

# **Evelyn Maud McCorkell Fund (EMMF)**

## **Application Guidelines**

### **1. Application Guidelines**

The Evelyn Maud McCorkell Fund Advisory Committee (EMMF Advisory Committee) shall function as a decision-making body administering disbursement of the funds. Decisions of this committee are then taken to the Dean and Provost for final approval according to university financial policies and procedures. The EMMF Advisory Committee meets at least 3 times throughout the academic year.

### **2. Annual Funding Amount**

The EMMF fund is replenished twice per year, once in February and once in August. This means that there tends to be more funding available in early fall and late winter.

The Committee is authorized only to disburse EMMF funds that are more than the principal endowment (the “Annual Funding Amount”). The proportion of the Annual Funding Amount to be disbursed to applicants to the EMMF in any given funding period shall be at the sole discretion of the Committee. In addition, the committee will aim to ensure that \$15,000 is maintained in the fund to cover unexpected or urgent expenses in the School.

### **3. Funding categories**

There are four different categories for use of the EMMF funds: new and one-time projects, recurring/ongoing projects, enrichment funds and student bursaries. All funding will be reported to the faculty in an annual report (Appendix A).

#### **2.1 One-Time Projects**

One-time projects are eligible for up to two years of funding, and are new projects that fall under one of three themes:

- 1.1.1 Educational Innovation
  - 1.1.2 Research Development & Support
  - 1.1.3 Professional Development, Administration & Community Participation
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- The criteria for the three categories are articulated in Appendix B
  - These projects require the full application (Appendix C). A final evaluation report (Appendix D) must be submitted at the end of the funding period.
  - All project applications must provide a clear rationale for the project as per the criteria, including an evaluation component

## 2.2 Transferring from one-time to ongoing project

- Projects funded as one-time educational or professional development projects may transition to recurring funding upon submission of a final evaluation and a further application to the committee (Appendix E)
- Applicants seeking to transition from new to ongoing project status must demonstrate that external funding was sought prior to submitting the transition application or provide rationale as to why external funds were not sought.
- Transition applications shall be considered *de novo* by the Committee and will not have seniority over new project funding applications. The criteria for transitioning to ongoing project status shall include the following:
  - Must be an education project or professional development project (i.e., not a research project – funds for ongoing research are available elsewhere in the university)
  - the project has empirically demonstrated (i.e., through student surveys or feedback forms) positive broad impact on student learning or stakeholder communities at the School of Social Work;
  - application demonstrates that there are no other sources of funding available
  - Application must demonstrate financial efficiency and alignment with SSW strategic priorities;
  - the applicant is an eligible applicant; and
  - the applicant has complied with the terms and conditions of the initial grant, including delivery of a final evaluation report.

## 2.3 Ongoing Projects

Ongoing projects may be approved for an additional one to three years beyond the initial new project term at the discretion of the committee. They will always be contingent on available funding.

Applicants for ongoing projects must articulate an evaluation component to their project and establish that the program aligns with and furthers the SSW's strategic priorities.

At the end of any ongoing funding period, applicant(s) shall submit a final impact report (Appendix D) and, if applicable, a further application for renewal for a second one to three years of ongoing funding (Appendix E). All applications for a second renewal shall be considered *de novo* by the Committee and shall not have seniority over new project funding applications.

**Standing Requests:** As the EMMF fund has matured, it is evident that there are several standing requests to the committee. These are, for the most part, requests to support experiential education practices (i.e., simulation) and work with community partners (i.e., field appreciation event). There are also some standing items that relate to our relationship to CASWE (e.g., funding to attend meetings). These standing items will be administered according to the criteria for ongoing projects.

As there may be a transition in faculty associated with standing requests, their status and expiry dates will be communicated to relevant stakeholders a year in advance, at the time of the annual EMMF report.

