



Office of the Vice Principal Research  
320 Fipke Centre  
University of British Columbia Okanagan

## **Request for Funding/Support from the Vice Principal Research**

Through its annual budget, the Office of the Vice Principal Research has allocated a limited amount of funding that can provide financial assistance to the UBCO faculty research community, outside of the current internal funding opportunities (See: <http://ors.ok.ubc.ca/funding/internal.html> ).

Contingent on the level of funding available, the VPR may offer the following types of support:

### **Matching Funds**

The university (which may include Departments, Faculties, Centres/Institutes and/or the VPR) may provide institutional support for proposals that require matching funds/contributions to total research project costs.

In the event funds of this nature are requested from the VPR, the PI will complete and submit to the VPR a Request for Support (RFS) at least six weeks prior to the application deadline. If the nature of the funding opportunity does not allow for a full six weeks' notice, justification for an abbreviated review period must accompany the RFS.

### **Letters of Support**

Some funding opportunities require that applicants provide a letter of support from the VPR as part of the application. In order to secure such a letter, applicants should contact the appropriate ORS research facilitator for support at least six weeks prior to the agency deadline. Applicants are responsible for fully drafting their letter of support according to the criteria of the application guidelines. In some cases, letters of support must include confirmation of institutional commitments (cash, equipment, space, administrative time, etc). In these instances, the VPR requires written confirmation of these contributions from all relevant parties.

### **Cost-Sharing Funds (Events/Conferences/Workshops/Seminars)**

The university (which may include Departments, Faculties, Centres/Institutes and/or the VPR) may provide institutional support for events that require matching funds/contributions towards the cost of hosting such an event.

For these requests, the PI will complete and submit to the VPR a Request for Support (RFS) at least six weeks prior to the application deadline. If the nature of the funding opportunity does not allow for a full six weeks' notice, justification for an abbreviated review period must accompany the RFS.

The RFS 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. If VPR support is sought and used, it is expected that the UBCO campus will be the venue/site of the event.

### **Other funding requests**

Requests for VPR funds for purposes other than those outlined above will be considered individually. PIs must submit to the VPR a Request for Support (RFS) no later than six weeks prior to the date funding is required. If the nature of the funding request does not allow for a full six weeks' notice, justification for an abbreviated review period must accompany the RFS.

The RFS must explain the uniqueness and/or value/importance of the proposed object of funding, and 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 RFSs will be reviewed by the VPR, though input may be solicited from the others in the UBCO community as required. In all cases, final decisions will rest with the VPR.

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

### **Submission**

Please complete an RFS: <http://ors.ok.ubc.ca/funding/internal.html> and submit, along with a current CV (CCV or UBC CV preferred), by email, to Kristen Korberg, Associate Director, Office of Research Services. Requests will be acknowledged upon receipt; incomplete applications will not be accepted.

Please contact Kristen Korberg with any questions. [kristen.korberg@ubc.ca](mailto:kristen.korberg@ubc.ca) ; 250 807 8832

