Cultivate Fund
Application Guidelines

In order to qualify for review, all applications must meet the eligibility requirements outlined in this document. Provided that they are eligible, all applications go through a competitive peer review process, followed by an administrative approval process.

The demand for funds often exceeds the total budget allocation for the Cultivate Fund. As a result, all applications that meet the requirements for submission are not guaranteed funding. All applicants will receive feedback on their application, regardless of whether or not the application is successful.

For additional information about the Cultivate Fund, contact:
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A. GENERAL INFORMATION

Objective

The Cultivate Fund supports Humber employees engaged in original, externally-focused research and innovation by providing funding to employees exploring strategic research or innovation initiatives with an industry, community or academic partner. The Cultivate Fund application and review process is designed to be competitive, transparent, and equitable.

Funding Overview and Deadlines

Application Deadline	Ongoing
Available Funding	$25,000 maximum per project
Funding Decision	Approximately three weeks after an application is submitted
Release of Funds	First day of each month
Funding Period	Up to one year

Eligibility

1. The Principal Investigator must be a Humber employee. This includes all full- and part-time staff and faculty members.
2. Eligible co-investigators include other Humber employees who are directly involved with the project. Individuals external to the Humber community should be listed as partners.
3. An applicant may only be listed as Principal Investigator on one Cultivate project at a time.
4. An applicant may be listed as a co-investigator on multiple applications at a time. If an applicant is listed as co-investigator on multiple projects, they should be prepared to justify how they will manage the time commitments of the proposed projects in addition to their existing responsibilities as a Humber employee. Involvement in multiple projects during the same funding period must be specifically approved in writing by the applicant's Dean.
5. Research activities related to curriculum development, pedagogy, the scholarship of teaching and learning, academic credit and/or academic credentials (i.e. Masters or PhD thesis research) are not eligible for Applied Research & Innovation (ARI) funding.
6. Applicants who have received an ARI grant of any type but have not submitted project completion requirements by the deadline specified in their award letter are not eligible to apply for another ARI grant until the outstanding requirements have been submitted.

Applications

The completed application, including all required approvals and attachments, must be submitted as one PDF document in order to qualify for review. Incomplete applications will not be accepted.

NOTE: Dean approval is required before an application is submitted. An application is considered incomplete until Dean approval has been granted. Applicants are strongly encouraged to plan accordingly, in order to ensure that they leave enough time to get Dean approval prior to submitting their application.

Selection Criteria and Process

Potential applicants are encouraged to discuss their application ideas with their Dean or Associate Dean and an ARI staff member prior to starting an application. All applications will be ranked by a peer review panel. Final funding decisions will be approved by the Academic Deans and the Dean of ARI.

Funds are awarded based on the merit of the application relative to the funding criteria, the number of applications received in a funding period, and the total annual Cultivate Fund budget. Priority will be given to applications that demonstrate the intention to apply for external funding. This plan should be included in the project timeline (Appendix B).

Applications are evaluated based on the following criteria.

1. Potential Impact of Anticipated Outcomes

   The project should be focused around a clearly defined innovation or research problem, and define a measurable outcome that is applied in nature. Applications must demonstrate the value of the anticipated results of the project, highlighting any relevance to individuals both at Humber and external to the Humber community.

2. Ability

   The applicant must have the expertise and experience to successfully accomplish the proposed project objectives. It is expected that the proposed project is related to the applicant's area of expertise and/or will improve their reputation within their academic and/or professional field.

3. Quality of Partnership(s)

   High quality partnerships with individuals and organizations external to Humber provide experiential learning experiences for students. Partners must both contribute to and benefit from the proposed project; they must be actively engaged in the project and have a demonstrated need for the anticipated project outcomes. Elements of partner engagement and need should be specific and measurable.

   NOTE: An individual cannot play the role of both applicant and partner. If an individual stands to personally benefit from the potential outcome of a project, they cannot be the applicant. Personal benefit may arise from interpersonal relationships, financial partnerships, other economic interests, academic interests, or any other incentive that may compromise the integrity of the project. A description of any relationship or partnership that could possibly result in personal benefit must be disclosed within the application.

