



# CARIF

Centre for Applied Research Internal Fund

## Guidelines 2024-2025

***BE READY.***



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## Additional document details



The caution symbol is used to draw your attention to important details.



The stop symbol is used to indicate a detail or process that requires your immediate attention and/or understanding before proceeding.

## History

The opening of the Office of Applied Research and Innovation in 2008, marked the launch of a competitive internal research fund for faculty. In 2014, this fund was restructured and rebranded as the Centre for Applied Research Internal Fund (CARIF), allowing all College employees to apply. Initially encompassing both applied research and the Scholarship of Teaching and Learning (SoTL), CARIF was modified in 2018, when the growth of SoTL led to the creation of, the *Scholarship of Teaching and Research (STAR)* grant. That same year, Lethbridge College received its first [Social Sciences and Humanities Research Council of Canada \(SSHRC\) Institutional Grant \(SIG\)](#) to fund internal faculty research projects (basic and applied) and knowledge dissemination in the social sciences and humanities. These new opportunities have allowed CARIF to become even more flexible in offering faculty and staff opportunities to develop capacity in applied research. Since 2015, CARIF has awarded over \$638,000 to 47 projects.

## Purpose

*CARIF exists to develop applied research capacity among faculty and staff at Lethbridge College by funding short-term projects and activities that align with Centre and College strategic goals and priorities. It is expected that projects will be a starting point toward a long-term vision and plan for applied research, including funding from external sources.*

**What is applied research?** According to [Colleges and Institutes Canada \(CICan\)](#), “applied research is the development of innovative solutions to real-world challenges. It tackles practical problems by applying the latest technology and knowledge to create new products, services, and processes, or improve current products and practices.” ([CICan Innovation](#)) It is “directed primarily towards a specific practical aim or objective. Each applied research project consists of a set of research and development activities, is organized and managed for a specific purpose, and has its own objectives and expected outcomes, even at the lowest level of formal activity.” ([CICan Applied Research Survey 2016-2017 Questionnaire Definitions](#))

At Lethbridge College, “applied research activity is strongly encouraged and supported by the institution to enhance professional development, share knowledge, and strengthen our academic capabilities.” ([Lethbridge College 2021 – 2025 Applied Research Strategic Plan](#))

Specifically, it is

- often focused externally and often done in collaboration with an industry partner or organization.
- concerned with solving problems **outside** of the classroom and **outside** of pedagogy.
- focused on solving real-world problems with immediate, practical solutions.

Management and funding for CARIF comes from the [Centre for Applied Research, Innovation and Entrepreneurship \(CARIE\)](#). Funding is based on the *anticipated* budget for the upcoming fiscal year and successful applicants *may be required* to adjust their project budget if there is a reduction in overall CARIF funding between the time of award and the finalization of the College budget for the fiscal year.

Project ideas might include

- designing and delivering a product or service demonstration and/or proof-of-concept.
- providing a report with conclusions and/or recommendations for solving an industry problem.
- developing and submitting a proposal to an external funding/granting agency.

### The FITS Framework



CARIF along with SSHRC Explore and SSHRC Exchange grants are core components of **Foster, Identify, Target, and Sustain (FITS)**, CARIE's strategic framework for developing applied research. FITS begins by **fostering** applied research capacity through small projects funded by CARIF and SSHRC. The next stage involves **identifying** research clusters (in consultation with Centre Deans) that emerge based on these projects. These clusters of expertise are then aligned with Centre and industry needs to ensure viability. If there is alignment, the next stage upscales the clusters by **targeting** external funding to secure dedicated capacity along with equipment and facilities. This stage also includes the development of 3 to 5-year research plans in collaboration with industry. The final stage focuses on creating **sustainability** for the program through active business development and continued growth. The entire FITS process may take several years to mature, or it may happen more rapidly. Regardless, CARIF and SSHRC are integral to the overall growth of applied research.

Past project examples. Further examples are available on the [CARIE Website](#).

CARIF 2019-20	CARIF 2021-2022
<b>Dr. Sophie Kernéis</b> (Centre for Business, Arts and Sciences) and <b>Byrne Cook</b> (Centre for Technology, Design and Environment)	<b>Dave Maze</b> (Centre for Justice and Human Services) and <b>George Gallant</b> (Centre for Technology, Design and Environment)
<i>The Green Antibiotics</i>	<i>Intelligent Virtual Reality Environments: The Integration of AI and VR to enhance experiential learning for the Public Safety Industry</i>
<p>Since December 2018, Alberta meat producers face new major restrictions in how medical antibiotics can be applied. Previously, antibiotics were included in animal feed to prevent infections and to promote growth. However, with the urgent goal by the World Health Organization to reduce the threat of antibiotic resistant bacteria, the food industry requires new solutions to support animal production.</p> <p>Our project proposes to identify Green Antibiotics, which can replace medical antibiotics. We will investigate plants, which are part of animal foods, for their antibiotic properties to develop a safe and economical solution to industrial use of medical antibiotics.</p>	<p>Over the past two years we have been working on the creation of immersive learning environments by leveraging the integration of artificial intelligence and virtual reality "live actor" scenarios with two goals. First, we wished to fill a learning gap in experiential learning events using live actors to enhance student confidence and skills. Second, we identified the need for competency-based training for aggression de-escalation training for police officers where the use of AI/VR creates a safe learning environment.</p> <p>The main aim of this new research project is to develop an intelligent training system that can analyze the learner's behavior during confrontations with aggressive individuals, and other crisis situations, and provide appropriate feedback, enabling learners to improve their performance. We believe our findings will support the conclusion that using bio-sensors as a quantitative research tool to investigate human behaviors, while placed in stressful events, and measure physiological responses in real time, can significantly enhance the learner's self-actualization and thus their learning.</p>

## Eligibility

**Applicants must be either full- or part-time continuing employees.**

It is **STRONGLY** encouraged that where possible, projects involve students in the research process. If that is not possible, an appropriate justification must be provided in the application.

