IMN-PN Awards and Stipends: Terms of Reference

Descriptions

A payment is considered to be a student award/stipend if:

- It is made primarily to advance the student’s education;
- There is no employee-employer relationship;
- The payment is not considered for services rendered; and
- The student is the primary beneficiary of the related service.

Research Experience Awards:

- Eligibility: Indigenous students (at all levels), who have partnered with an Indigenous community or organization to engage in a wellness-related research project that is mutually beneficial. Partnerships can form in response to a placement advertised by IMN-PN or can be a pre-existing relationship. Applicants must either be studying in, or conducting research in British Columbia or the Yukon. Applicants must also have an Academic Mentor at an eligible institution for funds to be transferred.
- Use of funds: Research Experience Awards can be used for funding students’ time, while working on a wellness-related research project initiated by and of expressed interest to an Indigenous community or organization. The research experience can be undertaken at any time during one year of the student’s program and may involve engagement on-site (e.g. assisting with a community-level KT event, land-based research activity or community research engagement meeting/s) or by distance (e.g. environmental scan or literature review for a proposal), under the supervision of their Academic, Community and/or Organizational Mentors.
- An Academic and Community or Organizational Mentor will guide each Mentee through this experience. All Research Experience Award applications must include a letter of support from a representative of an Indigenous organization or community to demonstrate that a partnership exists.
- IMN-PN will regularly canvas our Indigenous Community and Organizational Mentors and partners for priority wellness-related issues for which they require the type of assistance a Mentee might offer. These opportunities will be advertised through IMN-PN’s listserv, newsletter and website.
- Students applying for more than one IMN-PN funding opportunity (Research Experience Award, Research Expense Stipend, and/or Conference/Community Travel Award) must submit separate application packages with proposals that clearly differentiate between the submissions. Identical proposals will not be considered for more than one funding opportunity; nor will previously funded proposals be considered.
- Research Experiences will be reviewed on a rolling basis, pending opportunities available for placements within organizations. Any student who has a pre-established relationship with an organization is eligible to submit an application with their organizational partner at any time.

Research Expense Stipends:

- Eligibility: Indigenous students who are completing research or research-related activities as part of their academic program (e.g. undergraduate honours thesis, thesis, practicum, final project, Community Governance Project, dissertation), and will receive post-secondary credit for completion of these activities. Applications outside of these parameters will be reviewed on a case by case basis. New Investigators are also eligible to apply for Research

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Expense Stipends to support their research activities. Applicants must either be a) studying in, or b) conducting research in British Columbia or the Yukon. Applicants must have an Academic Mentor at an eligible institution for funds to be transferred. Use of Funds: Stipends are intended to support students conducting Indigenous wellness-related research. Funds can offset the costs of research-related expenses, and can be used to support the development (e.g. community meetings), implementation (e.g. data gathering), or sharing (e.g. conference registration) of their research project. Stipends are not intended to augment student income, and therefore cannot be used to pay applicant’s salary or wages for research assistants.

- IMN-PN will not provide retroactive reimbursement for expenses incurred prior to the application deadline. We encourage applicants to plan in advance and apply for funding while enrolled in coursework (approximately 4-6 months prior to completion), so that funds are available when full-time research commences.
- An Academic and Community or Organizational Mentor will guide each Mentee through this experience.
- Students applying for more than one IMN-PN funding opportunity (Research Experience Award, Research Expense Stipend, and/ or Conference/ Community Travel Award) must submit separate application packages with proposals that clearly differentiate between the submissions. Identical proposals will not be considered for more than one funding opportunity; furthermore, repeat submissions in subsequent calls for applications will not be reviewed.

Conference/Community Travel Awards

- Eligibility: Graduate and Post-Doctoral Mentees and New Investigators. Applicants must have an academic mentor at an eligible institution, or in the case of New Investigators be employed at an eligible institution, for funds to be transferred.
- Use of Funds: Funds can be used to offset costs of travel to mentors, Elders, communities, and can also support access to academic or professional development resources, such as conferences or workshops.
- IMN-PN will not provide retroactive reimbursement for expenses incurred prior to the application deadline.
- Students applying for more than one IMN-PN funding opportunity (Research Experience Award, Research Expense Stipend, and/ or Conference/ Community Travel Award) must submit separate application packages with proposals that clearly differentiate between the submissions. Identical proposals will not be considered for more than one funding opportunity; furthermore, repeat submissions in subsequent calls for applications will not be reviewed.

Northern Travel Awards

- This award is for students wishing to undertake an on-site research in the north including Nunavut, Northwest Territories, the Yukon and Northern BC). Any additional applications to other locations will be evaluated on a case by case basis.
- Eligibility: Graduate and Post-Doctoral Mentees and New Investigators. Applicants must have an academic mentor at an eligible institution, or in the case of New Investigators be employed at an eligible institution, for funds to be transferred.

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- **Use of Funds:** Funds can be used to offset costs associated with the trip (e.g. travel, accommodations, food).
- IMN-PN will not provide retroactive reimbursement for expenses incurred prior to the application deadline.

