School of Dentistry Education Research Fund
Conditions for Funding, Instructions, and Evaluation Rubric

GENERAL INFORMATION

The purpose of the School of Dentistry Education Research Fund (SDERF) is to stimulate and support educational research and applied scholarship to teaching. All faculty involved in teaching in the School of Dentistry are eligible to apply for funding. There are two application periods each year; deadlines for submission are February 28 and October 31. All proposals that meet all components of the SDERF will be evaluated by the Educational Research Fund Allocation Committee (ERAC). The turnaround time from submission of the proposal to funding decision is 60 days or less.

CONDITIONS FOR FUNDING

This section contains the conditions that must be met for consideration by the ERAC. The signature of the principal investigator (PI) and co-principal investigator(s) *(if applicable)* on the application forms signifies acceptance of these conditions.

1. At any time, an applicant may hold 2 awards as PI, and 2 additional awards as co-PI or team member. A graduate student may be the principal investigator of the grant, but the student's supervisor must sign the application as co-PI. An undergraduate student may not be a principal investigator.

2. Priority will be given to those applications that demonstrate the following: a collaborative effort within the School of Dentistry or between departments at the University of Alberta; leverage of the research findings towards a future study with potential for external grant application; knowledge translation of the experimental design towards practical modalities for improving teaching and learning outcomes.

3. The maximum amount of a grant awarded by the SDERF is $3,000.00 and the maximum term is three years. The three year term will align with the School of Dentistry's fiscal year which is from April 1 to March 31. If necessary, grant holders may apply to extend their grant by 12 months. All applicants must clearly explain and justify the use of funds in the budget section of the application and disclose any other sources of funding for the project.

4. The PI will receive quarterly statements from Dentistry Finance and is responsible for reviewing and ensuring accuracy of the expenditures on the budget. Any discrepancies should be discussed with Dentistry Finance.

5. Anyone holding an SDERF grant must submit a final report to the Director of the ERSU upon completion of a grant. Failure to submit such a report will render the researcher ineligible to apply for a new grant until such time as the report is received.

6. All applications must be complete at the time of submission, pursuant to the checklist that is located within the SDERF application, in order to be reviewed, scored, and evaluated.

7. You must follow University policies and procedures when purchasing. If you have any questions please speak to a representative from Dentistry Finance. For example, there are University restrictions on expense claims for goods and services over $500.

8. Funds may not be used to cover publication costs associated with predatory journals (see https://predatoryjournals.com/journals/ for a preliminary list of predatory journals). For publication expenses, a University of Alberta librarian must verify that the journal in which you plan to publish is not a predatory journal. Any invoice submitted for payment of publication costs must include a communication from the librarian stating that the journal is not a predatory journal.

9. Funds may be considered for travel costs related to data gathering for the project.

10. Funds may be used to purchase materials and services directly required for the research project described in the application. Funds may be used to support resources needed to conduct qualitative research such as focus group facilitator(s), transcription, etc.

11. Funds **may not** be used to pay PI, Co-PI(s), Co-Investigator(s) or any team member's salary/stipend for participation, registration fees, or travel to professional conferences.

12. Funds may be used to pay a graduate student **provided** the research project is not part of their graduate studies.

13. In accordance with the letter and spirit of the University of Alberta guidelines on conflict of interest and nepotism, funds may not be used to pay for services rendered by members of the awardees' family or individuals with whom he/she has other than a purely professional relationship.

14. Any expenditure valued at $1,000 (CDN) or more must be pre-approved and authorized by signature of the Director, ERSU, or the Chair, School of Dentistry. Any item ordered over the total funded amount that has not been authorized by either of the two aforementioned persons will **not** be paid from the SDERF grant and will be the sole responsibility of the grant holder. All invoices and paperwork associated with the award are to be submitted to Dentistry Finance for accounting purposes.

15. Any applicant who has overspent his/her grant prior to an application deadline is ineligible to apply again until such time as the over expenditure has been paid. Over expenditure of an SDERF grant must be repaid from either another grant or personal funds.

16. If, during the project, the budget requirements change, and the PI would like to allocate the unused funds for other costs related to the project, the PI must submit a revised budget, with justification for the changes, to the ERSU office for appropriate approvals. Any questions can be directed to the Research Assistant and/or the Director, ERSU.

17. Awards are given on the understanding that the work has not been completed previously. Retroactive expense claims will not be approved.

18. Where applicable, evidence of approval of the research protocol by the appropriate Research Ethics Board must be provided before funds will be released.

19. The support of the SDERF is to be acknowledged in any scholarly dissemination activity. All approved applicants are **required** to present research findings at an ERSU SoTL Seminar at the close of their grant. Additionally, a link for any research publication must be submitted to the ERSU Research Assistant.

20. All equipment purchased with grant funds is the property of the School of Dentistry.

21. Any applicant requesting the purchase of a new laptop, desktop, external hard drive or related IT (Information Technology) equipment, must submit a separate application to Dentistry Finance for approval prior to requesting a purchase from the IT Department, School of Dentistry.