Previous awardees who were non-compliant with the CARIF guidelines are barred from submitting new applications. The submission of a previously awarded application is also not permitted; however, if the new application is a distinct continuation of the previously funded project and can demonstrate a clear progression toward a long-term plan for research, it may be permitted. Final reports from a previously completed CARIF must be approved and submitted prior to starting a new application.



As CARIF is intended to be a starting point for research, applicants (including co-applicants) are prevented from receiving more than 3 CARIF awards over a consecutive 5-year period. For example, if an employee has been a Principal Investigator (P.I.) on 2 CARIFs and then a co-P.I. on 1 CARIF within a 5-year span, they are ineligible to apply for new funding. However, they may still be members of CARIF project teams led by other P.I.s and/or co-P.I.s.

## Award Value

The **maximum value of an award is \$15,000**, though for projects with co-applicants, a reasonable and justified request for additional funds may be made. If a project's budget exceeds the maximum amount for any other reason, additional internal or external sources of funding will be required. Additional agreements and/or conditions may apply depending on external funding requirements and obligations.

## Intake Cycle and Project Duration



A [Letter of Intent \(LOI\)](#) is the first stage of the submission process. The fixed deadline for LOI submissions is the **second Monday in January (regardless of statutory holidays)**.

A fixed submission date for applications occurs on the **Wednesday following Reading Week** with approved projects running from July 1st to June 30th in alignment with the College's fiscal year.

**All LOIs and applications are due by 4pm on the submission date.**

Projects are one year in duration and must be completed by June 30th. For example, a successful application submitted on February 28th, 2024, would begin on July 1st of that same year and end by June 30<sup>th</sup>, 2025. The final report for the project would be due on or before July 31<sup>st</sup>, 2025.



At the CARIF Review Panel's discretion, projects may span 2 years if an exceptional justification is provided, and applicants commit to finding external or internal funds to cover the entirety of the second year.

## Coordinating with a SSHRC Explore or SSHRC Exchange

Lethbridge College offers [SSHRC Institutional Grants \(SIG\)](#) for continuing faculty members within the social sciences and humanities. These grants are used to strengthen research excellence among faculty and foster the professional development of students.

SIG Categories:

**SSHRC Explore** (up to \$6000) exists to seed new social science or humanities projects or to leverage extramural funding rather than to provide ongoing support through successive awards.

**SSHRC Exchange** (up to \$6000) encourages applicants to

- organize small-scale knowledge mobilization activities, such as workshops and seminars, in order to encourage collaboration and the dissemination of research results both within and beyond the academic community.
- present at scholarly conferences and other dissemination venues that align with SSHRC's mandate in order to advance their careers and encourage the exchange of ideas and research results at the national and international level.

To allow eligible applicants to coordinate SSHRC funding, a call for SSHRC Explore and SSHRC Exchange proposals will take place alongside of the CARIF call.





Applicants should note that when coordinated with a CARIF, SSHRC grants must be used for a **SEPARATE** and **DISTINCT** component of the project. A SSHRC application **must not** be a duplicate of the CARIF application and must describe the component as its own project with its own title. Applicants should also be aware that the application and selection process for SSHRC grants are separate from CARIF. Receiving a CARIF does not guarantee SSHRC funding or vice versa. Therefore, please ensure that CARIF applications include a detailed contingency plan should SSHRC funding not be awarded.

## Application Process



A CARIF LOI is the first stage of the application process. The purpose is to streamline approvals prior to the start of an application; to assist Deans and Associate Deans with course release planning; and to alert CARIE to the number of expected applications and budget requests.

If the LOI is approved, a unique link to the online [CARIF Application Form](#) will be generated and sent to the applicant.

The LOI requires applicants to provide

- ☐ a brief project description.
- ☐ an estimated budget request including any anticipated course releases.
- ☐ identification of any potential ethics or hazard requirements.
- ☐ up to 2 potential reviewers who are subject matter experts and who have NOT been involved in the development of the CARIF Fund application.

The full application requires applicants to provide

- ☐ a clear project overview.
- ☐ project objective(s).
- ☐ a detailed work plan.
- ☐ authentic and actionable integration of Equity, Diversity, and Inclusion (EDI).
- ☐ a data management plan.
- ☐ required resources (e.g. students, materials, equipment).
- ☐ an appropriate budget and budget justification to complete the work.

It is STRONGLY recommended that all applicants consult the [Applied Research and Scholarship Policy](#) and the [Copyright Policy](#) before preparing an application.

## Approvals



For an application to be considered by the CARIF Review Panel, it must first be approved as an LOI and then as a full application. An approved LOI does not guarantee an approved application. All approvals must come from:

Centre Dean and Associate Dean (for faculty) or Leader (for non-faculty)

The Centre Dean and Associate Dean will ensure that the project aligns with Centre plans and priorities. For co-applicants, the approval process is identical, however, only a single application will be considered for assessment. For staff, the applicant's Leader must approve the application.