## 2.4 Enrichment Fund

There is an enrichment fund of \$10,000 which is to be spent at the Director's discretion for short term or bridging requests that are made to the Director. Eligible expenses from this portion of the fund include small capital expenses for the School of Social Work, support for conferences or presentations at the School of Social Work and support for activities that benefit the faculty and student body as a whole. A report of these expenses will be submitted to the committee and faculty for review on an annual basis.

## 2.5 Student Bursaries

A third of the EMMF Fund was transferred to student advancement to provide ongoing financial support for students. For undergraduate students 100% of these funds is administered in the form of bursaries. The disbursement criteria for the graduate portion of the fund is up to the discretion of the School of Social Work. A final report of the number of bursaries offered and the total funds dispersed will be made on an annual basis.

## 3. Eligible applicants

The following persons are eligible to apply for EMMF funds:

- The School Director, a program supervisor, field coordinator, or committee chair applying for funds to address core functions and responsibilities of a program or the School.
- A faculty member or instructor (individually or collectively) at the Carleton School of Social Work.
- Contract Instructors (CIs) currently teaching at the School of Social Work are eligible to apply as a co-applicant with a faculty member.
- Students access the EMMF fund through the bursary portion of the fund and therefore, are ineligible to directly apply for funding under this mechanism. They can only receive additional funds when employed on projects that are led by faculty members.

## 4. Application Approval Process

- Applications will be assessed by the Committee according to the following (also see Appendix F):
  - Alignment of project with the priorities of the School of Social Work (Appendix G)
  - Clarity of application and alignment with funding category criteria
  - Rationale for project and demonstrable broad and concrete benefit to the SSW
  - Use of scholarly literature to provide rationale where appropriate
  - Realistic and viable budget
  - Realistic and feasible timelines
  - Relevance and strength of application and supporting documents
  - Evaluation component to assess impact

- Complete application package including signature and dates.
- The normal rules for Carleton University Research Ethics Board (REB) approval apply for any research projects that involve human subjects. All such research projects must have REB approval, which must be included in the application. This is a separate process from the EMMF Process.
- If there is uncertainty about whether an ethics application is required, applicants shall provide a letter from the staff of the University Research Ethics office stating that no ethics application is required.
- The completed application form and all supporting documents must be sent electronically to the Director and Administrator for the School of Social Work at least a week in advance of the committee meeting. Applications that are not submitted on time will be deferred to the next meeting for review.
- Applications will be reviewed by the EMMF Advisory Committee members during the week before the meeting.
- The committee may, at its discretion, decide to partially fund a project, based on their assessment of the availability of the funds and the needs of the project. In these situations, the committee will consider the project's viability with partial funding
- The Director shall notify Applicants of the Committee's decisions within approximately one week of the meeting.

## 5. Use of Funds

EMMF funds are managed by the School of Social Work and will be distributed in accordance with the budget laid out in the proposal approved by the committee. While there is some flexibility for project leaders to adapt to unanticipated changes, the distribution of the funds should remain as close to the budget as possible.

EMMF funds are processed through the School's operational budget. Instead of receiving a transfer of funds, individual expenses must be processed by the departmental administrator who will manage all payments and reimbursements according to university policies. Given the significant workload associated with disbursement, applicants are asked to work collaboratively with staff and to organize efficient spending in manner that aligns with administrative processes of the SSW.

### Staffing

Please be advised that pursuant to University policy, the SSW can no longer access funds for "research assistants" using EMMF funds. Students *may* be engaged as (for example) project co-ordinators, administrative support, study assistants, etc..

The approved hourly rates for project staff paid with EMMF funds are as follows, without exception:

- BSW Students \$20 - 25/hour + 4% vacation pay
- MSW Students \$25 - 30/hour + 4% vacation pay
- PhD Students \$30 - 35/hour + 4% vacation pay

### Honorariums

In general, honorariums are a small amount of money provided to community members or students in recognition of their contributions to a project. It is expected that honorariums are small amounts of money (\$25-\$300) and are usually paid to those persons without full-time employment and/or whose contribution to the project is clearly outside of their job mandate. Honorariums will not be paid to full-time faculty or staff at the university. While there may be exceptions, rationale must be provided for such an exception and will only be considered as a rare occurrence.

