



Eligibility, Deadlines & Fund Administration

Eligibility for Grants

All tenure-track Faculty within the Faculty of Education may apply for Support for Technology Advancement on Research in Teaching (START) funds. These grants are intended to fund costs associated with conducting technology integration research projects in the Faculty of Education programs.

Deadlines

Applications must be received by the Chair of the Technology Advisory Board (TAB) on **June 15th** by 4:00pm. When this date falls on a weekend, the deadline shall be the following day of business. Late applications will *not* be considered. The ethics review may follow the application but no funds will be allocated until this review has been received in the Office of the Dean.

How to Apply

Submit your complete application via email (as a single attachment) to the Chair of TAB jewelch@ualberta.ca that includes the applicant's current curriculum vitae, along with each co-applicant(s) name.

Adjudication

START applications are adjudicated by a committee made up of three members of TAB and their Chair.

Acknowledgement

Publications arising from the research should acknowledge the Faculty of Education's Support for Technology Advancement on Research in Teaching grant.

Criteria

Proposals for funds will be assessed on the basis of:

- the scholarly value of the project;
- the appropriateness of the budget;
- pedagogical innovation through the use of technology

Normally, START operating grants will not exceed \$6,000. No more than three grants will be awarded per year.

Activities Funded

- **Grants to develop research leading to a major grant application or comparable funding agency**
Grants providing seed funding to enable the successful applicant to begin research leading to major research grant application (e.g. TLEF).
- **Grants for self-contained projects carried out during the START funding period**
Funding to enable the successful applicant to carry out relatively self-contained research or creative projects relevant to their research interests.

Guidelines and Conditions

The purpose of the award is to enable faculty members to develop their own technology competencies through implementing innovative technology integration projects in their own teaching at the undergraduate and graduate levels. At the same time, faculty members can contribute to the research basis upon which pedagogical decisions regarding technology integration are made.



UNIVERSITY OF ALBERTA Support for Technology Advancement on Research FACULTY OF EDUCATION in Teaching (START) Application Guidelines

It is highly recommended that START applicants consult with Technologies in Education located in 3-104 Education North. This unit advises faculty members in the use of ICT, which includes investigating innovative technologies, recommending technology solutions, identifying or creating resources, and providing ongoing training and support. A description list of how Technologies in Education can assist START applicants is available at www.techined.ualberta.ca. Grants that take advantage of in-house training and professional development will be given priority over those that pay for services that could be provided by Technologies in Education.

In allocating START funds, the Adjudication Committee will attempt to achieve a reasonable distribution of opportunity across the Faculty.

The Adjudication Committee may recommend changes to the scope of a project, to the research plans and to the proposed budget in order to fund as many meritorious projects as possible in a particular competition.

Repeated requests from researchers for substantially the same project will be given low priority.

If limitations necessitate a choice between proposals of equal quality, preference will be given to the first-time applicant for a START grant or to newer faculty members who are seeking to develop their research program.

Applications for funding will not be accepted retroactively, that is, research costs should not have been incurred prior to the date of the Adjudication Committee's decision.

Applications for funding will not be accepted from researchers who already hold one active START award as principal investigator. Applications will be accepted from researchers who are the co-investigator on *one* active START project.

Applicants may submit only one application per competition.

Funding for travel to conferences for any purpose is not considered as part of a START award. The award is given to support other elements of the research process.

Final Report

Recipients of START awards must submit to the Chair, Technology Advisory Board, a final report in electronic or hard copy form when the project has been completed. Reports of grants should include the following information:

- executive summary of 1000 words maximum including context and purpose of the project, procedures, and results and implications of the project;
- present at the annual Technology and Research Fair
- list of outcomes (publications in progress or press, presentations, workshops, materials, etc);
- indication of how feedback was provided to participants in the study (if human subjects were involved).
- 50 word abstract for use in the Research at a Glance webletter (optional).

A START award will be considered active until a final report has been received by the Chair, Technology Advisory Board. However, if neither a final report nor a request for extension are received following notice from the Chair, TAB, the project will be considered completed and all money remaining in the account returned to the Faculty START fund.