Financial Analyst (FA) or equivalent

The FA 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



If your project involves humans, animals, biohazards and/or radioactive materials, prior approvals may be required. CARIE should be consulted early in the process to determine if there are additional requirements such as Animal Care or Research Ethics Board protocols to be considered. ***No research activity can begin until all required approvals are in place.***

### Research Ethics

Animal use:

If your project involves the use of animals, **you must contact the Animal Committee Coordinator prior to beginning your application.** Information on animal care at Lethbridge College can be found on the [Animal Care Committee website](#).

Human subjects:

If your research involves human subjects, **you must contact the Research Ethics Board Coordinator prior to beginning your application.**

It is required that applicants complete the federal Tri-Council online tutorial TCPS2 CORE-2022 (Course on Research Ethics) BEFORE submission of their application. CORE is an introduction to the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans \(TCPS 2\)](#). It consists of nine modules focusing on the guidance in TCPS 2 that is applicable to all research regardless of discipline or methodology.

It is strongly encouraged, that applicants begin the online CORE tutorial at least 8 weeks prior to submission of a CARIF application. You can register for CORE and find more information on the Government of Canada [CORE Website](#).

More information on Research Ethics at Lethbridge College can be found on the [Research Ethics Webpage](#).

## Intellectual Property

Intellectual Property (IP) means a form of creative effort that can be protected through a trademark, trade secret, patent, Copyright, industrial design, integrated circuit topography, or plant breeders' rights.

As per the [Intellectual Property Policy](#), all IP is owned by Lethbridge College unless it is created by a student, in which case, the student is the sole owner unless it is licensed to the College using a [Student Release Form](#).

IP may be licensed/transferred to industry to enable commercialization through a collaborative research agreement.

## Equity, Diversity and Inclusion (EDI)

Lethbridge College is committed to advancing EDI across the institution and throughout the research enterprise. The College was one of seventeen institutions that participated in the [NSERC Dimensions Pilot Program](#), and in 2021, received an [NSERC EDI Institutional Capacity-Building Grant](#) to focus on removing barriers and building research capacity among self-identifying underrepresented groups.

Applicants are STRONGLY encouraged to consult with the College's EDI Strategist to consider how EDI can enhance the proposed project. Indeed, building diverse research environments positions our research community to utilize heterogeneous perspectives that in turn, lead to innovation. For example, a diverse research team may lead to more robust

data. Therefore, authentic EDI strategies should be incorporated where applicable. For further reference see the Government of Canada's, [Best Practices for Equity, Diversity and Inclusion in Research](#).

Before applying, applicants are STRONGLY encouraged to complete the series of EDI micro-credentials offered through the Centre for Teaching, Learning and Innovation (CTLI).

Please note that while Indigenous peoples are included as one of the categories of EDI, acknowledging that reconciliation is distinct from diversity is critical. Therefore, please refer to the following section on Indigenous Peoples and Communities before proceeding.

## Indigenous Peoples and Communities

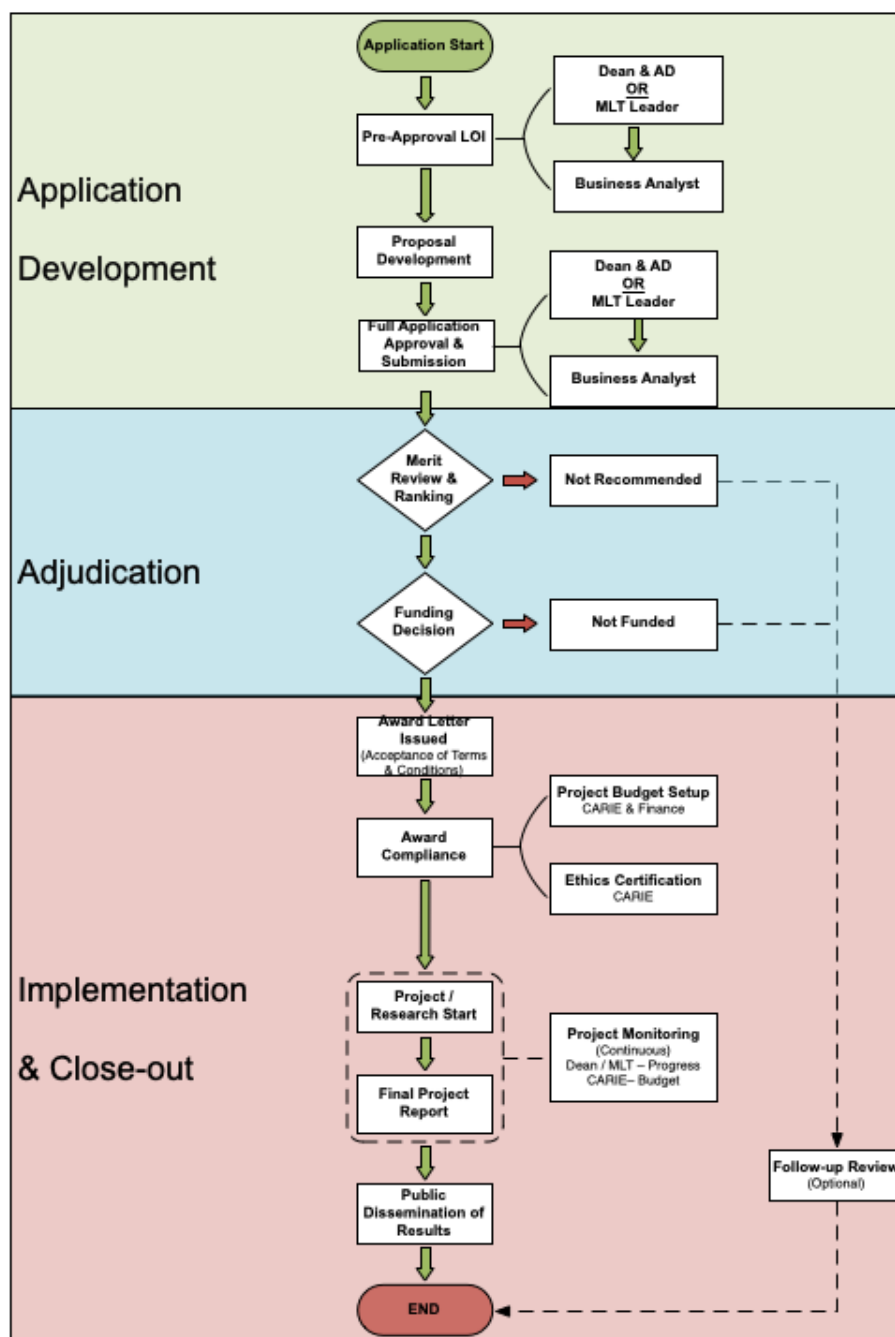
In, [Perspectives on Reconciliation: A Summer Institute CiCan Indigenous Education Best Practices \(Yukon Territory: August 2019\)](#), representatives from 31 universities, colleges, and institutes across Canada concluded that, "reconciliation work must remain distinct from broader equity, diversity and inclusion initiatives, because of the ancestral Indigenous territories on which Canadian post-secondary institutions are located, the context of colonization, the inherent rights of Indigenous people and the responsibilities Canadian institutions hold under the TRC's Calls to Action. Participants recognized the intersectional nature of equity issues, and supported all work to enhance inclusion, but they called for special consideration and explicit acknowledgement of Indigenous people in the creation of spaces, services, programs, research, policies and programs."