4. Student Involvement

   Applications should clearly demonstrate the nature of student involvement in the proposed project and the ways in which students will both contribute to and benefit from the proposed project.

5. Multidisciplinary Collaboration and Alignment with Institutional Areas of Focus

   Priority will be given to projects involving more than one academic school, program or discipline that align with Humber's strategic areas of applied research and innovation focus. These areas include: social innovation with a focus on community development, system integration (mechatronics, industrial design, and process and product development), sustainable architecture and energy efficient construction, the industrial internet of things, and transmedia. Multidisciplinary applications must demonstrate how the representatives from each discipline will work together, and clearly define the role that each will play in the project.

Appeals of Funding Decisions

ARI strives to provide equitable and consistent treatment of applications in accordance with program objectives, selection criteria and available budget. The appeal process provides applicants with the opportunity to seek reconsideration of a funding decision where evidence suggests that a procedural error occurred during the review of the application. An appeal of a funding decision must be based on a compelling demonstration of a procedural error in the review of the application. An appeal process does not entail a re-assessment of an application. Decisions made by ARI on appeals are final.

Funding Administration and Disbursement

ARI is responsible for the administration of funds. Release of funds is conditional on a fully executed partnership or project agreement with ARI, continued employment at Humber; Humber Research Ethics Board approval (if applicable); Strategic Planning and Institutional Analysis approval (if applicable); and/or the approval of any other regulatory bodies or organizations (if necessary). For additional information about funding administration and disbursement, please see the ARI Funding Administration Guidelines.

Reporting Requirements

Successful applicants will meet with ARI to develop and sign a Project Agreement that defines the scope, critical path, regular progress updates, and deliverables for the project. The Project Agreement and Partnership Agreement (if applicable) must be signed by all parties before funding can be released and the project can begin. The Principal Investigator is required to submit signed agreements and onboarding documentation within 30 days of receiving the funding approval letter.

If an applicant misses three bi-weekly project updates in a row they will be prompted with a reminder. If an applicant misses three deliverables in a row, they will be required to meet with their Dean, the Dean of ARI, and a ARI staff member to discuss and revise the Project Agreement.

Upon completion of the project, the applicant will be required to submit a short final report and participate in a brief student-led interview about their project. Guidelines for the project completion requirements are available on the ARI website. Final reports must be submitted to ARI within 30 days of the project completion.

Applicants who have received an ARI grant of any type but have not submitted project completion requirements by the deadline specified in their award letter are eligible to apply for another ARI grant only after the outstanding requirements have been submitted.

B. COMPLETING THE APPLICATION

1. Project Title

The title should clearly identify the focus of the project and be written in plain language.

2. Principal Investigator Information

This is the Humber employee responsible for all aspects of the study, including managing research assistants, completing reports and managing study-related expenses. All correspondence from ARI will be directed to the Principal Investigator.

NOTE: An individual cannot play the role of both Principal Investigator and partner. If an individual stands to personally benefit from the potential outcome of a project, they cannot be the Principal Investigator. Personal benefit may arise from interpersonal relationships, financial partnerships, other economic interests, academic interests, or any other incentive that may compromise the integrity of the project. A description of any relationship or partnership that could possibly result in personal benefit must be disclosed within the application.

3. Project Team Information

These are other Humber employees who are directly involved with the project.

NOTE: If multiple individuals are applying for course release (or equivalent) for the same project, briefly justify the reasoning for this request. List each co-applicant applying for course release (or equivalent) and indicate the time commitment per week per semester requested for each co-applicant.

4. Partner Information

A partner could be any individual or organization external to the Humber community that will both contribute to and benefit from the proposed project. Partners will be required to sign a Partnership Agreement with ARI before the project begins. On the application form, provide a brief description of the organization or company and the ways in which the partner will contribute to and benefit from the project.

5. Research Ethics Board (REB) Approval

If any research involves human participants, REB approval is required. REB application forms and guidelines are available on the Humber REB website. Questions about the REB process can be directed to reb@humber.ca. Applications may be submitted prior to receiving REB approval. However, funding will not be released until REB approval has been granted.