Research Ethics Review

University policy requires that all proposed research involving human participants must be reviewed by the appropriate university Research Ethics Board. Although proposals may be submitted before an ethics review has been completed, no funds will be allocated to a project until ethics approval from the appropriate university Research Ethics Board has been filed.



Timeline consistency

Timelines (e.g., start and end dates), should be consistent across the START proposal, research ethics review application and (if relevant) the Cooperative Activities Program application.

Budget Guidelines

Purpose

Support for Technology Advancement in Research on Teaching (START) grants is intended to assist researchers with meeting the direct costs associated with a project, subject to certain conditions described in these guidelines.

Applicant

The applicant is the principal investigator and research director. In the case of a joint submission one person assumes the role of applicant. The principal investigator/research director is responsible for all aspects of the funded project. Included in these aspects are responsibility for supervising research associates, ensuring adherence to the budget, and submitting a final report and abstract.

Personnel

Grants may be used to obtain the services of research associates, graduate students, technicians, secretaries and other personnel required to carry out the project for which the grant was awarded. All personnel must be employed in accordance with policies and practices which are acceptable to the University.

Graduate Students

Graduate students may be employed to assist with a project. Within the scope provided by a particular project, responsibilities should be defined so as to maximize the academic benefits of student involvement.

The rates which graduate students are paid should be consistent with current rates of pay and must take into consideration benefits and holiday pay. Students who hold full-time assistantships or awards may not be eligible to receive additional remuneration from University sources. Researchers should consult with the APO of the Department in which a student is enrolled to determine rates of pay and student eligibility as per the appropriate AEGS Collective Agreement (see <http://www.gradstudies.ualberta.ca/awardsfunding/assistantships/trust.htm>)

Consultants

Since advice and criticism in relation to a project should usually be available in the context of reciprocal scholarly or professional exchanges, consultant fees are not normally considered to be an appropriate budget item. Nevertheless, a request to have consultant fees in the budget will be entertained if advice is required in highly technical fields. In all such cases, the need for the service and the specific role of the consultant should be made explicit in the application.

Other Personnel

The rates paid for research, technical, clerical, secretarial and other personnel required for the project should be commensurate with those in effect within the University.

Personnel benefits

Amounts that are allocated for the employment of personnel (research assistants, secretaries or technicians) include an 11% provision for benefits. Consequently the amount available for payment of actual salaries is approximately 11% less than the budgeted amount. At the time when payments are made, the account will be debited for the employer's share of personnel benefits. A general rule for grant holders to follow is to reduce the allocation for personnel by 11% when determining the funds that are actually available. Check with Department APO for current percentage.

Course Release

Course release from teaching will not be considered an eligible expense.



Supplies and Services

Grant funds may be used to purchase the materials and services required for a project. Included in this category are the costs of duplicating or photocopying, telephone charges, stationery, test materials, digital recording media and similar items.

Equipment

Grant funds are not provided for the purchase of research equipment such as computers and software, unless they are specialized items crucial to the conduct of the project. Equipment and other materials purchased with the START funds become the property of the University of Alberta.

Travel

Travel costs will *not* be covered.

Supplementary Funds

The procedures involved in allocating START funds preclude consideration of requests for increases in the amount of a grant during the grant period.

Budget Revision

Grants are awarded on the basis of the budget presented in the application or a revised budget submitted by the applicant in response to the tentative award made by the Committee. Expenditures incurred on the project should be consistent with the approved budget.

Request for budget changes should be submitted to and approved by the Chair of the Technology Advisory Board.

Special Costs

Questions about budget items, which are *not* covered by these guidelines, should be directed to the Chair of the Technology Advisory Board.

Submitting Expenditures

Funds for START operating grants are maintained in a Faculty account, and signing authority for expenditures remains in the Dean's Office. Expenditures are to be submitted to:

Vivien Liew, Financial Administrator
Office of the Dean
845 Education South
780-492-0236