Applicants who are planning to engage with Indigenous communities, **MUST CONSULT** with Indigenous Services and the Manager, Applied Research Operations before proceeding. The Centre for Business, Arts and Sciences (CBAS) also requests that its faculty and staff consult with the CBAS Indigenous Coordinator.

It is STRONGLY recommended that these applicants read the [Niitsitapi Strategy](#) and take the [Fundamentals of OCAP Course](#) from the [First Nations Information Governance Centre \(FNIGC\)](#). It is also recommended that applicants take the [Niitsitapi Proficiency Microcredential](#) through the Centre for Teaching, Learning and Innovation (CTLI).

## Application Workflow

The following chart outlines the steps to follow when submitting a CARIF application.



## Assessment Process

All applications are reviewed by the College's **CARIF Review Panel** that functions at arms-length from CARIE using a detailed assessment and adjudication process. To ensure proper alignment and to assist in the adjudication process, CARIF applications that indicate coordination with a SSHRC Explore or SSHRC Exchange, will also be shared with members of the **SSHRC Selection Committee**.

The CARIF Review Panel is comprised of:

**Fixed Members** that include 2 or 3 representatives from the Lethbridge College Applied Research Advisory Committee (LCARAC) or a designate. The LCARAC is comprised of faculty representatives from each Centre along with invited dedicated researchers. It meets twice per year.

**Discipline-Specific Reviewers (varies from proposal to proposal)** that include 2 members nominated from faculty or staff who are subject matter experts and/or who may be reviewers suggested by the applicant. These 2 members may also be external to the College if internal experts are not available.



For proposals that involve the use of animals, [Canadian Council on Animal Care \(CCAC\) Guidelines](#) stipulate that the applicant(s) **MAY NOT suggest subject matter experts as potential reviewers**. In such cases, independent subject matter experts will be chosen by the Fixed Members in consultation with the Manager, Applied Research. If the project is approved through this assessment process, it will then be sent to the [LC Animal Care Committee \(ACC\)](#) for ethical approval. Only after approval has been granted by the ACC, is the project eligible to begin.

**Administration:** The Review Panel is chaired (non-voting) by the Manager, Applied Research Operations (or equivalent CARIE leadership) and administrative support is provided by CARIE staff.

**Timelines & Assessment:** After applications are received, CARIE reviews each one for completeness before generating individual assessment scorecards. Applications and scorecards are then sent to Review Panel members and the discipline-specific reviewers, who use the evaluation criteria described in [Assessment Criteria](#) for ranking and adjudication.

CARIE generally requests that discipline-specific reviewers complete their scorecards within 2 weeks, after which they are sent to the Review Panel. The formal adjudication meeting usually occurs 3 weeks after the submission deadline.

Once decisions are made, applicants are notified within two business days as to the status of their application. Those receiving conditional approval, are given one week to respond to the Panel's requests. This ensures that the entire CARIF adjudication process is completed by the last week in March or first week in April.

**Proposals that are recommended by the Review Panel, may not be funded.** Funding decisions are based on the *anticipated* funds available for the upcoming fiscal year and the recommendations and rankings provided by the CARIF Review Panel. If budget restrictions are in place, the appropriate decision will be provided to the applicant.



Applicants whose proposals are not recommended or are recommended but not funded, will be provided with feedback and comments from the Review Panel. An optional follow-up meeting with CARIE will also be available. **The decisions of the Review Panel are final.**

Successful applicants may be required to adjust their project budget if there is a reduction in overall CARIF funding between the time of decision and the finalization of the College budget for the fiscal year.

