



## OKANAGAN COLLEGE GRANTS-IN-AID FUND

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FOR 2025\_2026

#### GUIDELINES FOR APPLICATION

Okanagan College shall maintain a Grants-in-Aid (GIA) Fund sufficient to support research, scholarly and creative activity (see [Article 26](#) of the April 1, 2019, to March 31, 2022 Okanagan College / Okanagan College Faculty Association Collective Agreement). The allocation of the fund is administered by the Grants-in-Aid Committee.

**Criteria Statement:** Research, Scholarly, and Creative Activity are defined as (under [Article 18.1.4.1](#)) *“Scholarly activity shall be understood to include scholarship, research, and creative activities. Scholarship involves oral or written activities that reflect a thorough and critical collection of knowledge of one’s profession or discipline. Research involves contributing to the expansion of knowledge and the sharing of that knowledge through appropriate professional means. Research includes application of research findings for purposes of practical application. Creative activities involve creative practice, exhibition, performance, composition, multimedia presentations and other similar activities that reflect applied practice of one’s profession or discipline.”*

Please ensure your application addresses how your proposal ties into your individual research, scholarly or creative activity. Failure to do so will result in a declined application.

#### 1. Grants-in-Aid Committee (hereafter called the “Committee”)

- 1.1. The Committee is comprised of one Okanagan College administrator, and four post-probationary continuing employees elected from among Okanagan College Faculty Association members, as specified by the Collective Agreement. Please contact the [Provost & VP Academic Office](#) for a current listing of Committee members.
- 1.2. The Okanagan College Administrator shall chair the Committee.

#### 2. Applicant Eligibility

- 2.1. Any OC employee who is a member of the Okanagan College Faculty Association (OCFA) shall be eligible to apply for GIA funding. This includes continuing and term (full time or part time) employees. Term employees must apply for Grant-in-Aid funding while on active contract.

#### 3. Application Schedule and Procedures

- 3.1. The Committee shall meet four times in the academic year 2025/2026 to adjudicate applications for funding. In March, the committee will notify all OCFA members of the application deadlines and circulate a reminder one month in advance of each meeting. Application deadlines for the 2024-2025 fiscal year are:
  - 1st call: April 4, 2025
  - 2nd call: September 26, 2025
  - 3rd call: November 21, 2025
  - 4th call: February 6, 2026



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- 3.2. Applications shall be submitted on the GIA Detailed Plan Document which is available in the [GIA Teams Channel](#). The complete application shall be submitted through the [Microsoft Teams Form](#).
- 3.3. The committee shall meet to adjudicate applications and shall normally complete this within two weeks of the deadline dates. Applicants shall be notified by email of the outcome of the adjudication of their application within two weeks of the committee meeting.
- 3.4. Retroactive applications will not normally be accepted. Under special circumstances, retroactive applications may be reviewed, provided they are accompanied by a clear rationale for the retroactive application and supporting documentation.

### 4. Funds

- 4.1. For the 2025 - 2026 fiscal year, the annual grant to an individual shall not exceed \$4,000, which may be allocated over multiple proposals. Ensure accurate and full costs are included in the proposal.

### 5. Projects Funded

- 5.1. Funding shall be considered to support research, scholarly, and creative activity. Where applicable, applicants must include documentation that they have consulted their appropriate department budget and/or Library Services and/or Information Technology Services and/or Purchasing, and/or Okanagan College Bookstore as part of applying for GIA funds. This is to ensure that OC does not already own the requested item; that other institutional funds do not exist to support your proposal; and that the best price has been identified.
- 5.2. Ownership of tangible personal property purchased with GIA Funds remains solely with the College. A list of typical items and activities follows:

#### 5.3. Conferences

- 5.3.1. GIA funding shall be available for conference expenses where the primary purpose of attendance conforms to the definition of [Scholarly Activity in 18.1.4.1](#). This includes expenses for conferences at which the applicant is presenting their research, scholarly or creative work and excludes expenses for conferences at which the applicant is solely attending, moderating, or convening a sessions, or where the applicant is a member of the organizing committee.
- 5.3.2. GIA applications can include requests to fund memberships fees or dues where the membership fees or dues are associated with a conference fee.

#### 5.4. Travel, Accommodation and Meals

- 5.4.1. GIA funding shall be available for travel expenses where the primary purpose of the travel conforms to the definition of Scholarly Activity in [Article 18.1.4.1](#). Allowable expenses and amounts are set out in Article 41 of the Collective Agreement and the [Okanagan College Travel Policy](#). For travel outside Canada, see the National Joint Council rates for meals and daily per diems ([Appendix D](#)).
- 5.4.2. When calculating a travel budget, applicants are required to provide documentation that verifies the submitted costs estimates for conference fees,



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airfare, and accommodation. This will facilitate timely adjudication of applications.

