Mobilize Capacity Development Grants: Develop

<u>Purpose:</u>
The purpose of the Develop grant is to establish a new applied research project in order to either address a community or industry problem, or to grow an existing applied research project into something bigger. The Develop grant supports the applicant in pursuing sponsored research success, whether that be a grant application or a larger research contract with a partner.

<u>Scope and goal:</u>
The goal of the Mobilize Develop program is to identify applied research areas of strategic importance for Okanagan College. Key thematic areas for Okanagan College are social innovation, sustainable building, and sustainable environments, but applied research projects are invited under the broad umbrella of innovation in alignment with Okanagan College's strategic plan. While projects will receive a merit-based peer review, decisions about Develop grant applications will be made based on strategic alignment of the proposed project with the goals and priorities of the relevant Portfolios. Applicants are strongly encouraged to discuss their plans with their Dean or Director prior to developing their application.

<u>Value:</u>
Maximum request of $10,000, with a required partner contribution.

- *If the external funding contribution meets or exceeds $10,000, requests above the maximum amount may be considered.*
- *Develop grants are not designed to support faculty course release but may be considered in instances where the external funding contribution meets or exceeds $10,000 and where the course release will have an articulable impact on making the project competitive for external funding.*

<u>Eligibility and Funding Terms:</u>

1. Applicant and approvals:

    1.1. Develop grants are open to all OC employees.

    1.2. Proposed projects must be within the scope the applicant's role at OC and approved by the Dean/Director of their portfolio/department.

    1.3. Projects that require ethics approval must submit their application to the Okanagan College Research Ethics Board within 30 days of their award; failure to do so may result in the cancellation of the Develop grant.

    1.4. Funds cannot be used until ethics approval is in place.

2. Project:

    2.1. Develop projects must be a first step or bridge to a larger project or funding opportunity. In some instances one-off projects may be considered if there is strong strategic rationale

and if the project will lead to other projects in the same area. Prior approval is required from the Applied Research office before submitting applications for stand alone projects.

2.2. Project eligibility for Develop grants aligns with that of the [NSERC ARD](#).

2.3. Eligible projects must propose to apply or adapt knowledge or technology to resolve a community or industry need identified by a partner.

3. Community:

   Projects that propose working with Indigenous communities or partners must be in line with the [CCI program guidelines for working with Indigenous communities](#), and must be developed in collaboration with OC's Indigenous Services office.

4. Funding contribution:

   Develop projects require a minimum of 25% of the total project budget to be contributed in cash. This can, in some instances, include OC Grant-in-Aid funding if the partner is not in a position to provide a cash contribution to the project.

5. Overhead:

   In line with the NSERC Mobilize program, Okanagan College will apply a 20% overhead rate on all external funds to support the administration of the project, unless the external funding is provided by an organization with a published policy that prohibits or limits overhead. This rate is included in the total project cost.

6. Use of funds:

   Develop grants are administered under the [Tri-agency Guide on Financial Administration (TAGFA)](#). Applicants are encouraged to consult the guide as they prepare their budget. While Develop grants must be used for direct costs of research, course release may be considered if the partner contribution equals or exceeds $10,000. *Grant-in-Aid contributions cannot be used towards course release*

7. Reporting:

   Successful applicants will be required to submit a final report and will be expected to provide project details to support the completion of Okanagan College's NSERC Mobilize report. Failure to meet either of these reporting requirements may result in ineligibility for future internal funding.

8. Service:

   Successful applicants must agree to provide at least two peer reviews for future Develop grant applications.

How to Apply:
Applicants are encouraged to work with Applied Research staff in the development of their project and proposal. Develop applications require the completion of the application form, a

research proposal of 2-3 pages, a budget, and the inclusion of a CV aligned with the plans for future funding. The proposal must be completed using the NSERC ARD research proposal template which can be found [online](#) or requested from OC Applied Research. Completed applications must be submitted to ocappliedresearch@okanagan.bc.ca by 11:59pm PST on the deadline.

Funding Available:
In general, a maximum of two Develop grants will be awarded per funding cycle, though awards depend on availability of funding.

Adjudication:
Relying on NSERC ARD [merit indicators](#), applications will receive a peer review from an OC researcher, as well as a pre-assessment review carried out by Applied Research staff. Using these reviews, Provost Council will adjudicate applications in conjunction with *Inspire* and the alignment of the project with the applicant's portfolio or department goals. Applicants will typically receive notice of results within 3-4 weeks.