## Assessment Criteria

The following criteria and weightings will be used by the Review Panel to assess the proposal:

<i>Criteria</i>	<i>Details</i>
<b>Quality of proposal 20%</b>	<ul style="list-style-type: none"> <li>✓ aligns with the definition of applied research</li> <li>✓ clear rationale, objectives, and deliverables</li> <li>✓ proposed budget is fully justified</li> <li>✓ timelines are included and feasible</li> </ul>
<b>Methods 20%</b>	<ul style="list-style-type: none"> <li>✓ research question(s) is clear</li> <li>✓ appropriate theoretical and methodological approaches are used to investigate the problem</li> <li>✓ chosen approaches demonstrate how stated objectives will be met</li> </ul>
<b>Student involvement 20%</b>	<ul style="list-style-type: none"> <li>✓ students actively involved as project team members</li> <li>✓ student's role in project aligns with their field of studies</li> </ul>
<b>Innovation and Potential for Future Research 15%</b>	<ul style="list-style-type: none"> <li>✓ the results contribute to the knowledge base of the field and plan for dissemination</li> <li>✓ builds research capacity/serves as catalyst for greater impact in the field</li> <li>✓ proof of concept or demonstration prototype</li> <li>✓ potential to apply for external funding e.g. NSERC, SSHRC, AB Innovates, NRC- IRAP</li> <li>✓ contributes toward a long-term vision and plan for research</li> </ul>
<b>College Alignment 10%</b>	<ul style="list-style-type: none"> <li>✓ consistent with Centre / Unit goals and strategies</li> <li>✓ importance of the research to the College</li> <li>✓ EDI is actionable and authentic where applicable</li> </ul>
<b>Risk assessment 10%</b>	<ul style="list-style-type: none"> <li>✓ work plan and timetable clearly articulated</li> <li>✓ project can be completed on time and on budget</li> <li>✓ research activities do not pose harm to students/researchers</li> <li>✓ safety precautions clearly articulated</li> <li>✓ data management is clearly articulated</li> </ul>
<b>Partner Engagement 5%</b>	<ul style="list-style-type: none"> <li>✓ partner problem and/or need is clearly identified</li> <li>✓ the proposed research solves an industry/community problem</li> <li>✓ relevant industry and/or community partner(s) is engaged e.g. input, participation, contribution etc.</li> </ul>
<b>TOTAL 100%</b>	



## Expense Eligibility

For guidance in creating the budget and budget justification, please refer to [Appendix B: How to Write a CARIF Budget and Budget Justification](#).



### Eligible Expenses

#### Course release or backfill time

Applicants may use the fund to cover course release or backfill to complete the project. The amount specific to the applicant must be calculated and included in the budget. Contact your FA for the cost of release time/backfill, if required for your budget.

Course release for faculty is based on the actual cost of the salary of the sessional instructor hired to cover the course. A **minimum** 3-credit hour course release is \$5,250, though for some courses, the amount may be higher. *Applicants must consult with their centre FA to determine the exact amount.*

Non-faculty release time is the equivalent to the time it would take for a 3-credit hour course. Departments can contract out the work or absorb it into their internal workload.

#### Professional fees

A small amount of the budget can be used for professional fees if the expertise is specialized and critical to the success of the project. For example, a project may require expert statistical analysis after a period of data collection. Funds may then be used to pay for the short-term involvement of a statistician, who may be internal or external to the College. If the person is internal, it would fall under the category of above contract (stipend) employment (see [Expense Considerations](#)).

If the person is external to the College, the applicant must work with CARIE to complete the [Contractor Employee Status Assessment Form](#) to determine if the person providing their expertise should be classified as a contractor or as a casual employee.

## Salaries for students or professional support

Detailed tasks and activities, period of employment, hourly rate (with benefits) must be provided in the budget justification section for students and/or professional support (e.g. technologists).

Student labor rates generally fall into two categories:

- ☐ Diploma students - \$19 / hour
- ☐ Degree students and recent grads - \$22 / hour

If you plan to request a different rate, please explain why in the budget justification.

If you have a role for a student research assistant, there may be a possibility to offer [Work Integrated Learning \(WIL\)](#). Consult with your Associate Dean to determine available options to give credit for and to document the WIL experience.

Hourly rates for internal professional support such as technologists are calculated by the FA and fall under the category of 'above contract' (stipend) employment (see [Expense Considerations](#)).

## Materials and supplies

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

## Equipment

The applicant must first show that no existing equipment can be used to meet the needs of the project. If not, then quotes, including costs associated with shipping, installation, renovations, and training must be provided. All equipment including computers, XR accessories, tablets, phones, specialized instrumentation and sensors, and any other equipment required to conduct research, must be entered into CARIE's asset management system as soon as it arrives on campus. All equipment must be returned to CARIE at the completion of the project.

## Travel

*It is strongly recommended that faculty use their PD funds to cover the travel portion of their budget.*

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. ***If conference travel is requested, it must be for the purposes of presenting rather than simply attending.*** The applicant must also provide the name and link to the conference website and the conference must be held within the period of the project.

All travel must comply with the [Travel, Meal and Hospitality Expenses and Public Disclosure Policy](#), including pre-approval for all travel over 200 km return.

## Publication costs

The costs associated with publishing research results in peer-reviewed and/or industry publications are allowed if the expense falls within the fiscal year of the project.

## Honoraria and incentives

Incentives for research participation, such as Tim Hortons gift cards for survey participation, are permitted. Small honoraria or expenses for Indigenous elders are allowed, provided a pre-consultation with Indigenous Services takes place beforehand. *For other contributors, it is important to note that applicants may not promise or indicate that they will provide an honorarium to the contributor. It must be a reasonable gift that the contributor is not expecting.* All use of incentives must first be approved by the [Research Ethics Board](#).