6. Additional Funding

Provide information about any funds that have been received or requested in addition to the requested funds.

7. Relevance to the Humber Community

Identify the Humber schools or departments that may be interested in or benefit from the results of the proposed project. For example, a project developing or evaluating a mobile health care app may relate to work being done in the School of Media Studies, the School of Health Sciences and the School of Applied Technology.

NOTE: If the findings of the proposed project are likely to overlap with other projects already taking place in other Humber schools or departments, include information in the Project Description about how the applicant will work with these other areas to ensure a collaborative, complementary approach.

8. Abstract for Public Release

Provide an overview of the project that aligns with the information provided in the Project Description attachment. The abstract should be written in plain, non-technical language and be suitable for public release (on the ARI website, annual report, etc.). The abstract should not exceed 250 words in length.

The abstract should include:

- Context – the current knowledge or innovation gap; why does this need exist?
- Innovation/Research Question – what is the specific problem or question(s) to be addressed?
- Methods – what are the project activities, how will they be accomplished, and what is the role of the students?
- Expected Outcomes – define the project goal and main deliverables; how/why will these outcomes be beneficial (e.g. to the partner, the community, etc.?)

NOTE: Ensure that the abstract does not include any potentially confidential information and that any partner(s) have approved the abstract prior to submission.

9. Research Focus

To help report on research projects ARI has funded, please identify the knowledge areas your research project involves. At least one of these should align with Humber's strategic areas of applied research and innovation focus: social innovation with a focus on community development, system integration (mechatronics, industrial design, and process and product development), sustainable architecture and energy efficient construction, the industrial internet of things, and transmedia.

10. Signature and Approvals

The Principal Investigator must sign, and the Dean/Director/VP must also sign to indicate approval.

MANDATORY ATTACHMENTS

The appendices **must** include as attachments:

- Project Description (maximum 2 pages, not including references)
- Project Timeline
- Requested Budget
- Letter(s) of support from project partner(s)
- Principal Investigator's Curriculum Vitae

APPENDIX A: Project Description (2 pages maximum, not including references)

The project description must clearly identify the knowledge or innovation gap to be examined and describe the methodology that will be used to address the existing situation. Applicants must provide a detailed work plan and relate it to the milestones identified in the timeline section of the application. Applicants must also describe the ways in which students will be involved in the project.

The description of the proposed project must include the following section headings:

- **Background and Rationale (1 paragraph):** Define the current knowledge or innovation gap and explain the need for the proposed project. Include references to published material that supports and validates the proposed project.
- **Project Overview (approximately 1 page):** Include information about
  - The question(s) or problem(s) that drive the project;
  - The solutions, impacts or outcomes are expected as a result of the project;
  - Detailed methodology that describes how the project will address the knowledge or innovation gap articulated in the Background section;
  - Any methods that will be used to collect data;
  - How data will be analyzed; and
  - If the findings of the proposed project are likely to overlap with activities taking place in other Humber schools or departments, the ways in which the applicant will work with these other areas to ensure a collaborative, complementary approach.
- **Team Expertise (3-4 sentences):** Identify who will be involved in the project and their specific roles (use names, where possible). Include the Principal Investigator, co-applicants (internal to Humber), partners (external to Humber) and students, along with any required technical expertise.
- **Student Involvement (3-4 sentences):** Describe the nature of the proposed student involvement in the project. This should include information about the ways in which students will both contribute to and benefit from the proposed project.
- **Partner involvement (3-4 sentences):** Describe the nature of the partnership and include information about the ways in which partners will both contribute to and benefit from the proposed project.
- **Outcomes (2-3 sentences):** Identify one or two tangible, measurable outcomes that demonstrate the broader impact of the project.

- **Knowledge Dissemination and Next Steps (4-5 sentences):** Provide a plan for the application and dissemination of the project findings at Humber, along with a plan for any dissemination to external audiences (for example, the submission of a conference abstract or poster, a trade show presentation, or a potential publication).
- **References (1 page maximum):** Include a list of references that support and validate the proposed project.

APPENDIX B: TIMELINE (1 page maximum)

Identify the major milestones of the project, the projected dates of completion for each milestone, and a description of associated activities.

