VPRI Request for Funding/Support

The Vice-Principal, Research & Innovation (VPRI), has allocated a limited amount of funding for financial assistance to the UBCO faculty research community outside of current internal funding opportunities. The program is called the VPRI Request for Funding/Support (VPRI RFS) and is administered by the Office of Research and Innovation (ORI).

The VPRI RFS program may support the following request types:

1. Matching Institutional Funds

The ORI 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.

For SSHRC PG, please use a PG Support Tracking Form to summarize all contributions.

2. Letters of Support

Some funding opportunities require a letter of support from the VPRI/ORI as part of the application. Applicants should contact the appropriate Research Development Officer to confirm internal timelines and requirements for these letters. Applicants are responsible for drafting their letter of support according to the criteria of the application guidelines. Refer to the UBC Host Letter Template and adopt as needed. If the letter references institutional commitments (e.g., cash, equipment, space, administrative time, etc.), written confirmation of these contributions from all relevant parties is required.

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

The University, which may include Departments, Faculties, Centres/Institutes and/or the ORI, 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 (location, infrastructure, personnel, etc.), and any other pertinent information, including other support, in-kind or cash, offered by any other unit at the university.

4. Other Funding Requests

Requests for funds for purposes other than those outlined above will be considered individually. Examples may include and are not limited to: strategic grant writing support and funds to facilitate team meetings for large grant applications, etc. 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).

Eligibility

For Matching Institutional Funds requests, please refer to the grant program guidelines for details on matching contributions. For Cost-Sharing Funds and Other Funding requests, PIs may request up to a maximum of $4000.

If PIs are successfully granted Cost-Sharing Funds or Other Funding Request, PIs may not apply for funding the following fiscal year.

Due Date & Timeline

Requests for Matching Institutional Funds and Letters of Support are due at least two weeks prior to the deadline. Requests for Cost-Sharing Funds and Other Funding Requests are due at least six weeks prior to the event / deadline. If the situation does not allow for sufficient notice, justification for an abbreviated review period must accompany the request. Submissions with an abbreviated review period may not receive a decision in time.

Submission Process

Complete a VPRI Request for Funding/Support application by logging into the ORI's online grant management platform "UBCO Research + Innovation Apply" at https://apply.research.ok.ubc.ca.

1. Click **Applicant Log in** and use your CWL. Navigate to the **Programs** tab and find the VPRI Request for Funding & Support program. Click **More**. Then click **Apply** to begin your application. If you have already opened an application, navigate to the **My Applications** tab and click **Start**.

2. Complete the **Application Form:** name, faculty, department, request type, grant program (if applicable), proposal/event deadline, justification for abbreviated review period, title of project, role of applicant, project description, and amount of funding requested. Click **Save & Continue Editing** or **Mark as Complete.**

3. Upload the required **Supporting Materials** according to the Request Type (e.g., current CV, draft Letter of Support, PG Support Tracking form, details of the event, evidence of other contributions, etc.). Click **Save & Continue Editing** or **Mark as Complete.**

4. When all Tasks are Marked as Completed, you may **Review** the submission or click **Submit**.

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

Review Process

All requests will be reviewed by VPRI leadership. 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. The Notice of Decisions will be communicated by email. If funds are awarded, an RPIF may be required to set up the grant account.

Program Contact

Questions or issues can be directed to Internal Programs Manager, Nicole Bennett, at nicole.bennett@ubc.ca.