### 5.5. Tuition Fees

5.5.1. GIA funds may be applied to tuition fees for research, scholarly and creative activities at recognized institutions, provided the courses or programs are at the Master's level or above. Applicants must provide documentation about the courses or programs for which fee reimbursement is being requested.

### 5.6. Computer Upgrades, Peripherals and Software

5.6.1. GIA funds shall not normally be used to purchase computers, but may be considered for hardware upgrades, peripherals and software. Applicants must confirm, through consultation with IT Services and their Dean's office, that the College does not already own the requested item, or a suitable substitute. Applicants must provide either a quote from OC Purchasing or IT Services, or other verifiable documentation of the budgeted cost. It is strongly recommended that purchases be made through Supply Management and/or IT Services. Ownership of equipment purchased with GIA Funds remains solely with the College.

### 5.7. Other Equipment and Supplies

5.7.1. GIA funding may be used to purchase supplies or equipment to support an applicant's research, scholarly or creative activity. Applicants must provide either a quote from OC Purchasing or other verifiable documentation of the budgeted and must provide documentation that demonstrates that the College does not already own the requested equipment. Equipment requests should include applicable taxes, duties, and brokerage fees. It is strongly recommended that purchases be made through Supply Management.

5.7.2. Ownership of equipment purchased with GIA Funds remains solely with the College.

### 5.8. Books and Subscription to Journals

5.8.1. If the application includes the purchase of books or subscriptions to journals, the titles and costs must be included in the application and the applicant must document that he or she has consulted with Library Services prior to applying to the GIA fund. There is no commitment to fund journal subscriptions beyond the funds available in the original grant.

### 5.9. Research Assistants

5.9.1. Applications can include requests to fund the employment of research assistants directly related to the proposed project. For calculation of wages, refer to the [Letter of Understanding on Research Assistants in the BCGEU Support Staff collective agreement](#). If approved, grant recipients must work with OC Human Resources and Finance to develop job descriptions and hire and pay research assistants. Grant recipients are responsible for submission of timesheets and for ensuring that research assistants' total wages do not exceed the amount of their grant.



## **6. Adjudication Criteria**

- 6.1. The Committee shall review applications with respect to:
  - 6.1.1. The alignment of the project with GIA criteria;
  - 6.1.2. The general quality and completeness of the application, including a detailed budget and required documentation;
  - 6.1.3. The intended outcomes and impact of the project or activity;
  - 6.1.4. Evidence of investigation, feasibility and planning regarding the proposed activity;
  - 6.1.5. In the case of presentations at conferences or other events, evidence that the applicant's work has been accepted for presentation;
  - 6.1.6. In the case of conference papers and journal publications, the integrity of the conference or publisher; and
  - 6.1.7. In the case of research involving human subjects, evidence that Research Ethics Board approval has been obtained or is underway.

## **7. Operational Requirements**

### **7.1. Authorization**

- 7.1.1. All purchase orders, travel advance requests and expense claims must be signed or approved by the Chair of the GIA committee.

### **7.2. Authorization of Travel**

- 7.2.1. The approval of a GIA application does not imply approval of any associated travel. Prior to GIA-related travel, grant recipients must seek and obtain approval from their designated supervisor.

### **7.3. Expenses & Receipts**

- 7.3.1. In accordance with Okanagan College policy, grant recipients must submit expense claims to the GIA Committee Administrative Assistant, accompanied by original receipts. Please contact the [GIA Administrative Assistant](#) if you require assistance with your expense claims.

### **7.4. Unexpected Funds**

- 7.4.1. Funds not spent within one year of the approval of the grant shall revert to the GIA fund. In exceptional circumstances, this time limit may be extended by the Chair of the GIA committee, upon review of a written request.

## **8. Reporting**

- 8.1. All recipients of GIA funding shall submit a final report on the project or activity undertaken. The report should be submitted within a two-week period of the expenditure of the funds. Acceptable activity report submissions may be one of the following:
  - 8.1.1. [Retrieve Form](#)
  - 8.1.2. Submission to OCThisWeek or other internal newsletter.
  - 8.1.3. Social media post. This includes OC's Facebook, Instagram or LinkedIn.
  - 8.1.4. Presentation or webinar.
  - 8.1.5. Other options deemed appropriate by the GIA Committee Chair.
- 8.2. Prior to applying for a new GIA fund, the final report from a previous GIA must be submitted. If the activity has not been completed, a progress report must be submitted. Failure to submit a report can result in the application being declined.
- 8.3. Recipients are required to send a copy of their final report to their designated supervisor.