

PIF APPLICATION GUIDELINES

HOW TO APPLY

Applicants are advised to read this guide to ensure that they fulfill all the requirements in preparing applications and are familiar with the general policies and guidelines concerning Program Innovation Funds. Please pay particular attention to eligibility, deadlines, and budget estimation.

Applications for Program Innovation Funds must be submitted on the form provided. This form has been designed to provide for a wide range of requests. You are asked to complete it as accurately as possible, and where it neglects some essential aspect please provide that information on a separate page with an explanation.

FORMS & GUIDELINES

- Access to the current PIF Application Form, PIF Application Guidelines, General Information and Guidelines for Deans/Directors and Chairs/Managers are located under the PIF tab on the [AIR Web](#).
- Applications must be submitted on the form provided during the current call.
- Applications should not exceed four pages in length.

REQUIRED APPROVALS

(Reference the 'Guidelines for Deans/Directors and Chairs/Managers' posted on the PIF site on the [AIR Web](#))

Step 1: Once you have completed your portions of the application, it **must** be submitted electronically to **your** Chair (or Manager).

Step 2: The Chair (or Manager) will add their comments and then forward the application to **their** Dean.

Step 3: The Dean will add comments and rank the application among others from that School or non-academic area. The Dean will then need to submit the **completed** form electronically to the Dean, Centre for Teaching Excellence, Innovation & Research (TEIR) at pif@rrc.ca .

SUCCESSFUL APPLICANTS

The PIF Review Committee will meet shortly after the published submission deadline. Successful applicants will be notified by letter and provided with information on how to access funding together with guidance on Red River College processes for expenditures.

NOTE: As a condition of accepting the awarded PIF funds, applicants may also be required to present the outcomes of their PIF project at various venues and events held at Red River College.

THE PIF APPLICATION FORM

(Read the 'General Information' document posted on the PIF tab on the [AIR Web](#))

1. PROJECT NAME

Give your project a meaningful name/title that conveys what the project is about.

2. APPLICANT (S)

List the names and contact information of all project participants.

3. ADDITIONAL PARTICIPANT(S)

Should your project involve the services of another department (ie: e-TV, TLTC, ITS, etc), they must be consulted prior to submitting the application. The application requires that an appropriate person from that department comment on the application.

NOTE: Failure to consult with required departments could result in the application being incomplete and ineligible for funding.

The departments that are the most frequent participants include:

Area	Contact Person	Phone:	E mail
e-TV	Chris Basarowich	3953	cbasarowich@rrc.ca
Teacher Learning Technology Centre (TLTC)	Matt Miles	3073	mmiles@rrc.ca
Information Technology Solutions (ITS)	Gabrielle Vigelius	8333	gvigelius@rrc.ca
Library	Norman Beattie	2470	nbeattie@rrc.ca
Program & Curriculum Development (PCD)	Sandra Sukhan	3011	ssukhan@rrc.ca

4. ADDITIONAL APPROVALS/CONSULTATION

There are several RRC departments that must be contacted to discuss the project and confirm requirements. It is important to contact them to verify what the current policies and processes are in order to avoid delays with starting your project and/or completing it by the required end date.

Applicants must consult with applicable departments before submitting the application and should discuss/confirm with Chair/Manager.

Examples: HR (hiring staff for project, backfill requirements), Corporate Legal (entering into contracts or agreements), Privacy Coordinator (adhering to privacy laws), ITS (any systems related matters involved), Purchasing (online requisitions/purchase orders for purchasing items or services), Finance (corporate VISA purchases, expense claims), etc.

5. PROJECT DESCRIPTION

Please provide the project plan (including supporting information, under the appropriate headings) in sufficient detail to permit an informed judgment by the review committee:

5.1 Estimated start date. Indicate when you expect to start the project.

5.2 Estimated end date. Estimate the length of time you will require to complete the project.

NOTE: Projects should be completed within 6 months or the end of the fiscal year on March 31.

- 5.3 Describe the scope and objectives of the project.
- 5.4 Include a statement of how each objective relates to the current College Strategic Plan and Priorities and to the priorities of your department/school.
- 5.5 Methodology. How are you planning on accomplishing your objectives? Include your research plan and methods. Indicate work already completed or in progress.
- 5.6 List all deliverables from the project and indicate the significance and practical importance of the work.
- 5.7 Include names and roles of all participants, including students and/or consultants.

6. BUDGET ESTIMATE

6.1 Staffing

- Is backfill required? If yes, please indicate the length of time that backfill will be required for.
- If funds for backfill(s) will be required, a simple calculation needs to be made for each person. Keep in mind these are estimates only.
- **Contact HR to obtain information about backfill requirements and process.**

NOTE: Backfilling occurs when an employee is moved out of his or her assigned duties and is replaced by another employee.

Example salary calculation:		
Hourly rate of pay X the number of hours to be worked	\$20 x 136 =	\$2720.00
Multiply this amount by 5% (stat pay)	2720 x .05 =	136.00
	subtotal	2856.00
Multiply the subtotal by 11.75% (fringe benefits)	2856 x .1175 =	335.58
Add the subtotal to the fringe to get your staffing cost	TOTAL	\$3191.58
 <i>Please note that stat pay and fringe benefit amounts represent a cost to the College but are NOT paid to FT college employees.</i>		

Operating:

- Material and supply costs should be realistic estimates. Please include all taxes, currency conversions, and any shipping or other costs.
- No capital purchases will be funded. (An item is considered capital if the cost exceeds \$5,000.00)
- **Contact finance and purchasing departments for process requirements.**

TOTAL Amount Requested may not exceed \$10,000. There is no minimum amount.

NOTE: Materials acquired with funds from this project are the property of Red River College. Deans and Chairs will ascertain the storage and future distribution/use of materials acquired unless otherwise directed by the Dean of TEIR.

6.2 Revenue Potential

If revenue potential exists, provide a realistic estimate of the amount with a brief explanation.

7. PROJECT PLAN

Include a *brief* timeline, itemizing work to be accomplished at each stage or month as well as how much you expect to expense at each stage or month, to the completion of your project.

ADDITIONAL INFORMATION

- Interim reports may be required.
- The 'End Report' must be submitted by the projects end date, together with copies of materials or products created where applicable / feasible.
- Red River College may publish information on all applications, awards, and projects including posting on a College website.

INQUIRIES

Please direct all inquiries concerning the Program Innovation Fund to:

Office of the Dean

Centre for Teaching Excellence, Innovation & Research

CM30-2055 Notre Dame Avenue

pif@rrc.ca