An example timeline is included below. Please note that more detail would be required in the description of activities in order to reflect the actual goals of a funded project.

Milestone	Description of Activities	Start Date	Completion Date
Hire students	Recruit 2 students from a specific Humber program	2014-09-01	2014-10-02
Bi-weekly team meetings	All members of the team will meet every two weeks in person to discuss the progress and identify issues	2014-10-02	2015-05-30
Develop Social Media strategy	A strategy to be developed that will include timelines and description of target market that identifies the best ways to connect with them	2014-10-05	2014-12-22
Prototype development	Using XX methods, develop the final prototype	2014-10-05	2015-01-15
User testing	Small group of students from a specific Humber class will test the initial product	2015-01-20	2015-02-15
Focus group	Small group of students from a specific Humber class will provide feedback and suggestions in a focus group format	2015-02-20	2015-02-20
Final revisions and testing to prototype	Based on user testing and focus group feedback, revisions to the prototype and a final evaluation with students from a specific class and/or other users that may represent the target market	2015-02-22	2015-05-30
Final report	Prepare and submit final report in collaboration with student(s) and/or other applicants	2015-05-15	2014-06-15

APPENDIX C: Requested Budget

Typical **eligible** expenses include:

- Course release for full-time faculty or hourly stipend for part-time/partial-load faculty
- Research Assistant salary – the standard rate for Research Assistants is $15.60 per hour, plus 4% vacation pay, plus 10% employer contribution costs. Any difference in salary will need to be justified in the Budget Justification.
- Research Assistant hours requested must include eight hours per student for mandatory orientation and training, to be delivered by ARI
- Participant honoraria, typically in the form of Campus Dine cards, coffee shop or bookstore gift cards
- Modest mileage or public transportation expenses required for research purposes (meetings at partner site, etc.)
- Modest catering expenses
- Costs associated with early-stage project developing, including needs assessments, environmental scans, partnership development, events, preparation of grant applications
- Activities to demonstrate core skills, including brainstorming, creative thinking or innovation workshops
- Costs associated with knowledge dissemination activities, including posters and conference presentations
- Project-related equipment and/or supplies - as per NSERC guidelines this cannot exceed 20% of the total budget

Typical **ineligible** expenses include:

- Compensation for project partners;
- Consulting fees for experts external to the Humber community. These include, but are not limited to, costs associated with statistical consulting, setting up databases, access to existing databases, data analysis, app development and website development;
- Costs associated with projects for academic credit or credentials (Masters or PhD thesis research)

NOTE: Equipment purchased with ARI funds is the property of Humber Applied Research & Innovation. Upon project completion, all equipment must be returned to Humber Applied Research & Innovation and cannot be kept for personal or academic purposes.

NOTE: Equipment and Supplies should not be more than 20% of the total funds awarded, as per NSERC guidelines. Exceptions to this must be discussed with and approved by the applicant's Dean before submission.

Use the template provided below to indicate the requested budget items and explain why the resources requested are necessary and sufficient to complete the project. Refer to number 11 (page 7) for guidelines around eligible and ineligible expenses.

Budget Item	Humber		Partner		Other Sources (specify):		Funder (cash)	TOTAL
	Cash	In Kind	Cash	In Kind	Cash	In Kind		
Salaries and Employer Contribution Costs								
Professional and Technical Services								
Operating and Equipment								
Knowledge Dissemination and Networking								
Travel								
Other (specify):								
TOTAL								

Salaries and Employer Contribution Costs: $XX cash; $XX in kind

Principal Investigator – [Name], Humber ($ XX cash – [source]; $XX in-kind – [source]; $ XX total)
[Name] will work on the project as Principal Investigator from [month, year] to [month, year].

For Full-Time Faculty Only
[Name] will receive course release to work on project activities during the [session, year] semester. [Name's] academic school will be reimbursed for the course release replacement costs to a maximum of $9000 per course.

OR

[Name] will commit approximately XX hours per week for the duration of the project (XX hours total at an in-kind rate of $66 per hour). [Name's] academic school will provide his time spent working on the project as an in-kind contribution.

