



VPRI Request for Funding/Support

Through its annual budget, the Office of the Vice Principal Research has allocated a limited amount of funding for financial assistance to the UBCO faculty research community, outside of current VPRI internal funding opportunities.

VPRI Requests for Funding/Support are due at least six weeks prior to the deadline. If the situation does not allow for a full six weeks' notice, justification for an abbreviated review period must accompany the request.

The VPRI may offer the following types of support:

1. Matching Funds

The VPRI may provide institutional support for proposals that require matching funds/contributions to total research project costs. The PI must provide a brief description and purpose of the request and demonstrate that other sources (e.g., Departments, Faculties, Centres/Institutes) have been approached for financial support as well.

2. Letters of Support

Some funding opportunities require that applicants provide a letter of support from the VPRI as part of the application. Applicants should contact the appropriate research development officer to confirm internal timelines and requirements for these letters otherwise the same deadline as above applies (six weeks). Applicants are responsible for drafting their letter of support according to the criteria of the application guidelines. If the letter references institutional commitments (e.g., cash, equipment, space, administrative time, etc.), the VPRI requires written confirmation of these contributions from all relevant parties.

3. Cost-Sharing Funds (Events/Conferences/Workshops/Seminars)

The university, which may include Departments, Faculties, Centres/Institutes and/or the VPRI, may provide institutional support for events that require matching funds/contributions towards the cost of hosting such an event. The request must highlight the importance of the proposed event, the suitability of UBCO as a host institution, in terms of location, infrastructure, and/or personnel, and any other pertinent information, including any other support, in-kind, or cash, offered by any other unit at the university.

4. Other Funding Requests

Requests for VPRI funds for purposes other than those outlined above will be considered individually. The request must explain the unique nature and value/importance of the proposed object of funding, as well as the suitability of the PI as the recipient of the funding. The PI should also highlight the benefits to UBCO, and any other pertinent information, including any other support or contribution, in-kind, or cash, offered by any other unit at the university (or external to the university).



Review Process and Criteria

All requests will be reviewed by VPRI leadership, though input may be solicited from others in the UBCO community as required. In all cases, final decisions will rest with the VPRI.

Funding decisions will usually be made within 15 business days of receipt of the request.

Submission

Please submit a Request for Funding/Support Application Form, a current CV (CCV or UBC CV preferred), and a draft letter of support (if applicable) by email to the VPRI Office at vprawards.ubco@ubc.ca.

Requests will be acknowledged upon receipt. Incomplete applications will be returned for revision.

Contact

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