**Award Package(s) and Pathway Preparation**

***Academic Support Offices Grant***

**Funding Overview**

The aim of this funding is to support academic staff in the *preparation of comprehensive award packages* and to *develop a pathway* for applying for multiple awards. We define an award as a prize or other mark of recognition to honour an achievement. An award celebrates the work of academic staff. **This fund is  *intended* to only support award applications, not grant applications.**

Academic staff are encouraged to use this funding to hire a graduate or undergraduate student as a research assistant to help the nominee (academic staff) identify areas strengths that align with the award criteria, coordinate nominator and referee letters and help the nominee prepare and assemble award package(s). Copy editing is also recommended.

**Application deadline for this support funding**

Ongoing and based on availability of funds.

**Funding Available**

Faculty members can apply for up to $1,500.

**Use of Funds**

Funds will be issued for a duration of approximately one fiscal year, until March 31st. The end date for the grant will be listed on the confirmation letter from the Academic Support Office.

**Eligibility Criteria**

This fund is open to the award nominee who is *continuously appointed* in the Werklund School of Education. The nominee must apply for a Discipline Award, Werklund School of Education Award, University Award, Community Award, and/or a National or International Award (please see list attached with award deadlines). If an applicant is pursuing a National or International award, please contact the Academic Support Offices for more details and eligibility.

Adjudication

The applications will be reviewed by the Associate Deans of Teaching and Learning, Research and Internationalization with their respective advisory committee(s) dependent on the award(s).

**Reporting**

The applicant, if funded, agrees to submit receipts or RA hours for all expenses incurred. These expenses will be submitted through PeopleSoft. Each applicant will be responsible for their own expenses. A brief report will be requested yearly by the Academic Support Office.

Submit your application and electronically to educres@ucalgary.ca

**Application Form Award Package(s) and Pathway Preparation**

**Applicant’s Name:**   **Email address:**

**Description of the Award(s):**

**Award Support fund explanation:**

**Detailed Budget**: Please provide a detailed budget for your application.

Please note: Check rates with [Check GSA Collective Agreement](https://gsa.ucalgary.ca/wp-content/uploads/2016/07/GSA-Collective-Agreement-2020_Final_signed-2020-06-17-1.pdf) for information about research assistant remuneration and benefits or contact Laurie McDonald [laurie.mcdonald2@ucalgary.ca](mailto:laurie.mcdonald2@ucalgary.ca).

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| --- | --- | --- |
| **Budget** | **Dollar**  **amount** | **Justification** |
| **Research Assistant** |  |  |
| **Copy Editor** |  |  |
| **Other\_\_\_\_\_\_\_\_\_\_** |  |  |
| **TOTAL**  (Not to exceed maximum available) | **$1,500** | |

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|  |  |  |  |  |
| Applicant’s Name (print) |  | Applicant’s Signature |  | Date |