



Call for Applications Internal Research Fund Awards (IRFA): 2023.1

Submission Deadline: No later than 12 noon on **Wednesday 8 November 2023**

No applications or revisions will be accepted after the deadline

Award Announcements: No later than **Monday 15 January 2024**

The mission of the University of Belize Research Office is to coordinate, build, and facilitate the ongoing development of the human and institution's research capacity, in collaboration with the various academic units and individual researchers of the University, and partner institutions, to advance a research agenda that contributes to the sustainable development of Belize.

In Academic Year 2023/24, the Research Office will provide support for research activities through:

- (i) Individual awards for academic staff of up to \$4,000 (8 awards)
- (ii) Collaborative awards for academic staff of up to \$6000 (5 awards)
- (iii) Graduate Student Awards up to \$1000 (10 awards) for eligible expenses incurred by graduate students.

The Research Committee will review proposals and make funding recommendations to the Research Director.

This call for applications applies to the Internal Research Fund Awards (IRFA) for academic staff and graduate students of the University of Belize as described in the table below for the academic period 2023.1.

	Name of Award	Eligibility and Criteria	
a	Individual Academic Staff Research Awards (IASRA)	<p>Purpose: to support the conduct of IRB approved research projects by one member of academic staff.</p> <p>Eligibility: Academic staff who are employed full-time (permanent or extended contract) at the University of Belize.</p> <p>Expected output: Peer-reviewed journal articles; international, regional or local conference presentation.</p> <p>Costs covered: Equipment and materials for conducting research; field study cost; seminars; training essential to the study; permits to conduct research.</p>	
b	Collaborative Academic Staff Research Awards (CASRA)	<p>Purpose: to support the conduct of IRB approved collaborative research projects by two or more UB academic staff.</p> <p>Eligibility: Academic staff who are employed full-time (permanent or extended contract) at the University of Belize.</p>	

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	Name of Award	Eligibility and Criteria	
		<p>Expected output: Peer-reviewed journal articles; international, regional or local conference presentation.</p> <p>Costs covered: Equipment and materials for conducting research; field study cost; seminars; training essential to the study; permits to conduct research.</p>	
c	<p>Graduate Student Research Awards (GSRA)</p>	<p>Purpose: to support the conduct of IRB approved graduate-level research projects.</p> <p>Eligibility: Students enrolled in a graduate program at the University of Belize.</p> <p>Expected output: Completed masters level thesis; international, regional or local conference presentation.</p> <p>Costs covered: Equipment and materials for conducting research; field study cost; seminars; training essential to the study; permits to conduct research. <i>Bills must be provided for reimbursement.</i></p>	

Administrator of Awards: The Research Office, University of Belize

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Number of Applications Allowed Per Applicant: No more than one individual application and/or no more than one collaborative application.

Total Funding Available (2023): A specific budget is approved amount for each semester. This will determine how many awards can be granted.

Value of Individual Awards for 2023.1: up to \$4000 BZE per award

Value of Collaborative Awards for 2023.1: up to \$6000 BZE per award

Value of Graduate Student Awards for 2023.1: up to \$1000BZE each per award

Funding Source(s): A specific annual budget has been approved by UB Finance to the Research Office for Research.

Eligibility

- All academic professionals working full-time at the University of Belize who are responsible for planning, directing, supporting, or undertaking academic teaching and research. This may include vice-Presidents, directors, medical practitioners, and other health care professionals, laboratory and field technicians, and other qualified staff who may undertake lecturing or research activities.
- All students enrolled in graduate programs may apply for the graduate awards.

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- Applicants with an active IRFA may not apply for another award until the first project is completed and a final report is received. Details for the report will be provided upon signing the award contract.
- Applications from previous IRFA recipients who failed to submit final reports will not be reviewed.
- Members of the Research Committee may submit proposals, but cannot serve on the review board for the cycle in which they apply.
- Academic staff who have signed a contract with an external entity for the work they are seeking IRF for, are not eligible for an IRFA.
- Your department chair and dean will also receive a copy of your application with a request that they review it and confirm approval of the project and any departmental resources committed to the project.

Application Document

1. Applicants must provide the following information in **one collated electronic Word document**.
2. Save the completed file as: LastName_FirstName_IRFA_[Type]_Award_Application_Semester
e.g. Willis_Javon_IRFA_Indiviudal_Award_Application_2023.1
e.g. Amber_Jane & Basic_Tom_IRFA_Collaborative_Award_Application_2023.1
e.g. Paul_Tanya_IRFA_Grad.Student_Award_Application_2023.1
3. This document should be submitted online to the designated area on the portal research.ub.edu.bz no later than 12 noon on the closing date of applications.
4. The document should include:
 - A four-page proposal narrative, which includes a timeline for the duration of the project
 - A budget
 - A two-page CV for each researcher
 - Information about other funding endeavours
 - Up to four Appendices with any other relevant information e.g. CITI certification; IRB approval letter; and other relevant certification

Instructions for the Four-Page Narrative

- Describe the project in language appropriate for a well-educated reader who is not necessarily a specialist in your discipline.
- Adapt the outline below as needed for your discipline.
- Limit narratives to **four typed, double-spaced pages** [12 point Times New Roman font, 1-inch margins]. *Applications that exceed the page limit will be returned without review*
- Recommended Outline
 - Type of Award for which application is being made
 - Background, rationale, and motivation for the study. Why is the investigation important?
 - Research purpose and questions
 - Literature Review: What work has already been done, and how will the proposed project build on or contest that work? What is the impact of the project within the context of your field?
 - Methodology: Identification and justification of research approach and design of project; methods, procedures, protocols, and actions for data collection.
 - Expected outcomes, products, deliverables, and/or benefits
 - Plans for dissemination of results
 - Timeline for the project from initiation of work to dissemination of final results. (You have 12 months from the date of award to complete your project.)
 - Personnel involved in project and their responsibility for elements in the timeline
 - Plans for the sustainability of the project: How will your faculty support the project? What plans do you have to apply for specific external funding sources or research fellowships?