#### Equipment

Any equipment or technology purchased with EMMF funds is the property of the School and shall be surrendered to the School immediately upon completion of the project.

## 6. Unsuccessful Applications

The EMMF committee may, at its discretion, decide not to fund an application, based on the following grounds:

- Insufficient funds available for the project in the current EMMF budget;
- Applicants or application do not meet the eligibility criteria outlined in this document;
- The project's impact on School of Social Work and/or alignment with the School of Social Work's strategic priorities is unclear or deemed by the committee to be less than other applications being considered for funding
- Application fails to demonstrate attempts to secure external funding or provide sufficient rationale as to why external funding is unavailable.

Where there are more applications than there are funds, the Committee may rank the applications in accordance with the funding criteria and will disperse funds in alignment with the ranking.

In situations where an application is deemed unsuccessful, the committee chair will provide a written letter outlining the reasons why funding was denied and suggest that applicants either revise the application for resubmission (without guarantee of funding) or apply to external funders.

## 7. General Policies and Information

- Doctoral thesis research will not be considered for funding.
- In any academic year, an individual can submit **one** funding application as the principal applicant. Subsequent applications will be assessed as being of a lower priority.
- Funds will be approved by the EMMF Advisory Committee by majority vote.
- The director/chair will not vote unless required to break a tie.
- The project/research must be completed within the proposed time frame or a request for an extension must be submitted.
- The EMMF Advisory Committee reserves the right to award less than the total amount requested.

- If the applicant applies for, and receives, other sources of funding related to the project, the applicant is responsible for advising the Director, and EMMF Advisory Committee has the right to withdraw funding from the project.
- Final reports are to be submitted to the Director and the Administrator for the School and reviewed by the Committee. No further funds will be dispersed to the PI until the final report is received.

## Appendix A – Annual Report Template

### Student Bursaries

<i>Number of Bursaries provided</i>	<i>Amount of funds dispersed</i>	<i>Rationale</i>
Graduate		
Undergraduate		

### Enrichment Fund

<i>Projects Funded</i>	<i>Amount of funds dispersed</i>	<i>Rationale</i>

### First Time Projects

<i>Projects Funded</i>	<i>Amount Approved</i>	<i>Amount of funds dispersed</i>	<i>Rationale</i>	<i>Expiry Date</i>	<i>Eligible for renewal upon expiry</i>

### Ongoing/Recurring Projects

<i>Projects Funded</i>	<i>Amount Approved</i>	<i>Amount Dispersed</i>	<i>Rationale</i>	<i>Expiry Date</i>	<i>Renewal</i>

## Appendix B – Funding Criteria

### Criteria of the funding categories

The general funding criteria for each of the three categories are described below.

#### 1.2.1 Educational Innovation

This portion of the fund will advance the development of innovations in teaching and learning at the School of Social Work (SSW). Funded projects will include a viable plan demonstrating how the project is expected to result in significant and enduring transformation of a course or course delivery that will be of benefit to our students.

Eligible projects can include:

- Projects that are of benefit to students in Social Work programs;
- Innovative pedagogies for advancing social work education;
- The development or application of a new technology to the classroom to enhance student learning;
- The development of innovative strategies for course delivery and/or new course development;
- The incorporation of new and varied modes of learning;
- The creation and/or leadership of educational initiatives, workshops, symposia, events or fora.

#### Specific Criteria for Evaluation

- Relevant scholarship of teaching and learning used in rationale
- Clear rationale for project
- Realistic and viable budget
- Clear articulation of links to strategic priorities of the SSW (Appendix G)
- Proposal includes evaluation component to assess impact on student learning
- Where appropriate proposal includes collaboration with faculty who teach other sections of a course
- Breadth and depth of potential impact on the School of Social Work

#### 1.2.2 Research Development and Support

This portion of the fund will support research projects (a maximum of two years from start to finish) that advance the research capacity of the School of Social Work. The maximum funding available for a research project is \$5000.00 and the funds are intended to operate as start-up funding to leverage external research dollars.

