/or recommendations for solving an industry/community problem.
- supporting the dissemination of results - including the preparation and presentation of scholarly publications and/or participation in focused workshops and symposiums.

Eligibility

All Mohawk College faculty and staff are eligible to apply for the ICF. Applied research projects must include students in the research activities; SoTL projects are encouraged to engage students in the research process.

All applicants must attend an information session prior to submitting their application (dates

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listed below under Submission Process). Those who are unable to attend an information session should contact ideaworks@mohawkcollege.ca to book a 1:1 consultation.

Project Duration

Projects must end by **March 31, 2020**. If requesting course release time in your application, please consider the project start dates when planning your project and consult with your area's operations manager (or equivalent) to determine your timeline.

Funding Categories

In 2019-2020, the ICF will have **two** (2) funding categories:
- **Applied Research Projects**
- **Scholarship of Teaching and Learning (SoTL) Projects**

Applied Research	Scholarship of Teaching and Learning
✓ Aims to solve a specific problem ✓ Has immediate practical applications ✓ Focuses on an industry or community challenge	✓ Aims to improve student learning ✓ Enhances educational quality ✓ Involves inquiry into student learning

- Applicants are advised to carefully consider the parameters of applied research and/or SoTL (also refer to the definitions in section 1) when developing their projects. **If unclear, IDEAWORKS can assist applicants in determining the appropriate category.**

These are short-term funded projects. If successful, applicants are expected to complete the project, including any deliverables by **March 31, 2020 with a final report due by April 30th 2020**. Additional requirements are discussed below in "Conditions of the Award".

Application Process

All submissions must use the **ICF Application Form** which is available on the IDEAWORKS website.
All submissions require applicants to provide:
1. Project objectives;
2. Clear description of either:
   a. Problem to be solved with supporting evidence (applied research projects) or
   b. Research question with tangible benefits to students (SoTL projects)
3. Alignment with the College Strategic Plan;
4. Research methods;
5. Outcomes/Deliverables (demonstrate how your proposed solution intends to address the problem, or how your research question will result in benefit to students);
6. Work plan (including milestones and timelines);

7.   Student engagement (where applicable);
8.   Potential partnerships (Applied Research projects only);
9.   Describe how this project benefits your department, the College and the community.

For an application to be considered by the ICF Selection Committee, *it must <u>first</u> be approved by a:*

Dean/Director of applicant's area <u>and</u> Associate Dean/Manager of applicant's department
The Dean/Director will ensure that the project aligns with College strategic plan and/or department's plans and priorities. The Associate Dean/Manager will ensure adequate resources, including backfill, are available to successfully complete the project.

Operations Manager or equivalent
The Operations Manager or equivalent will ensure that costs of each budget line item, along with budget justification, are accurate. The total budget is expected to reflect the actual costs of the project vs utilizing the entire amount available regardless of what project costs are.

Additional considerations include:
  (a) **Projects involving humans, animals, biohazards and/or radioactive materials**
Applicants are expected to work with Mohawk's REB Coordinator (reb.coordinator@mohawkcollege.ca) where applicable. Projects which require REB approval must present a certificate of approval to IDEAWORKS prior to budget upload.
  (b) **Intellectual property (IP)**
As per Mohawk College's Intellectual Property Policy, ownership of IP created at Mohawk College rests with the creator of the IP, unless developed as part of a separate agreement stipulating otherwise.

Funding Criteria and Expense Eligibility

Release time
Applicants can use the fund to cover release time in order to complete the project. The amount specific to the applicant should be calculated and included in the budget. Contact your Operations Manager (or equivalent) for the cost of release time, if required for your budget.

Salaries for students
Detailed tasks and activities, period of employment, hourly rate (with benefits) must be provided in the budget justification section for students. For student labor rates, please contact your Operations Manager (or equivalent).

Materials and supplies
A list, including costs, of materials and supplies needed to complete the project must be provided.

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Equipment

The applicant must first show that no existing equipment can be used to meet the needs of the project. If not, then a list, including costs, must be provided.

Travel

Travel activities must be directly aligned with the objectives of the project. Complete details on the purpose of trip, destination, duration, mode and cost of travel must be provided and clearly justified.

Note: All applicants must work with their Operations Managers (or equivalent) when creating budgets in order to ensure appropriate funding allocation for all of the above expense categories.

Ineligible expenses:
- Professional Development
- Membership fees
- Costs associated with conference attendance

Conditions of the Award

Successful applicants are expected to complete the project by March 31, 2020.
The successful applicant must sign an ICF Funding Agreement and must work with IDEAWORKS and their area's Operations Manager (or equivalent) to set up the project's financial account. Following the acceptance of the award, projects requiring REB approval must present their certificate of approval to IDEAWORKS prior to their budget being set up.

