

**Ian Gillespie Design Research Grants and Ian Gillespie Design Technology Fund
Deadline for Application: May 21, 2018**

Application: through Romeo

Through a generous donation by Ian Gillespie, Emily Carr University is able to award \$50,000 to fund research projects that further our knowledge in Design and Dynamic Media, and \$40,000 to provide equipment/technology to support that research. Project grants are intended to accelerate faculty-led research or re-direct their practice, and to allow a platform to mentor the work of graduate students. Research projects should be 1-2 years in duration and, ideally, have a route to foster the development of future research activity through tri-council funding. Projects should engage at least one graduate student directly in the research.

Grant amounts:

Ian Gillespie Design Research Grants Tier 1: up to \$7000

Ian Gillespie Design Research Grants Tier 2: up to \$15,000

Ian Gillespie Design Technology Fund: up to \$40,000

** Note: all tools and technologies acquired through this funding remain the property of Emily Carr University.

Process and Timeline

Application Deadline	May 21, 2018
Adjudication	Week of June 4 th
Announcement of Results	Week of June 11 th

Applications will be adjudicated by a committee made up of:

- the VP Academic and Provost
- the Dean of Design and Dynamic Media
- the Dean of one other academic faculty
- one MDes student

Application criteria:

- Applicants must be regular faculty (we encourage lecturers and non-regular faculty to partner with regular faculty on projects)
- Projects may be up to 2 years in duration

Selection criteria

1. Originality, Importance, Methodology (50%)
 - a. Originality of the proposed research with respect to current work being done in the proposed area
 - b. Importance of the proposed research – to the field of study or the larger communities impacted/engaged
 - c. Methodology – design of the research and likelihood of its meeting the proposed objectives
2. Alignment with the Strategic Plan (30%)
3. Benefit to DDM Curriculum / Student Engagement (20%)
 - a. Demonstrate how your project has the capacity to impact student experience and provide opportunities for students to participate.

Application Process:

- Log into the Emily Carr University Romeo Research Portal (if you do not have login credentials for this portal, contact the Research and Industry Office)
- Go to APPLY NEW (upper right hand corner)
- Select Ian Gillespie Design Research Grant
- Complete Project Info, Project Team Info tabs
- Go to the Ian Gillespie Design Research Grant tab – complete as below
- Go to Attachments Tab and upload all attachments in PDF format (see checklist below)

1.1 Project Summary	Up to 300 words A summary of your project in 300 words or less. This summary should briefly outline the problem space, the proposed response, briefly speak to methods (in a broad sense) and expected outcomes. Think of this section as a distilled version of your detailed description.
1.2 Project Description	Up to 1100 words (2 pages) Note: If your description requires images/graphs/etc, you may elect to upload a 2-page maximum Project Description in PDF format. Provide a detailed description of your project - include: <ul style="list-style-type: none"> • Introduction/Statement of the Problem: Use a brief review of the current literature related to the topic to demonstrate gaps in knowledge and the importance of the study; • Project Aims/Purpose – what are the goals of this project? • Proposed Methods: Detail the methods will you use to complete this project. Where relevant, processes, methodological frameworks, subject selection & recruitment (if you have human subjects). Detail any analytical and/or philosophical/pedagogical/etc frameworks that you will use to complete your project. Provide enough detail for the committee to be able to assess the quality and feasibility of your proposed work. If you are engaging a very specific methodological approach, be sure to be clear on why that approach is best suited to the successful completion of your project; Research Timeline – broken down by week, month, or quarter (as relevant); Impacts: what will be the key impacts of the proposed project?
1.3 Student Engagement	Up to 300 words Outline your plan to engage students and (where appropriate) curriculum in the completion of this project. Detail how at least one graduate student will directly participate in the completion of this project
1.4 Alignment with the Strategic Plan	Up to 300 words Briefly describe how your proposed project aligns with the Emily Carr University Strategic Plan
1.5 Knowledge Mobilization/Dissemination	Up to 300 Words Describe your plans to mobilize/disseminate the knowledge generated through this project.
Team Member CVs	For each faculty/team member involved in the proposed project, upload a CV in PDF format.

For Ian Gillespie Design Technology Fund

2.0 Description of proposed technology	Up to 550 words <ul style="list-style-type: none"> • List of item(s) requested (with prices in CAD. Don't forget to consider shipping, setup, warranties, currency exchange, other costs)
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	<ul style="list-style-type: none"> • Description of how this/these item(s) will benefit the research • Relationship with existing equipment/technology at ECU (eg. If this equipment exists, how will the proposed equipment be different or why is it needed in addition to existing equipment) <p><i>**Note: the more funds requested, the more detailed the case should be for the need</i></p>
2.2 Location/Support/etc	<p>Up to 300 words</p> <p>Where will this equipment be housed and how will it be maintained and supported. This should include consultation with:</p> <ul style="list-style-type: none"> • Technology services (William Newhouse) to determine where equipment will be housed/ stored/ maintained/ supported • When necessary, the individual in charge of the space where the proposed technology will be housed
2.3 Plan for benefit beyond the proposed project	<p>Up to 300 words</p> <p>How will this equipment be accessed by faculty/students beyond the period of this project? Which areas will it benefit, where will it be housed? How will it be accessed?</p>

Project Budget

3.0 Budget Table	See example below. Upload a PDF of the proposed project budget. Include a line for Technology where appropriate.
3.1 Budget Justification	<p>Up to 550 words</p> <p>For each item requested in the budget, provide details of how each value was reached, and explanation of why each item is required for the research. (note: for technology requests this justification would be a part of 2.0)</p>

Statement of Understanding

Read the Items under Statement of Understanding and check each box to confirm your agreement.

Eligible Expenses

Compensation Costs	
	<p>Salaries for undergraduate, graduate, post-graduate, and/or post doc students. For rates, see attached. You may request stipends for graduate students and postdoctoral researchers. Stipends must be justified in terms of the research, research training and/or research-related objectives. The work performed by stipend recipients should be an integral part of the project.</p> <p>Honoraria for research participants/subjects are eligible expenses when approved by the Research Ethics Board. Reasonable honoraria for contributors who are not subjects are eligible, however they should not be used to replace salaries where appropriate.</p> <p>Funds to hire contract technical staff/experts are eligible when directly related to the cost of the research. These expenses are eligible expenditures only if it is demonstrated in the Budget Justification that expert advice is needed. (these will need to be itemized and justified in the Budget Justification)</p>
Travel and subsistence costs	
	These are an eligible expense when they represent a direct cost of research or dissemination for PI or research team.
Materials and Supplies	

	You may include supplies (e.g., software, stationery, postage, telephone calls) only if they relate directly to the research.
Non-disposable equipment	
	Purchase or rental of computers and associated hardware, or other equipment is allowable only if needs are in addition to the equipment already available to Emily Carr faculty, and if proven to be directly needed to complete the project.
Other expenses	
	Specify other research and/or related expenses not already included. Please describe and justify clearly.

Budget: Summary Chart

Budget Item	Funds from other sources	Funds Requested	Total Cost
Compensation Costs (salaries/ stipends/ honoraria)			
Travel and Subsistence			
Materials and Supplies			
Non-Disposable Equipment			
Other Expenses			
Technology (Ian Gillespie Design Technology Fund)			

***Note: for details on budget rates for salaries, etc, contact the Research and Industry Office*