Collaborative research projects involving two or more colleagues in the School and our community partners are encouraged. Funded projects will result in increasing the profile of the School as a locus for research and development advancing social work in the university and the community.

**Eligible projects can include:**

- Research projects which advance the School's mission statement and strategic priorities (Appendix G);
- Research projects designed to allow the School to support underserved community partners;
- Research projects designed to improve pedagogy and student learning;
- Research projects that address the issues of social justice.
- Research projects that facilitate building research infrastructure, cooperation, an integration of research and teaching capacity.

**Specific Criteria of Evaluation**

- Clear project description that will advance the School's mission statement and strategic priorities (Appendix G)
- Broad impact on the School of Social Work
- Appropriate use of relevant scholarship to rationalize project
- Realistic and viable budget
- Sustainability of research beyond funding period
- Evidence of why funding is not available from other sources
- Rationale for how EMMF dollars will be leveraged to secure funding external to the university

**1.2.3 Professional Development, Administration, and Community Participation**

This portion of the fund will advance professional development, administration and the participation of the School in the community (and the community in the School). Funded projects will result in the maintenance of, and improvements to, the School, the relationship of the School with the community, the relationship between the School and the profession, students, and social work education.

**Eligible projects can include:**

- Support for School participation in Canadian Association of Social Work Education (CASWE) when other funding is not available
- Activities that operationalize the School's mission statement and strategic plan
- Faculty and School Committee workshops, symposia, and fora;
- Events and activities that maintain and/or enhance the School's relationship with community partners
- Projects that promote social justice and assist equity seeking groups in the School and the community;
- Projects that strengthen the field education program (e.g., field partnership, increasing field capacity).

**Specific Criteria of Evaluation**

- Clear project description

- Realistic and viable budget and rationale for spending
- Connection to the strategic priorities of the School of Social Work (Appendix G)
- Involvement of SSW faculty and students
- Importance in maintaining or enhancing the School, the school's relationship with community partners and/or other key stakeholders
- Recognition of the School's contribution in the delivery of the project

## Appendix C – Main Application Form – New and One-time Projects

### 2.0 The application (form)

### 2.1 This application is for the following category (please check off box below):

☐ 2.1.1 Educational Innovation

☐ 2.1.2 Research Development & Support

☐ 2.1.3 Professional Development, Administration & Community Participation

### 2.2 Title of project or event: (full title)

### 2.3 Applicants/organizers of event:

Name	Project role	Position	ID Number	Email	Phone Number

### 2.3 Brief description of project – in 1000 words or less

**2.3.1 Goals, Objectives and Rationale for the Project** (please refer to category criteria)

**2.3.2 Relevance to the category through which applied (social work education, research or professional development and community participation, please refer to criteria)**

**2.3.3 Relevance to the strategic priorities of the School of Social Work (Appendix G)**

**2.3.4 Methodology or process (including ethics review, involvement of faculty and or students where relevant to funding criteria)**

**2.3.5 Implementation plan, timelines, and estimated date of completion**

**2.3.6 Any related projects or scholarship that this project builds on**

**2.3.7 Evaluation plan (please refer to criteria regarding impact on student learning; contribution to research, impact on professional development or impact on community participation)**

**2.3.8 Any related projects that will follow from completion of this project**

**2.3.9 Budgetary details (full cost breakdown) with a justification/narrative for the expenses and, if relevant, how funds will be leveraged to secure external funding.**

### **2.3.10 References (if relevant) and supporting material**

### **2.3.11 Implications for social work practice, profession, and/or education within the School of Social Work and beyond.**

#### **2.4 If applying for 1.2.2 Research development and support, please provide:**

- The CVs or project applicant(s) and the names of contact information for all team members. (please append to application)
- Evidence of ethics process and approval if relevant (please append to application)
- One letter of reference from a colleague (can be internal or external to the School of Social Work) who has reviewed the proposed research project and its benefits (please append to application)
- Signature and date included with application form.

