RESEARCH DEVELOPMENT FUND
REVISED POLICY GUIDELINES

Introduction

The Research Development Fund (RDF) was established in 1998, under the initial name of Seed Grant, to stimulate research culture and build research capacity in an emerging University like the University of Technology. The RDF was first divided into five funding categories: Individual Fund, Group Fund, New Researchers Fund, Equipment Grant, and Research Incentive/Feasibility Grant. The funds available under each category were limited, and access was furthered hindered by lengthy administrative procedures. The guidelines have been revised in order to strengthen and expand the Fund and its accessibility.

CATEGORIES

1. Group Research Fund – J$1,000,000.00

This category is designed to support identified groups with at least two faculty members. Each Faculty should provide at least one team/group per academic session.

Broad Criteria for Group Research

1.1 Groups may include external institutions with which UTech has MOUs.

1.2 Research must be in line with the University’s focal areas

1.3 The research results must have industry, market related, and national impact

1.4 Group projects must facilitate team cohesion/growth (research team building)
1.5 Group projects must have potential for novel ideas/innovation

1.6 Premium will be given to group projects that are cross-faculty in composition

1.7 The funds accessible under the Group Research Fund is a maximum of J$1,000,000

2. **Individual Research Fund – J$500,000**

This category supports individual projects that are led by one faculty member. Individuals may receive support from other stakeholders.

**Broad Criteria for Individual Research**

2.1 Individual projects should have potential for publication

2.2 There must be a clear linkage to area of individual expertise

2.3 Research must be in line with University’s focal areas

2.4 The funds accessible under the Individual Research Fund is a maximum of J$500,000.00

**SELECTION CRITERIA**

General criteria for project proposal selection and assessment will include:

1. Ability to generate counterpart financing will be given a high weight

2. Potential for publication and collaboration

3. Feasibility and sustainability

4. A clear linkage to areas of expertise

It is expected that each project will produce publications and/or conference presentations
APPLICATION PROCESS

1. Submissions are accepted throughout the course of the year

2. Applicants are to include their CV’s, which should be project specific, and should outline responsibilities.

3. Applicants are to include a detailed budget, and the time-line required for project completion

REPORTING REQUIREMENTS

The following reporting requirements should guide the project:

1. Grant cheques are made payable to team leaders. The SGSRE must be receipted for all cheques received.

2. Submission of a periodic report for SGSRE records which will assist in research promotions.

3. Presentations at RDF seminars, which will include team members and other stakeholders.

CHECKS AND BALANCES

Consequences of nonperformance and not following criteria after being awarded an RDF grant are as follows:

1. Disqualification from further grant funding.

2. Negative impact on academic promotion.

3. Right by the University to recover money unaccounted for through legal action.

4. Reflection of non-performance in staff appraisal.

5. Any other sanctions as deemed necessary.
GENERAL MEASURES

1. Group leaders may receive a reduction in teaching hours.

2. Coordinators’ are expected to take on viable team projects for his/her respective Faculty.

3. RDF projects may include Research Assistant Stipend, different from Graduate Assistantship received from HRM. This should be factored into the budget for the project.
RESEARCH DEVELOPMENT FUND

APPLICATION FORM

YEAR: 2009
(All applications must be typed and bear a signature of the Faculty Dean / Divisional Head. For additional information on grants and deadlines, please contact ext 3204 / 3139 or email sgsre@utech.edu.jm)

APPLICATION CATEGORY

Please check one:

Individual (    )

Group/Team (    )

Applicant / Group Leader______________________________________________________________

Rank / Title:______________________________________________________________

Date of Appointment _____________________________________________

Faculty / Division____________________________________________________

Date of Last Application _____________________________________________

Amount Granted ______________________________________________________
TO ALL APPLICANTS (attach not more than 5 pages)

1. PROJECT DESCRIPTION
   i) Project Title
   ii) List of participating/collaborating staff including their consultancy CVs
   iii) Graduate Students involved
   iv) Project Summary
   v) Research plan
   vi) Expected Outcomes
   vii) Ethical Clearances (Human / Animal Ethics): Applicable ( )
        Not Applicable( )
        If applicable, have you obtained one? Yes ( ) No ( )

2. BUDGET OUTLINE

3. BUDGET JUSTIFICATION

4. EXPECTED FUNDS FROM OTHER SOURCES

5. SIGNATURES

   Applicant:
   Name __________________________ Signature __________________________
   Date __________________________

   Faculty Dean / Divisional Head:
   Name __________________________ School __________________________
   Signature __________________________ Date __________________________

   Faculty Graduate Studies, Research & Entrepreneurship Coordinator:
   Name __________________________ Faculty __________________________
   Signature __________________________ Date __________________________

Approved by the Faculty Graduate Studies, Research & Entrepreneurship Coordinators Committee 09/09 6