## Ineligible Expenses

- ☐ Ongoing faculty/staff salary
- ☐ Equipment servicing
- ☐ Membership fees
- ☐ Professional Development\*\*

\*\* Professional Development must be directly related to the project. For example, an applicant may need to participate in a workshop on the use of [NVivo](#), which is a software tool that will be used in the project for qualitative data analysis.

Any other expenses not mentioned above must be explained and justified in the budget justification.

## Expense Considerations

### Above contract (stipend) employment



Above contract employment for faculty and/or staff requires the approval of the Associate Dean and the Dean (or Leader) of the person whose expertise is required. It is expected that any additional work related to the project will not interfere with the primary responsibilities of the individual being hired. Please note that a stipend is not an honorarium.

All employees who have above contract involvement on a CARIF must complete a [Declaration and Disclosure Form](#).

### Purchasing

All purchases must adhere to the [Procurement Policy](#) and all workflows must be initiated by the CARIE Administrative Assistant.

## Award Conditions

### Duration

Awardees are expected to complete the research project within one year (by June 30<sup>th</sup>).

Requests for an extension of time but NOT funding, must be done in consultation with the Manager, Applied Research Operations and the researcher's Associate Dean and Dean (or Leader). A Project Extension Request form must be completed and approved.

### Project Monitoring and Accountability

Awardees must sign a CARIF Award Agreement and a [Researcher Attestation](#) (if they have not previously). Following acceptance of the award, a project budget unit code will be assigned by Financial Services prior to the project start date. This code is used to incur and track project expenses.



CARIE is responsible for monitoring the budget and advising the researcher and the Centre Associate Dean and Dean or Leader. ***The project's progress will be monitored by the researcher's Associate Dean and Dean or Leader. The Dean or Leader is responsible for taking any corrective actions, which may include advising CARIE to terminate the project.***

### Budget revisions and spending

Budget revisions must be done in consultation with the Manager, Applied Research Operations, and the CARIE FA. All revisions and updates must meet the criteria of eligible expenses and must not exceed the project account balance. If acceptable, CARIE will send the researcher a unique link to the online Budget Revision Form.



***All project spending must be completed by May 31<sup>st</sup>!*** For example, if a piece of equipment is needed to complete the project, the requisition must be submitted to CARIE for approval and processing prior to May 31<sup>st</sup> to ensure that it will arrive on campus before the end of the project on June 30<sup>th</sup>. If the equipment is not guaranteed to arrive on campus before June 30<sup>th</sup>, the order will be cancelled. If the researcher is attending a conference to present, the conference must take place before June 30<sup>th</sup>.



**Please submit all hiring workflows to the CARIE Administrative Assistant PRIOR to having any student or research assistant begin work on the project.** For example, if students are going to be hired for data collection, do not have them begin work before an employment workflow has been completed.

*Note that timesheet entry and approval is done through LC's Self-Service app. It is crucial that timesheets are kept up to date and that time entered for the month of December is approved before December 31<sup>st</sup>; otherwise, it will not be reported on the student / research assistant's T4 slip.*

## Reporting

A Final Report and [Poster Template](#) must be submitted to both CARIE and the researcher's Centre Associate Dean and Dean (or Leader) within one month after the award end date (by July 31<sup>st</sup>). A unique link to the form and template will be sent to the researcher approximately one month before the project ends. A Final Report must be completed even if the project does not finish.

## Publicity

The researcher must acknowledge CARIF funding in all internal and external publications and presentations. The public project descriptions in both the application and the final report, will be used to promote the project to both internal and external audiences. A CARIF logo is available upon request from CARIE.

## Working with External Partners

If the project involves working with an external partner(s), the researcher must work with CARIE to create a formal agreement. This should be done soon after the Award Agreement is signed, particularly if REB approval will be required and/or if the partner will be providing any funding or in-kind contributions. Please note: *Lethbridge College cannot invoice or receive any funds without an executed agreement in place.*

## Working with Volunteers

If volunteers will be involved in the project, Occupational Health and Safety (OH&S) must be notified and a [Volunteer Agreement Form](#) must be completed. The researcher must track the number of volunteers participating along with the number of volunteer hours.

## Documents and forms

### CARIF

[CARIF Letter of Intent \(LOI\) Webform](#)  
[CARIF Letter of Intent \(LOI\) Form \(Reference Only\)](#)  
[CARIF Application Form \(Reference Only\)](#)  
[CARIF Award Agreement \(Reference Only\)](#)  
[CARIF Final Report Form \(Reference Only\)](#)  
[CARIF Final Poster Template](#)  
[CARIF Budget Revision Form \(Reference Only\)](#)  
[CARIF Project Extension Request Form \(Reference Only\)](#)

### SSHRC

[SSHRC Explore and SSHRC Exchange Letter of Intent \(LOI\) Webform](#)  
[SSHRC Explore and SSHRC Exchange Letter of Intent \(LOI\) Form \(Reference Only\)](#)  
[SSHRC Explore Application Form \(Reference Only\)](#)  
[SSHRC Exchange Application Form \(Reference Only\)](#)  
[SSHRC Exchange and SSHRC Explore Award Agreement \(Reference Only\)](#)  
[SSHRC Exchange and SSHRC Explore Final Report Form \(Reference Only\)](#)  
[SSHRC Exchange and SSHRC Explore Final Poster Template](#)  
[SSHRC Exchange and SSHRC Explore Budget Revision Form \(Reference Only\)](#)  
[SSHRC Exchange and SSHRC Explore Extension Request \(Reference Only\)](#)

