

Faculty of Science Field Work Support Program (FWSP) General Guidelines

Purpose

The purpose of the Faculty of Science Field Work Support Program (FWSP) is to support field work in both research and teaching activities within the Faculty of Science at the University of Manitoba. The focus is on enabling field work by offsetting the actual costs of doing work in the field. The program is not intended to provide alternative support in lieu of other sources of funding.

Eligibility

All full-time academic staff members in the Faculty of Science are eligible to apply to the FWSP in support of both research and teaching. Applications may be made on behalf of the staff members themselves or on behalf of students working with or studying with eligible staff members.

Nature and Extent of Support

FWSP funds are to be used to support for field work-related travel costs (e.g. mileage, vehicle rental, airfare, accommodation, per-diems, etc.). **Funding is explicitly intended to be used in the field (or to get to/from the field), including other travel (e.g. rental/purchase to get to sampling sites).** Requests for costs associated with lab work after collection of specimens, research equipment, or student stipends will not be considered. The maximum amount of support is \$7,500. Applications for exploratory as well as established fieldwork activities or teaching are welcome. All necessary approvals and certificates (whether for research or teaching related requests) must be either in place at the time of application or provided prior to receipt of awarded funds. Applications from groups of eligible staff will also be considered.

Evaluation Process and Criteria

Applications for research support will be read and adjudicated by members of the Faculty of Science Field Work Advisory Committee who are appointed by the Dean of Science. Applications will be assessed on the basis of the following criteria:

- The perceived value of the proposal to the conduct of field work in the Faculty of Science and the extent to which it is consistent with the purpose of the FWSP.
- The quality and clarity of the proposal.
- The need of the applicant(s) in the context of supporting field work in the Faculty of Science.
- Potential indirect benefits that may accrue from support (e.g. enhanced potential for research competitiveness, quality of teaching and student field experience, student attraction, etc.).

Competition Procedure and Program Administration

Submit completed proposals as a single PDF file with the title format as “surname_FWSP24” to Erin.Schroeder@umanitoba.ca. The **deadline for submission is Monday, February 10th, 2025 at 4PM CT**. Please respect page limitations. A brief 2-page report is required from all successful applicants, due at the time of submission of the next year's application date. The report should outline the degree to which the proposed objectives were met and lists all documents (papers, manuals, etc.) resulting. Recipients are also asked to acknowledge the Field Work Support Program in all publications and media coverage resulting from the support provided. Questions and help with the application may be directed to the Research Grant Facilitators, Ryan Sestric and Michelle Perner-Lemire, via e-mail at Science.ResearchFacilitator@umanitoba.ca.

Faculty of Science Field Work Support Program (FWSP) Application

General Instructions:

1. Applicants should read the General Guidelines above before completing this form. Applications must be prepared with those guidelines in mind.
2. The appropriate certificate/proof of approval on activities involving the use of animals, human subjects or biohazards must be attached to the application or forwarded before funding will be released.
3. Final (2 page) reports for prior projects receiving support within the last three years from the FWSP need to have been submitted.

PART A – APPLICANT(S) INFORMATION

Primary Applicant:	Rank/Position:
Department:	Telephone: E-mail:
Co-applicant(s) name(s) and department(s):	
Short Title:	
Amount Requested: \$	
Indicate if proposal involves: Human Subjects: __; Animal Experimentation: __; Biohazards Containment: __;	
Certificate(s) of Approval attached? ____ (yes/no) ____ To follow	

The undersigned hereby certify acceptance of the terms and conditions of the Faculty of Science Field Work Support Program as outlined in the General Guidelines.

Primary Applicant's Signature:	Date:
Department Head's Signature:	Date:

PART B – DESCRIPTION OF SUPPORT BEING SOUGHT

Brief Summary of Proposal

Provide a concise statement of the key objectives and scientific merit of the proposed work (300 words maximum).

Description of Proposed Activities

Attach a description of your proposed field work related teaching/research activities. Do not exceed three pages. You may include an additional page for references if needed. In describing the proposed activities, be sure to include:

- 1) The specific objectives of the activities and a brief discussion of the relationship to any existing programs and activities (e.g. for research-related proposals the relationship to grants/contracts held or for teaching-related proposals the relationship to any alternative courses or training opportunities).
- 2) A statement regarding the need for and urgency of the proposed activities.
- 3) A description of the value of the activities in terms of either research or teaching significance (for teaching proposals this should include whether the proposed activity is part of any required, accepted elective, etc. courses).
- 4) Statement of where the activities will occur and who will be involved (e.g. faculty, students, etc.).
- 5) A brief summary of the methods and procedures to be used and the resources that are required, with emphasis on any for which support is requested.
- 6) A timetable for the completion of the proposed activities.
- 7) A statement on how the proposed activities relate to plans for future field work activity.

Please bear in mind the type, nature and extent of support expected to be provided through the Faculty of Science FWSP program.

PART C – BUDGET INFORMATION

Budget Request Summary

<u>Budget Request</u>	<u>Total</u>
Materials and Supplies	\$
Equipment	\$
Travel	\$
Other (please specify, TAs for teaching)	\$
Total Requested: \$	

Budget Details and Justification

Provide a clear justification for each requested budget item and relate it to the objectives and needs of the proposed activities. For teaching related proposals the justification should include a description of overall cost structure for the course offering including anticipated revenues from other sources including such things as tuition revenue, field trip fees, etc. For research related proposals the justification should explain how the request fits into the applicants' overall research program and should include a list of research funding held or applied-for and the relationship of that funding to what is being requested. **Attach** up to two additional pages if more space is needed. **Attach** quotes for items over \$500 (a single quote per item is sufficient).