## Appendix D – Renewal Application

### 1. Applicants Information:

Name	Project role	Position	ID Number	Email	Phone Number

2. Justification for the need for a renewal and/or ongoing status. Period of time requested for ongoing support, if relevant.

3. Is this the first renewal application for the project or the second?

4. Articulation of other funding sought and why no other sources of funding are available

5. Empirical evidence of project impact (students, scholarship, community)

6. Any revisions to the original project and justification.

7. Assessment of project sustainability beyond the funding period.

8. Alignment of project with SSW mission and strategic goals (see Appendix G)

9. Project outputs and outcomes

10. Budget and justification

11. Timeline

## Appendix E- Final Report and Impact Statement Templates

### EMMF Funding Review Report – Research and Pedagogy Projects

Date of Report:

Principle Investigator:

Committee/Program (if relevant):

Amount of Funds Awarded:

Funds Spent to date:

Project Summary (100- 150 words)

#### Impact/Output Statement

- 1) For educational projects include summary of student learning, curriculum enhancements and any other outputs (approximately 100 words)
  
- 2) For research projects – summarize and attach research outputs (approximately 100 words)

Evaluation Statement (Overarching and project specific)

- 1) For educational projects – formative and/or summative evaluation data collected from students and instructors with samples of evaluation tools utilized (approximately 100 words)
- 2) For research projects - formative, summative evaluation data collected throughout research project, from research team, participants, stakeholders with sample of evaluation tools utilized. (approximately 100 words)

### Challenges, Responses and Takeaway Learning

- 1) Identification of key challenges that may have arisen throughout the project, how these elements were addressed, and how and in what way this learning could be integrated into new projects (approximately 100 words)

### Benefit for the SSW

- 1) Outline the specific benefits of the project (educational, research, program-based) for the School of Social Work (re: faculty support, hiring students, mentorship, enrichening the curriculum, enhancing specific programs, building capacity etc.) (approximately 100 words)

### Sustainability and Next Steps

- 1) Outline of how the impact and benefits of the project will be sustained after the project has been completed. (approximately 100 words)
- 2) Outline of next steps and how one-time project funding will support future next steps, new projects, grants (approximately 100 words)

## EMMF Funding Review Report - FINAL – Administrative Projects

Date of Report:

Project Lead:

Committee/Program (if relevant):

Amount of Funds Awarded:

Funds Spent to date:

Project Summary (100- 150 words)

### Challenges, Responses and Takeaway Learning

Identification of key challenges that may have arisen throughout the project, how these elements were addressed, and how and in what way this learning could be integrated into new projects (approximately 100 words)

### Benefit for the SSW

Outline the specific benefits of the project for the School of Social Work (re: faculty/student/community support, enhancing specific programs, building capacity etc.) (approximately 100 words)

## Appendix F - Committee Rating Form for Applications

Applicant:

Project Title:

Date of Review:

1. Alignment of project with the priorities of the School of Social Work (see Appendix G)
2. Clarity of application and alignment with funding category criteria;
3. Rationale for project and benefit for the SSW articulated
4. Use of scholarly literature to provide rationale where appropriate
5. Realistic and viable budget;
6. Realistic and feasible timelines;

7. Relevance and strength of application and supporting documents;
8. Evaluation component to assess impact
9. Complete application package including signature and dates.

## Appendix G – School of Social Work – Strategic Priorities 2019 -2020

### Inclusivity

Create an inclusive teaching and learning space for diverse students and faculty

### Indigenization, Decolonization and Reconciliation

Create opportunities for knowledge transfer and engagement around Indigenous experiences, knowledges, course content and assessment strategies

### Research Intensification

Increase research supports, conversations, visibility and collaborations in the department

### Professional Identification and Community Engagement

To enhance the School's identification with the profession of social work and our engagement with community partners.

### Pedagogical Innovation, Quality and Coherence

Continue to provide educational leadership and foster commitment to a critical/structural curriculum that prepares students for practice.