### Student / casual employment for projects

[Casual New Hire / Rehire Information Checklist](#)  
[Contractor Employee Status Assessment](#)  
[Copyright Policy Student Release Form](#)  
[Work Integrated Learning \(WIL\)](#)

### Relevant Policies and Procedures

[Applied Research and Scholarship Policy](#)  
[Copyright Policy](#)  
[Health and Safety Policy](#)  
[Intellectual Property Policy](#)  
[Procurement Policy](#)  
[Travel, Meal and Hospitality Expenses and Public Disclosure Policy](#)

## Relevant forms, documents, and websites

### Lethbridge College

[2021 – 2025 Applied Research Strategic Plan](#)  
[Animal Care Committee](#)  
[Centre for Applied Research, Innovation and Entrepreneurship \(CARIE\)](#)  
[Declaration and Disclosure Form](#)  
[Domestic \(+150 km\) Travel Form](#)  
[Driver's Declaration Form](#)  
[EDI Glossary of Terms](#)  
[Flying a Drone SOP – Flight Checklist & Log](#)  
[Flying a Drone SOP – Pilot or Crew Member Declaration](#)  
[Hazard Assessment Overview](#)  
[International Travel Form – Individual](#)  
[International Travel Form – Group](#)  
[Niitsitapi Strategy](#)  
[Niitsitapi Proficiency Microcredential](#)  
[Object Codes for Budgets](#)  
[Researcher Attestation](#)  
[Research Ethics](#)  
[Volunteer Agreement Form](#)

### External

[Best Practices for Equity, Diversity and Inclusion in Research](#)  
[Canadian Council on Animal Care \(CCAC\)](#)  
[Fundamentals of OCAP Course](#)  
[Gender-Based Analysis plus \(GBA+\)](#)  
[GBA+ Training](#)  
[How To Integrate Sex and Gender Into Research](#)  
[Natural Sciences and Engineering Research Council of Canada \(NSERC\)](#)  
[Perspectives on Reconciliation: A Summer Institute CiCan Indigenous Education Best Practices \(Yukon Territory: August 2019\)](#)  
[Social Sciences and Humanities Research Council \(SSHRC\)](#)  
[TCPS2 CORE-2022](#)  
[Unconscious Bias Training for Peer Reviewers](#)



## Contact information

For assistance with proposal development or if you have questions, please contact:

[Dave McMurray](#), Manager, Applied Research Operations (Tel: 403-320-3202 ext. 5799)

For **Research Ethics Board (REB), Animal Care Committee (ACC), or Research Data Management** consultation, please contact:

[Constance Sheriff](#), REB / ACC Coordinator (Tel: 403-320-3355)

For **Biosecurity** consultation, please contact:

[Leanne Dumontier](#), Biosafety Officer, (Tel: 403-320-3202 ext. 5524)

For projects involving **Indigenous Peoples and Communities**, please contact:

[Lowell Yellowhorn](#), Indigenous Cultural and Curriculum Advisor, Indigenous Services (Tel: 403-320-5540)

For Centre for Business, Arts and Sciences (CBAS) faculty and staff, please also contact:

[Marcia Black Water](#), CBAS Indigenous Coordinator (Tel: 403-320-3202 ext. 5731)

For **Equity, Diversity, and Inclusion** consultation, please contact:

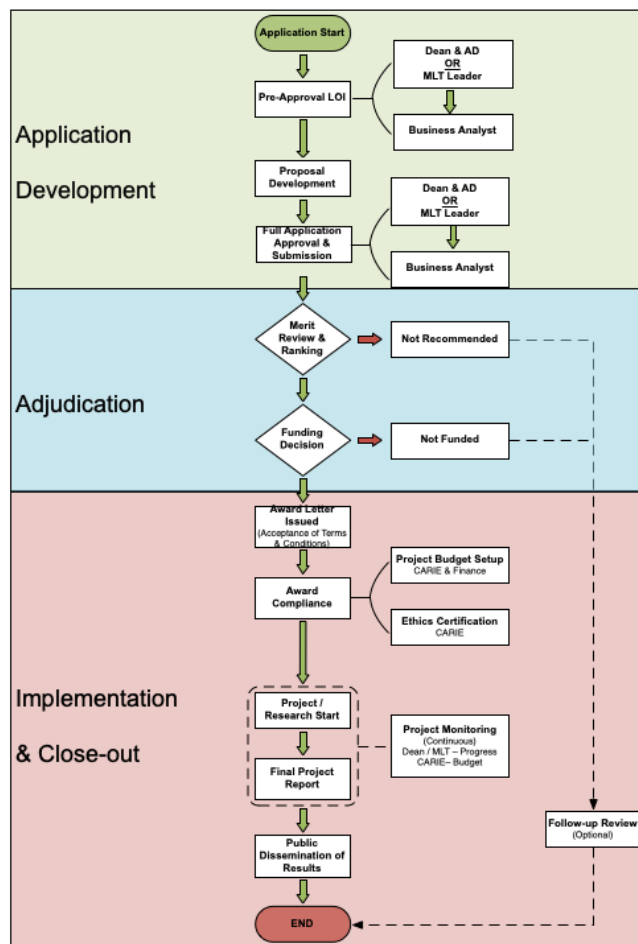
[Kendal Schroeder](#), EDI Strategist (Tel: 403-320-3202 ext. 5830)

For **information on SoTL and the STAR Grant**, please contact:

[The Centre for Teaching, Learning and Innovation \(CTLI\)](#)

## Appendix A: CARIF research and ethics proposal development workflow

The following chart outlines the steps an applicant should undertake in conjunction with the CARIF application workflow:



### Ethics Proposal Development Workflow

Securing approval to undertake a research project and developing the research proposal itself is a multi-step process.