- At least five references within the last ten years, written in APA 7th edition.

Instructions for the Budget

UB Internal Research Funds may be used for:

- Research supplies, equipment, or services (e.g., lab fees for sample processing) not routinely purchased by a department, including art supplies for those applicants in creative fields
- Local travel at the University approved mileage rates and per diem rates for the purposes of gathering data, consulting archives and collections, or collaborating with colleagues when the necessity of in-person/on-site collaboration is well-justified in the proposal
- Compensating enrolled student research assistants
- Compensating external collaborators/consultants, if the proposal clearly defines the collaborator's role in the project and explains why his/her particular expertise is necessary for successful completion of the project.
- Creative productions (e.g., expenses to stage a new piece of performance art or faculty-choreographed dance could be permissible for faculty members whose scholarly production takes those forms)
- Specialized equipment or software specific to the project may be permissible if well-justified in the proposal.

UB Internal Research Funds may not be used for:

- Printing of graduate theses/dissertations
- Expenses for disseminating the finished products of research rather than conducting the research or producing the creative work (e.g., publication costs, advertising, crating/packaging/shipping for showing or display)
- Conference expenses (travel, registration, lodging, etc.)
- Academic or other staff salaries or honoraria
- Instructional projects
- Events and outreach initiatives, external speakers, food/drink/entertainment expenses
- General-purpose computer equipment (e.g., printers, monitors, laptops, iPads) or software/hardware available through the UB ICT Support Services.

Please see <https://researchwhisperer.org/2014/10/07/simple-research-budget/> for guidelines on how to prepare a budget.

Instructions for the 2-page CV

Please create a written two-page CV using the following guidelines:

Biodata

Name:
Current Affiliation:
Position:
Contact Information:

Education and Qualifications Obtained

Previous Appointments

Recent Research Outputs

Journal Articles & Book Chapters
Conference Presentations In Previous 12 Months

Academic Honours And Awards

Assessment of Awards

Competitive awards will be granted after a two-stage process conducted by the Research Committee:

Stage 1: Assessment of each application using the *Evaluation Criteria for Internal Research Fund Competitive Awards*

Stage 1 Checklist

	IRB approval: Needed for all research involving humans; not applicable for non-human research
	Researchers Identified: Contact details for all researchers
	Researcher Certification: CITI certification included
	Background, rationale, and motivation for the study
	Research purpose and questions
	Literature Review
	Methodology
	Data sources and participants
	Methods of data collection
	Method of data analysis
	Significance of the study
	Budget and Resources: Realistic budget for approved expenses
	Timeline: Covers period of time for project for project implementation to end
	Language: Well-written English composition
	Outcomes, deliverables and dissemination: Includes dates and description of intentions for dissemination of findings.

- o If the assessed application receives fewer than 40 points, it will be rejected.
- o If the assessed application receives between 40 and 44 points, the applicant will have **three** days to resubmit the application for consideration in the next award cycle.
- o If the assessed application receives 45 points, the application will move to the second stage of the process

Stage 2: The Research Committee will deliberate over the applications that receive 45 points for an award based on the following criteria.

- **Significance of the Project:** Applicants explain general, academic, professional, institutional, and/or pedagogical significance of their research projects in language appropriate for well-educated, non-specialists.
- **Conceptualization of the Project:** Clarity and appropriateness of the research aim and questions, methods of data collection and analysis, and the viability of outcomes.
- **Qualifications of the Applicant(s):** Subject specialization and methodological competence. CITI certification as evidence of ethical preparation.
- **Logistics:** Feasibility of plans for travel, access and contact arrangements, materials, timeline, personnel, and permissions or clearances.

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- **Budget:** Budget is detailed, justified, appropriate, and cost-effective.
- **Sustainability of Project:** Additional weight may be given to projects that have the potential for further development and funding from external sources through grants and contracts, fellowships and residencies, industry partnerships, private gifts, in-kind contributions, and collaborations with other funded projects.

Final Decision of Award

- The decision of the reviewers will be final and will be conveyed in writing to the applicants.
- Successful applicants will be required to sign a fund holder's contract. At this stage, they will be provided with details on required reporting.
- Awards will be allocated based upon the availability of funds allocated to the Research Office for the specific awards.

Useful Resources

- Springer Nature Masterclasses
 - Demystifying Grant Budgets
 - Introduction to Collaboration
 - Leading a Collaboration
 - Participating in a Collaboration
 - Networking for Researchers
- Relevant CITI Training
 - Animal Care and Use (ACU) (Agriculture)
 - Conflicts of Interest (COI) (All)
 - Good Clinical Practice (GCP) (Health Sciences)
 - Human Subjects Research (HSR): Biomedical and Social/Behavioral/Educational (plus Revised Common Rule) (Health and Social Sciences & Education)
 - Information Privacy and Security (IPS) (All)
 - Responsible Conduct of Research (RCR) (All)
- UB Research Office Webinar on Grant Writing by Dr. Jake Snaddon (research.ub.edu.bz)

For more information, please contact

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