Project Monitoring and Accountability

Project monitoring and accountability is a joint responsibility between IDEAWORKS and the applicant's department.
Please refer to the Administration of Research Grants and Contracts Policy for an outline of the roles and responsibilities of individuals within a department or school involved in research activities.

Deliverables

A mid-term metrics report will be due to IDEAWORKS on **November 29, 2019.** By **April 30, 2020**, a final report and complete metrics tracking form (template will be provided) must be submitted to IDEAWORKS. Fund awardees are also invited to participate in an IDEAWORKS-hosted poster-making workshop, which is intended to support knowledge mobilization and effective dissemination of results/findings.
All awardees will also be **required** to present their posters/results at an IDEAWORKS research showcase in May 2020.

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Assessment Criteria
Applied Research Projects
** Applied Research applications without student involvement will not be considered for funding.

Quality of proposal	Methods	Student engagement	Risk assessment	Alignment with Strategic Plan	Potential for Partner Engagement	TOTAL
25%	20%	20%	15%	15%	5%	100%

Criteria	*Details*
Quality of proposal	✓ Aligns with the definition of applied research ✓ Clear rationale, objectives and deliverables ✓ Proposed budget is fully justified ✓ Timelines are included and feasible ✓ Research problem is clear and evidence-based
Methods	✓ Appropriate methodological approaches are used to solve the problem ✓ Chosen approaches demonstrate how stated objectives will be met
Student engagement	✓ Students actively involved as project team members ✓ Student's role in project aligns with their field of studies
Risk assessment	✓ Work plan and timetable clearly articulated ✓ Project can be completed on time and on budget ✓ Research activities do not pose harm to students/researchers ✓ Safety precautions clearly articulated
Alignment with the College Strategic Plan	✓ Aligns with departmental strategic priorities ✓ Aligns with College Strategic Plan
Potential for Partner Engagement	✓ The proposed research solves an industry/community problem ✓ Relevant industry and/or community partner(s) is engaged e.g. input, participation, contribution etc.

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Scholarship of Teaching and Learning Projects

Quality of proposal	Research methods	Risk Assessment	Alignment with Strategic Plan	Benefit to Learner	Student engagement	Total
25%	20%	15%	15%	20%	5%	100%

Criteria	Details
Quality of Proposal	✓ Clear rationale, objectives and deliverables ✓ Research question is clear ✓ Proposed budget is fully justified ✓ Timelines are included and feasible ✓ Plans for dissemination through multiples channels
Research Methods	✓ Inquiry focused on student learning ✓ Is methodologically sound; intentional and rigorous application of research tools that connect the question of the inquiry to student learning
Risk Assessment	✓ Work plan and timetable clearly articulated ✓ Project can be completed on time and on budget ✓ Research activities do not pose harm to students/researchers ✓ Safety precautions clearly articulated
Alignment with Strategic Plan	✓ Aligns with departmental strategic priorities ✓ Aligns with College Strategic Plan
Benefit to Students	✓ Learner need is clearly identified and supported by evidence ✓ Proposed research solves learner challenge(s) e.g. improves learner comprehension, competency and/or learning environment ✓ Proposed solution can provide measurable outcome
Student Engagement	✓ Students are involved in conducting the research activities

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Submission Process

Launch date	**December 17ᵗʰ 2018**	Fund announcement
Information Sessions	Sessions will take place from **12:00pm-1:00pm** the following dates: Wed Jan 9ᵗʰ – Fennell room E007 Tues Jan 15ᵗʰ – Stoney Creek room A141 Mon Jan 14ᵗʰ – IAHS room 201 Wed January 23ʳᵈ – Fennell room E007	All applicants **must** attend an information session prior to preparing their application.
Application consultation process	December 17ᵗʰ 2018 – February 15ᵗʰ 2019	Applicants who are unable to attend the scheduled sessions must reach out ideaworks@mohawkcollege.ca to book a 1:1 consultation. **Attendance at an information session or a consultation is mandatory in order for your application to be considered for funding.**
Application due date	**February 22ⁿᵈ 2019**	**Complete application forms must be submitted to ideaworks@mohawkcollege.ca by 4:00pm on date of deadline**
Review period	February 25ᵗʰ – March 15ᵗʰ 2019	Applications will be reviewed by a committee convened by IDEAWORKS. **Where applicable, applicants must meet with the REB Coordinator during this period to prepare their REB application.**
Funding decisions announced	March 22ⁿᵈ 2019	Successful applicants will receive a letter of award. Unsuccessful applicants will be notified and invited to participate in a follow-up review meeting (optional)
Ethics	Prior to project start	Awardee is responsible to apply for and receive the appropriate REB approvals upon notification of award.

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Budget	Prior to project start	IDEAWORKS must receive all completed paperwork, including certificate of REB approval (where applicable) prior to budget upload.

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