



## The Eminence Program – 2019 Competition

<u>Notice of Intent Deadline</u>	<u>Application Deadline</u>	<u>Funding Start Date</u>
August 1, 2019 (4PM)	September 16, 2019 (4PM)	November 1, 2019

### DETAILS

The UBC Okanagan Vice-Principal Research (VPR) has established the Eminence competition to provide funding to support the development of clusters of research excellence at UBC Okanagan. For the purposes of this funding competition, a cluster of research excellence is defined as an inter- and/or multi-disciplinary network of researchers focused on addressing key challenges facing society. Each cluster of research excellence is comprised of an inter- and/or multi-disciplinary cohort of scholars who are leaders in their respective areas of expertise and who are working together on complex issues. Clusters are expected to perform high-impact work that transcends traditional departmental or institutional boundaries, mobilizes new knowledge, and allows UBC to address issues in ways that single disciplines cannot accomplish.

At UBC Okanagan, we expect our research clusters to show potential for or progress towards being:

- A recruitment tool to attract new faculty and trainees;
- Highly competitive for funding with strong potential to succeed in major funding competitions (eg. CFI, CREATE, NCE, SSHRC-IG);
- Vertically integrated with undergraduate and graduate training programs;
- Catalysts to leverage regional, provincial and/or national assets and partnerships; and
- Provincially recognized centres of research excellence with an emerging national and international profile.

The Eminence Program is designed to support clusters of research excellence that leverage existing strengths and are aligned with the strategic plans of the units, faculties, campus and university.

The Program is intended to support projects that address UBC’s commitment, as articulated in UBC’s Strategic Plan, *Shaping UBC’s Next Century*, to Indigenization and equity, diversity, and inclusion. It is also aligned with UBC Okanagan’s cross-cutting commitments to exploring the conditions of, and furthering, regional socio-economic development. Applicants will be asked to articulate how their cluster will respond to these commitments.

### ELIGIBILITY

Clusters must have between three to ten members and a maximum of two cluster leads. In cases where two leads are named, a single administrative lead must be identified. Lead PI(s) must be faculty at UBC Okanagan but cluster members may include faculty from UBC’s Point Grey campus. Proposals can involve faculty from other organizations but the primary aim of the Eminence Program is to cluster talent within UBCO. Individual faculty can lead a maximum of one cluster, and can participate in a maximum of two clusters.



## NOTICE OF INTENT TO APPLY

Cluster Lead must submit a Notice of Intent (NOI) using the [online fillable form](#) by August 1, 2019 at 4:00 PM. As part of the NOI submission, the Cluster Lead must copy and paste an email from their Dean or Associate Dean of Research to confirm Faculty-level sign off at the NOI stage. The NOI is non-competitive and will be used internally to plan the review panel.

## FULL APPLICATION

Researchers are invited to submit a proposal that describes how three years of Eminence funding would be deployed to establish and/or advance a cluster of research excellence in any research or knowledge creation field. Applications will consist of a *single PDF document* that includes the following (in order):

- Cover page ([link to fillable PDF](#)) including 100-word lay summary and institutional signatures
- A free-form proposal addressing the evaluation criteria (four pages maximum)  
*Proposals must be written using a 12-point black font, single line spacing and a standard, single column on an 8.5" x 11" page layout for documents; references and figures are included in the page limit. No supplemental materials, such as Appendices, are allowed.*
- Annual budgets and justifications for each year of funding using the budget template ([link to download budget template](#)); budgets may be supplemented through direct and in-kind support from participating faculties (e.g. course release) and partners, but this is not a requirement for application
- A 2-page CV for each cluster member which highlights key accomplishments relevant to the proposed cluster activities
- *Optional* - Up to three letters of support from relevant secured partners
- *Resubmissions* - Applicants resubmitting a proposal not funded in the 2018 Eminence competition may include a response to reviewers (1 page maximum)

Applications for this funding call must be uploaded through [the online form](#) by **4:00 pm on September 16, 2019**.

## ADJUDICATION PROCESS

A review panel will make recommendations for funding to the Deans. The Deans will assess the proposals' alignment with the strategic research priorities of the units, faculties, campus and university and make final recommendations to the Provost and Vice-Principal of Research (VPR), UBC Okanagan. Final decisions on funding will be made by the Provost and VPR.