The eleven steps below, organized into two phases, provides a high level overview of key activities and draws attention to the scope of work required to complete a CARIF Fund application.

#### Phase 1:

1. Identify the problem, issue, or topic you want to research.
2. Find background information by undertaking a preliminary review of the literature pertaining to your topic.
3. Translate the problem/issue/opportunity into a hypothesis and/or research question(s).
4. Develop a research design that will enable you to gather data to address your hypothesis and/or questions.
5. Write your research proposal in accordance with CARIF guidelines.
6. Complete the ethics application
7. Submit your research proposal and associated documentation to CARI.

#### Phase 2:

8. Carry out the research: collect and collate the data
9. Analyze data and interpret the findings.
10. Identify implications of your research.
11. Complete report and disseminate findings.

## Appendix B: How to write a CARIF budget and budget justification

Your budget tells the Review Panel how you plan to spend your grant funds and a well-planned budget is a fundamental part of a quality proposal.

### Step 1: List all research activities

Make a list of everything you plan to do and who is going to do it. What items do you need? How much do they cost? Are they essential to answering the research question? **Use your methodology as a guide.**

For example, if you are going to conduct three focus groups with 6 people in each group – and who will each receive an incentive - write this on your list.

Here are some other points to consider:

- ✓ Do you need a specialized tool to capture data?
- ✓ Do you need to travel once/week for a month to collect data with a collaborator?
- ✓ Are you going to present your findings at a conference?
- ✓ Do you need to employ students? What level of experience will be required for the work required?
- ✓ How much course release will you need?

Your list of budget items might then start to look like this:

- I will conduct three focus groups with 6 people in each group. I will then need 18 - \$10 Tim Hortons gift cards as an incentive.
- I will drive to Medicine Hat once/week for three weeks to collect data with Dr. Sandy Smarts.
- I will employ one Diploma student for data collection and one Degree student for data analysis. The students will work variable hours/week.

- I need two, 3-hour course releases – one for the fall term and one for the winter term.
- I will need to buy a specialized data collection tool, plus software to analyze data and compile reports.
- I will be presenting a poster at the national conference of the Canadian Society of Cool College Instructors, held in Vancouver from June 10-12.

## Step 2: Check the rules for expense eligibility

Once you have listed all your activities, check and double check what expenses are eligible and what already exists on campus for equipment and expertise. If one of your planned activities is not an eligible expense, you will have to find alternate funding for it.

For example, CARIF does not fund memberships so if you need one to attend the conference for the Canadian Society of Cool College Instructors, you will have to use your other funds to purchase it.

Moreover, see if you can pay for conference travel from other sources such as your PD fund, this will allow you to increase student involvement or hire additional expertise for your team.

Plan your budget to have your allocated purchases such as equipment and supplies spent before May 31<sup>st</sup> in the eleventh month of your project. Be sure to include associated shipping, renovation, installation, and training costs. This will often require a quote from the vendor. Ensure that all equipment and supplies are on campus before the June 30<sup>th</sup> end date for your project. Likewise, if you are planning to present at a conference, the conference itself must occur prior to June 30<sup>th</sup>.

### Step 3: Format the budget according to the guidelines

CARIF is limited to a maximum of \$15,000, so if the cost of your activities exceeds this amount, you will have to find cheaper alternatives, eliminate some items, and/or scale back the scope of your project.

Use a spreadsheet to plan the costs of all your activities. A sample budget might look like this:

<b>BUDGET ITEMS</b>	<b>Number of items</b>	<b>Cost per item</b>	<b>Total cost</b>	<b>Notes</b>
Incentives for focus group participants	18	\$10/gift card	\$189 (GST included)	Tim Hortons coffee cards
Travel to Medicine Hat	3 trips	\$80	\$240	Car rental plus gas
Diploma student salary	8 hrs/week for 5 weeks	\$19/hr	\$760	Data collection
Degree student salary	5 hrs/week for 12 weeks	\$22/hr	\$1320	Data analysis
Course release	2	\$5250	\$10,500	1 CR in fall and 1 in winter
Data Collection Tool	1	\$650	\$650	
Analysis software	1	\$200	\$200	
Conference travel				
-airfare	1	\$450	\$450	
-hotel for 2 nights	1	\$300	\$300	
-conference registration	1	\$175	\$175	
-meals + taxis	2	\$120	\$120	Two dinners and two taxis
<b>TOTAL</b>			<b>\$14,904</b>	

#### Step 4: Write the budget justification

Now that you have identified all costs related to the project, you will need to write a DETAILED justification for each item, indicating why the costs are reasonable, rationale and necessary.

Here is sample justification for the above budget:

***“Data Collection Tool** - is required to capture qualitative data from the focus groups which is then downloaded onto a secure laptop for analysis. The standard price for the tool is \$800; however the College’s purchasing department can obtain it through their preferred vendors for \$650, including taxes and shipping (quote attached). This is a standard tool used by my discipline for data collection and there is not an equivalent available on campus.”*

A good budget justification should follow your project work plan and clearly support all proposed activities.

Provide thorough explanations for your costs so the Review Panel has no confusion regarding why a particular budget item is necessary.

Do not pad your budget with expensive items because they are ‘nice to have’.

#### Step 5: Transfer the budget and budget justification to application form

You now need to place your budget and budget justification into the CARIF Application Form. Note that object codes identify the type of cost for Finance and must be included. The list of object codes can be found [here](#).

**Congratulations!** You have completed your budget! ([Source](#))