For Contract Employees Only
They will commit approximately XX hours per week for the duration of the project (XX hours total at a rate of $55 per hour plus vacation pay). The total cost of [Name]'s salary is $ XX. The Principal Investigator will provide guidance to Research Assistants and work with the Partner to accomplish the milestones identified in the Project Plan.

All employers in Canada are responsible for remitting employment insurance, pension plan and tax payroll deductions to the Canada Revue Agency. This amounts to an additional 20% of the Principal Investigator salary costs, totaling $ XX. This cost is incurred by Humber and included as part of the cash contributions to the project.

Research Assistants, Humber ($ XX cash – [source]; $XX in-kind – [source]; $ XX total)
Research Assistants will be hired from Humber's [Program name] program to work on the project from [month, year] to [month, year]. They will work a maximum of XX hours at a rate of $15.60 per hour plus 4% vacation pay, totalling $ XX. Working with the Partner and Principal Investigator, these Research Assistants will [describe role].

All employers in Canada are responsible for remitting employment insurance, pension plan and tax payroll deductions to the Canada Revue Agency. This amounts to an additional 10 % of the Research Assistant salary costs, totaling $ XX. This cost is incurred by Humber and included as part of the cash contributions to the project.

Partner – [Name], [organization name] ($ XX cash – [source]; $XX in-kind – [source]; $ XX total)
[Partner contact name], [title] will work with the project team from [month, year] to [month, year] to accomplish the milestones identified in the Project Plan and will be available for regular meetings and/or consultation. [Name] will commit XX hours per week for the duration of the project (XX hours total) at $ XX per hour for a total of $XX.

Professional and Technical Services: $XX ($ XX cash – [source]; $XX in-kind – [source])
[Describe the nature of the service to be provided and explain why it is required. Include the dollar value and funding source for each service.]

Operating and Equipment: $XX ($ XX cash – [source]; $XX in-kind – [source])
[This includes materials, supplies and other related expenditures. Describe the item to be purchased and explain why it is required. Include the dollar value and funding source for each item. Operating and equipment expenditures should not exceed 20% of the total budget.]

Research and Technology Transfer Support Services: $XX ($ XX cash – [source]; $XX in-kind – [source])
[This includes pre-commercialization support services, marketing of technology, IP protection, and other related expenses. Describe the nature of the service to be provided and explain why it is required. Include the dollar value and funding source for each service.]

Knowledge Dissemination and Networking: $XX ($ XX cash – [source]; $XX in-kind – [source])
[This includes travel, meetings, communications activities, workshops, seminars, and other related expenditures. Describe the item or service to be provided and explain why it is required. Include the dollar value and funding source for each item or service.]

Overhead and Administration: $XX ($ XX cash – [source]; $XX in-kind – [source])
[This includes facilities, research resources, management, administration, regulatory requirements, accreditation and other related expenditures. Describe the item or service to be provided and explain

why it is required. Include the dollar value and funding source for each item or service. Overhead and Administration expenditures should not exceed 20% of the total budget.]

Other: $XX ($ XX cash – [source]; $XX in-kind – [source])
[Describe the nature of the item or service to be provided and explain why it is required. Include the dollar value and funding source for each item or service.]

APPENDIX D: Principal Investigator's Curriculum Vitae (CV)

A copy of the Principal Investigator's current CV must be included with the application.

APPENDIX E: Letter(s) of Support

Each letter must demonstrate support for the proposed project and clearly identify the ways in which the partner organization(s) will both contribute to and benefit from the project.

OPTIONAL ATTACHMENTS

Applicants may want to include additional appendices, including:

- PDF copies of any estimates or quotes referenced in the budget justification
- Figures and/or tables
- Research tools (surveys, questionnaires, etc.)
- Research Ethics Board approval letter (if applicable)
- Any additional information

NOTE: The application should be considered complete without the optional attachments. Reviewers are not obliged to review supplemental material, though it is often helpful to have copies of the data collection tools and letters of support. Please also note that the reviewers may request supplementary information. If the reviewers request information that was not included in the original, complete application, it will not negatively affect the review of the proposal.