## EVALUATION CRITERIA

### Vision and Governance of the Cluster:

- Elaboration of a clear vision for the cluster that will be achieved through the Eminence award, including the potential of the cluster to:
  - have a transformative impact on UBC and on society;
  - attract further external funding opportunities;
  - support training opportunities for graduate and undergraduate students;
- A detailed description of the planned activities that will establish a sustained cluster of research excellence (e.g. group meetings, co-supervision/training of students, strategic planning exercises, development of inter- and/or multi-disciplinary methodologies, partnership development, knowledge translation, etc.);
- A management plan for the cluster that considers governance, communication, team building and administrative supports that will enable the cluster's success;

### Research Excellence:

- Evidence of excellence in research, scholarly activity and/or artistic creation of the individual cluster members and the team as a whole, as determined by impact statements, discipline-specific metrics, national and international stature and/or external funding levels; evidence of leadership experience for the Cluster Lead;
- Description of the cluster's planned inter- and/or multi-disciplinary research approaches to address key questions facing society and why they are needed; details on how the different perspectives, methodologies, etc. will be applied or integrated; evidence that the team has the required expertise to execute an inter- and/or multi-disciplinary approach;

### Engagement and Commitments:

- As appropriate, the extent to which the cluster has considered community and/or partner engagement;
- Articulation of the cluster's plan to respond to UBC's commitment, as articulated in UBC's Strategic Plan, *Shaping UBC's Next Century*,<sup>1</sup> to (1) Indigenization and (2) equity, diversity, and inclusion; and UBC Okanagan's cross-cutting commitments to exploring the conditions of, and furthering, regional socio-economic development. *Budget should include funding to support these commitments.*

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<sup>1</sup> See for example:

"a research culture that interacts in positive and respectful ways with Indigenous people and Indigenous knowledge, and that welcomes the participation of members of other historically excluded groups." (pg. 50)

"cultivat[ing] a diverse community that creates and sustains equitable and inclusive campuses" (pg. 42)

"build[ing] a diverse culture that integrates our themes of innovation, collaboration and inclusion, and infuses them through all our activities" (pg. 13)



## AWARD DETAILS

Clusters may request funding ranging from \$20,000 to \$200,000 per year. Successful applications will be funded for three years, and will be eligible to re-apply for one additional three year term. Successful applicants will be notified in October 2019 and year one funding will be disbursed effective November 1, 2019. A revised budget will be required for clusters that receive only partial funding.

Cluster Lead(s) and, if applicable, the cluster's project coordinator will be required to:

- Attend a kick-off meeting with the VPR Office on November 8, 2019 from 10:00 am-12:00 pm
- Attend a half day workshop on "Creating Successful Teams" in January 2020
- Work with the VPRI Major Awards Coordinator throughout the funding period to review budget, expenditure forecast, and activity planning
- Submit a yearly progress and financial report

## ELIGIBILITY OF BUDGET REQUESTS

Budget should reflect activities that are intended to solidify cluster formation or catalyze further development of a cluster. Direct research costs are eligible, but the intent of the Eminence program is to support the development of clusters, and all research costs should be justified.

Eligible:

- The costs of cluster meetings, workshops, and/or conferences
- Salary costs for a cluster administrator/coordinator
- Community and stakeholder engagement costs, such as per diems or honorariums
- Communications and marketing materials or services
- Costs for professional development or training of team members and their HQP (for e.g. EDI training or cultural safety training)
- Postdoctoral stipends and/or top-ups
- Undergraduate and Graduate student stipends and/or top-ups
- Critical shared research equipment that is demonstrably of benefit to cluster members (one-time, to a maximum of \$25,000)
- Cluster member travel between UBC's two campuses in Kelowna and Vancouver
- Cluster member travel to significant conferences and meetings (annual maximum of \$5,000 per cluster)
- Faculty or trainee recruitment visits (annual maximum of \$5,000 per cluster)
- Relocation costs for new recruits (to a maximum of \$2,500 per individual)

Non-eligible:

- Furniture
- Renovations
- Course releases



## **ADDITIONAL INFORMATION**

Term of the Grant: The term of the grant is for three years with funding for years two and three conditional upon receipt and approval of an annual report that assesses progress towards activities, goals, milestones and outcomes articulated in the proposal.

Financial distribution for Year 2 and Year 3 is contingent on satisfactory progress and a closing balance at the end of the annual reporting period of less than 50% of the annual award.

Budget changes must be justified and must have a positive impact on the planned cluster-building and research activities of the cluster.

All eligible expenditures must be incurred prior to the end of the award term after which time any unspent funds will be returned to the VPR. With justification, a one year, no-cost extension may be granted at the end of year three at the discretion of the VPR.

Cluster governance: Clusters will have a single Administrative Cluster Leader (who may designate a delegate in case of extended absence). The Administrative Cluster Lead will be responsible for managing all aspects of the cluster, including financial oversight, and will provide an annual report that describes progress against milestones on October 1 of each year to the VPR.