Details
The Aspire Fund will supplement one-time start-up funding provided by the Faculties to new professorial recruits at UBC Okanagan. Funding for the Aspire program is provided from the central budget and from the Excellence Fund.

Funding principles
The Aspire Fund will help ensure that our best applicants are provided with the resources required develop a robust research career at UBC Okanagan. The Aspire Fund provides a 1:1 financial match for start-up amounts offered to research-stream recruitment candidates.

Successful applicants will have demonstrated outstanding achievements in research and/or scholarly activities and will have articulated their path for developing a thriving research career at UBC Okanagan. An investment of Aspire funds is intended to allow candidates to develop a sustainable research career supported by external funding.

Aspire funding will be administered by the VPR. Funding requests will be made by Deans, with input from Associate Deans and Heads of Departments as appropriate.

Evaluation
Decisions on Aspire Fund disbursements will be made collectively by the Deputy Vice-Chancellor, Provost and Vice-Principal Academic, and Vice-Principal Research.

Letters of Offer provided to Aspire fund candidates will indicate their disbursement from the Aspire fund and will list the Vice-Principal Research as a signatory.

Allocation
Fifty percent (50%) of the available funding allocations will be available on a pro rata basis to each Faculty, based on the proportion of total external operating funding awarded to each faculty. The allocation of the other 50% will not be restricted to specific Faculties.

These one-time allocations may be held for a maximum of 3 years (exceptions may be made for parental or other approved leaves). Any residual funds remaining after will return to VPR and Faculty source PGs at the same ratio as they were awarded.
Start-up funds are not transferable. If the faculty member resigns from the University, the funds will be retained by the University and returned to the source PGs.

**Application Process**

1. Prior to recruiting the applicant, the request for Aspire funding will come from the Dean.
2. The Dean, or designate, completes Part A of the form and submits the application to the Office of Research Services ensuring that the form is accompanied by the supporting documents listed below.
3. Once received, the request will be reviewed/approved by the Vice-Principal Research, the Deputy Vice-Chancellor and the Provost and Vice-Principal Academic.
4. 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.
5. When the applicant has accepted the letter of offer, the Dean completes Part C of the form and returns the form to the Office of Research Services with a copy of the letter of offer.

A request to the Aspire fund shall include the following documentation (typically drawn from the faculty application dossier):

- Curriculum Vitae
- At least three letters of reference (see below)
- Candidate’s research / creative activity plan (see below). Maximum three pages.
- Letter of support from Dean that specifies resources that faculty will provide (space, salary, faculty start up contribution, CFI allocation, teaching release, mentorship, HQP support, etc.)
- Aspire Application form

**Candidate’s Research Creative Activity Plan**

The research/creative activity plan should provide a 5 year vision of how the applicant’s research career will unfold at UBC Okanagan. It should clearly and concisely describe the candidate’s overall objectives and goals and the approaches planned, with specific aims that are clear and succinct.

The activity plan must be feasible and must sustainable. It should describe what major infrastructure it will rely on, indicate what types of trainees will be engaged, and articulate how work will be supported financially. In particular, candidates should show knowledge of relevant funding landscapes for their discipline and include a timeline for securing operating funding.

The plan should also describe discipline-specific outcomes that can be expected to result from the candidate’s research or scholarly activity.

**Letters of References**

Letters of reference should be from individuals who are independent of the candidate, who are expert in the candidate’s field, and who are able to provide an objective appraisal of the candidate’s work. The letters of reference should address the candidate's competence and potential to develop into an independent investigator. Letters obtained as part of the candidate recruitment process will normally suffice, provided they were dated within 12 months of the Aspire application.
Eligible Budget Requests:

- Research equipment and supplies
- Lab operating costs
- Travel to establish collaborations, fieldwork, data collection
- Trainee visits (annual maximum of $5,000)
- Computer (hardware and software) required for research beyond University provisions (with adequate justification)
- HQP stipends (student, RAs)
- Books and periodicals related to research (beyond those available through the UBC Library system).
- Research technicians, other staff

Ineligible Budget Requests*:

- Relocation expenses
- Furniture
- Renovations
- Electronics and appliances for non-research purposes
- Equipment, supplies, communications (eg. Internet) for home office

*Note that this list is not exhaustive

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, Awards Coordinator, at Rachel.howard@ubc.ca