



# THOMPSON RIVERS UNIVERSITY

## Research Training Recognition Fund Terms of Reference

The Research Training Recognition Fund (RTRF) reflects TRU's ongoing commitment to research-informed learning. This fund allows faculty to spend additional time mentoring, providing hands-on research experiences to undergraduate and graduate students, and scaffolding student success generally. In addition, the fund recognizes that enhanced student training opportunities enhance faculty research capacity.

Faculty currently holding multi-year Tri-Agency research grant(s) are eligible to receive a reallocation of workload (e.g., from 5 courses to 4 courses) to facilitate their direct involvement in the enhanced research training of undergraduate and graduate students. Faculty applying for Tri-Agency grants are encouraged to consult with the Research Office about citing this fund as possible institutional support for their applications.

**Funding:** Up to \$7,900 may be made available to the divisions to cover sessional replacement expenses.

**Duration:** The time-release must take place in the semester requested and approved. *Releases cannot be deferred.* Unspent funds will be returned to the Office of Research and Graduate Studies.

**Deadline:** May 10 until 4 p.m.

**Results:** Applicants and their deans will be notified by June 1, and funds will be available for use for either the Fall or the Winter semester.

**Eligibility Criteria:** Applicants must hold a multi-year Tri-Agency research grant (as the lead applicant); must commit to significant student research training.

**Application Process:** Applications are accepted only in [Romeo](#) (click on Apply New, followed by RTRF Application Form, complete all the tabs). Prepare your application using the *Template Application Form* provided in Romeo and attach the form after securing signatures, under the 'Attachments' tab.

**Required Signatures:** The applicant, applicant's Chair, and Dean must sign and date the application in the appropriate boxes.

**Applications that are missing required signatures will be considered incomplete.**

Please note it is the applicant's responsibility to obtain signatures from their Chair and Dean, and then upload the signed application in Romeo. *Paper copies of the applications will not be accepted.*

**Evaluation Process:** In accord with the [Tri-Agency Statement on Equity, Diversity, and Inclusion](#), the adjudication process will apply EDI principles in its pursuit of excellence in research training. The adjudication committee will be a multidisciplinary subcommittee of the Senate Research Committee with additional faculty as required to fulfill the requirement of EDI commitment.

**Evaluation Criteria:** *In addition to meeting eligibility requirements, the applications will be evaluated using the following criteria:*

1. Student training proposed is consistent with the Terms of this grant; the research training objectives outlined in the Tri-Agency guidelines for student training ([SSHRC Guidelines for Effective Research Training](#), and the [NSERC Guidelines on Contribution to the Training of Highly Qualified Personnel](#)); and the [best practices in EDI in student training](#).
2. A justification for time required for student training and an indication of how the fund will

provide *significantly enhanced* training opportunities for the applicant's students;

3. An Impact Report for the most recent RTRF award held describing the number of students trained, how you promoted participation from a diverse group of students, any challenges and barriers to EDI in the training environment and specific actions taken, outcomes and skills gained by students;
4. A confirmation from the Chair that the workload release can be accommodated;\* and
5. Dean's statement for the quality of the applicant's justification, and the quality of proposed and previous student research training.

\*Please note: The Research Office is aware that workload reductions cannot always be accommodated in the requested semester. It is recommended that applicants speak with their department Chairs and confirm support before completing the application.