



# The ASPIRE FUND

## UBC Okanagan

Office of the Vice-Principal  
Research  
Phone: (250) 807.9412

FOR ADMINISTRATIVE USE ONLY

FAS NUMBER	DATE RECEIVED
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<b>PART A: To be completed by Faculty (Dean or Designate)</b>		
<b>FACULTY MEMBER INFORMATION</b>		
SURNAME:	GIVEN NAME:	SALUTATION:
FACULTY:	ACADEMIC RANK:	
DEPARTMENT/UNIT:	EMPLOYEE ID #:	
DEPARTMENT ID #:	OFFICE PHONE NUMBER/EMAIL:	
<b>FUNDING INFORMATION</b>		
<b>Faculty Funding Provided</b>		
Funding period (MM/DD/YYYY – MM/DD/YYYY)		
SOURCE ACCOUNT #	AMOUNT	EXPLANATORY NOTES
<b>Aspire Funding:</b> Amount Requested		
<b>REQUIRED ATTACHMENTS</b>		
Curriculum Vitae	Candidate's research creative activity plan	
Faculty letter of Support	Letters of references	
<b>SIGNATURES</b>		
Dean (or designate):	Signature:	Date:

<b>PART B: To be completed by VPR</b>		
<b>ASPIRE FUNDING:</b> Amount Provided		
<b>SIGNATURES</b>		
VPR (or designate):	Signature:	Date:
<b>PART C: To be completed by Faculty (Dean or Designate)</b>		
<b>Letter of Offer accepted and attached</b>		
<b>SIGNATURES</b>		
Dean (or designate):	Signature:	Date:

## Instructions for Completing the Form:

- Prior to recruiting the applicant, the request for Aspire funding will come from the Dean.
- If faculty funding or Aspire funding is changed, a new form is required to be submitted.
- Please consult the Aspire Program Terms for more details.

### **PART A – to be completed by the Faculty - Dean/designate**

1. Faculty Member Information: complete for all nine items if known.
2. Funding period: Note that start date cannot be before date of hire. Include both start and end date.
3. Faculty Funding: provide funding period, source account (PG), amount, and any explanatory notes or details
4. Aspire Funding: enter total amount of funding requested from the Aspire Program
5. Include all required attachments.
6. Signatures: obtain Dean's signature (or designate)
7. Return original form to Office of Research Services (ORS) for review/approval.

### **PART B – DO NOT COMPLETE. This will be completed by the VPR.**

- Once received, the request will be reviewed/approved by the Vice-Principal Research (VPR), the Deputy Vice-Chancellor and the Provost and Vice-Principal Academic.
- Part B will be completed and signed by the VPR. A copy of the form will be returned to the Dean. The form will indicate the amount of funding provided through the Aspire Program which will be included in the letter of offer along with the faculty funding.

### **PART C – to be completed by the Faculty – Dean/designate**

1. Once the letter of offer has been accepted by the applicant, complete and sign Part C and return to ORS with a copy of the letter of offer.

### **Grant Administration:**

- Individual PGs (research accounts) will be established for each new faculty member's start-up funding once all required information is obtained. The faculty member will be contacted to determine if the funds will be used for activities requiring ethics review.
- PG information will be sent automatically to the faculty member via RISE once account is created.
- Please consult the Aspire Program Terms for eligible and ineligible expenses. Note that the list of eligible/ineligible expenses applies regardless if funding is provided through the Aspire Program.
- Residual, non-discretionary funds may not be carried forward or borrowed from future years, and will be returned to the source PG

#### **Application Submission**

Please submit applications to the Office of Research Services.  
FIPKE 336

Electronic applications can be provided to the Office of Research Services c/o Rachel Howard, Administrative Assistant, at [Rachel.howard@ubc.ca](mailto:Rachel.howard@ubc.ca)