22. By applying, applicants agree, if their application is successful, to have the title of their project and a brief synopsis of their research posted on the ERSU website.

WHAT SHOULD BE INCLUDED IN YOUR APPLICATION

1. **Abstract of Research Project**
   Provide a concise abstract **(not to exceed 300 words)** written in lay language suitable for a press release.

2. **Outline of the Research Project**
   Provide a concise description of the project for which funding is sought. **You do not have to use all of the space provided, but do not add any additional pages.** Your description should encapsulate the following:
   - A well stated research question and/or hypothesis related to educational research or applied scholarship in teaching.
   - Background information with appropriate and relevant references.
   - Method(s) to address the research objectives and rationale for their use.
   - Role(s) of collaborator(s).
   - Feasibility of approach, including expertise of the team.
   - Knowledge translation plan.
   - Impact of research. Including a plan for evaluation of a learning tool if applicable. Evaluation of a learning tool may not be completed during the grant timeline; however, it is expected that an evaluation will be conducted to demonstrate the impact of the tool on the learner. A plan for such an evaluation should be considered part of the grant application.

3. **Description of when students will be accessed for the project** *(if applicable)*
   Please provide information regarding student involvement as participants in your research project. This will **NOT** be used in adjudication, but is required.
   Your description should encapsulate the following:
   - The students you will be accessing (DH or DDS)
   - The year and term the research will take place
   - If the research is in your own class, or in a colleague's class
   - If the research is NOT in your own class, how you will access students
   - What, if any, work will be added to the students' workload if they choose to participate

4. **Project Timeline**
   Please provide a timeline with significant dates for the project.

5. **Detailed Budget and Budget Narrative**
   Provide a detailed list of the anticipated expenses in the form provided. If partial support is requested for this project, please indicate other sources of funding. Please provide a paragraph that describes each request made in the budget table.

6. **Contributions from other sources** *(if applicable)*
   This is **NOT** necessary for approval, but should be discussed if you will be receiving in-kind support or contributions from sources within, or external to, the School of Dentistry. If so, please describe the source and nature of the contribution.

7. **Other Attachments** *(if applicable)*
   Please provide any other supporting documents as attachments, such as:
   - Letters of collaboration
   - Sample questionnaires, interview guides, or other research tools

8. **Plans for future research and/or application for external funding**
   This is **NOT** necessary for approval, but future directions in which this research project can grow and/or if there are any plans for external funding should be discussed.

9. **Personal Data Form**
   To be provided for the Principal Investigator, Co-Principal Investigator **and each** Co-Investigator. **Do not attach a Curriculum Vitae**

EVALUATION RUBRIC

1. **Eligibility**
   Proposals that do not include educational research or applied scholarship to learning are not eligible. Each application will be reviewed to determine eligibility. Examples of eligible proposals may include, but are not limited to, those that examine and/or explore:
   - *the impact of a teaching process on the learner.*
   - *the effects of teaching strategies.*
   - *educational problems.*
   - *educational phenomena.*
   - *educational interventions.*

   Applications determined to not meet eligibility requirements will not move forward in the review process.

2. **Quality of the Proposal/Project Team & Collaboration (80%)**
   a. Does the proposal have a well stated objective, research question, or hypothesis?
   b. Is there a well-justified rationale for the approach and chosen methodology?
   c. Is the approach feasible?
   d. Is the proposal supported with appropriate and relevant references?
   e. Is there evidence that the project team (including any student(s)), has the expertise (based on publication history and educational background) to successfully carry out the proposed project?
   f. Is the project novel and original?
   g. Is the proposal well written?
   h. Is there evidence of scholarship?
   i. Is there evidence of a collaborative approach:
      - within the School of Dentistry?
      - between the School of Dentistry & other University of Alberta researchers?
      - between the School of Dentistry & external researchers?
   j. Are the collaborative roles meaningful and well defined?

3. **Knowledge Translation & Impact (20%)**
   a. Is there a description of the knowledge translation plan?
   b. Is there evidence that the project team has successful knowledge translation by members of the team? (publication record)
   c. Does the proposal have potential for significant contributions in areas of educational research and applied scholarship to teaching and learning?
   d. Is there evidence that the proposal could have application in developing new and measurably improved ways of delivering content within the School of Dentistry curriculum?
   e. Does the proposal leverage the potential research findings towards a future study and/or external grant application?

4. **Budget Details and Narrative**
   a. Are budget details and a narrative description of budget items included in the application?
   b. Is the use of funds clearly described?
   c. Are only eligible expenses included? (See conditions for funding as outlined in the application.)
   d. Are materials and services directly related to the research project?
   e. Are other sources of funding (if any) clearly disclosed?
   f. Travel to conferences to present research is not allowable.
   g. Stipends for members of the research team are not allowable.
   h. Salaries for graduate students are not allowable **IF** the research project is part of their graduate research study.