**New Investigator Seed Grants**

- **Eligibility:** Post-Docs/New Investigators that are employed at an eligible institution.
- **Use of Funds:** Funds can be used to conduct new research, test new approaches, host discussions about emerging issues or new opportunities, launch a new event or develop a new idea, and support access to academic or professional development resources.
- IMN-PN will not provide retroactive reimbursement for expenses incurred prior to the application deadline.
- Post-Doc/New Investigators applying for more than one IMN-PN funding opportunity (Research Expense Stipend, and/or Conference/Community Travel Award) must submit separate application packages with proposals that clearly differentiate between the submissions. Identical proposals will not be considered for more than one funding opportunity; furthermore, repeat submissions in subsequent calls for applications will not be reviewed.

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### Funds Available

<table>
<thead>
<tr>
<th>Award/ Stipend</th>
<th>Value</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<td>12</td>
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<td>40 (120000)</td>
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<td>Post-Doc/NI Trainees</td>
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<td>4</td>
<td>4</td>
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<td>24 (120000)</td>
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<td>(116000)</td>
<td>(98000)</td>
<td>(96000)</td>
<td>(95000)</td>
<td>(213 (479000))</td>
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<th>Yrs. 1-5</th>
<th>Value</th>
<th>Total</th>
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<td>Northern Travel</td>
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**Stipend Criteria and Protocols**

**Calls for Applications**
- Calls for applications will take place December (for February 1st deadline) and June 1st (for August deadline).

**Deadlines**
- Application due February 1st and August 1st each year. All applications will be due at 5 PM PST. Incomplete applications will not be accepted.

**Submission**
- Applications for IMN-PN awards and stipends will be sent electronically to the Network Coordinator for initial review (for completeness and eligibility)
- Applications are to be submitted by email with all applicable attachments to imnpn@uvic.ca. Applicants will receive an email confirmation that the application has been received within one week of submission.

**Application Materials**
- Application Form
- IMN-PN Participant Form (if not already submitted)
- Verification of Enrollment
- One-Page Proposal (*single-spaced*): describe the research, your role in conducting the research; the activities you will undertake; how you will engage with Academic, Organizational and/or Community/Cultural mentors; and how the project advances your academic and professional development

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- Budget and Timeline (for Research Expense Stipends)
  - Template will be made available
- Letter of Support from Academic Mentor that describes the training environment/resources available to the student, and plan for mentorship relationship
  - For research involving humans, animals or biohazardous materials, supervisors are responsible for obtaining research ethics approval and for ensuring that students receive the appropriate training and supervision to comply with the approved protocol.
- Letter of Support from Organization/Community, on letterhead (if applicable)
  - Template will be made available
  - If you are including a letter of support, please provide a brief description of who wrote the letter and their role as a mentor as well as their role within the community/organization (max. 200 words).
  - If you are not including a letter of support, please include a justification for why one isn’t provided (max. 200 words).

Adjudication
- PIs from each of the four IMN-PN host institutions (UVic, UBC, SFU, UNBC) will lead Review Panels (n~4) consisting of Indigenous Academic, Community and Organizational Mentors as well as New Investigators.
- Members of this committee will be invited by the NPI and PIs.
- Review Panels will confidentially assess and rate applications submitted by students outside of their own institution to maintain an arms-length adjudication process.
- Review Panels will score each application using the evaluation criteria outlined below.
- All reviews will be compiled by the Network Operational Team, with final decisions being reached by consensus.

Application Assessment:
- Eligibility Criteria:
  - Indigenous (participant form)
  - IMN-PN member (participant form)
  - Level of study appropriate to the program from which funding is being sought (participant form)
  - Current student (verification of enrollment)
  - Must have an academic mentor (signed letter of support)
  - Priority will be given to applicants who have not previously received IMN-PN funding
- Evaluation Criteria:
  - Complete Application Package: (late or incomplete applications will not be considered)
    - Application Form
    - IMN-PN Participant Form
    - Verification of Enrollment
    - One-Page Proposal
    - Budget and Timeline (for Research Expense Stipends)
    - Letter of Support from Academic Mentor
    - Letter of Support from Organization/Community, on letterhead (if applicable)
  - Applicant’s Potential (20%)

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- Research or related experience/potential
- Research or related experience in Indigenous wellness

  - **Research Potential** (40%)
    - Feasibility of the proposed project (timeline, scope, workload, schedule/s)
    - Proposal describes:
      - the research,
      - applicant’s role in conducting the research;
      - the activities they will undertake;
      - how they will engage with academic, organizational and/or community/cultural mentors;
      - how the project advances their academic and professional development

  - **Partnership Potential** (40%)
    - Relationship with Indigenous partner
    - Relationship with Academic mentor
    - Project advances applicants education and/or training
    - Research environment facilitates applicant’s learning, education and/or training
      - Consideration will be given to regional, cultural and disciplinary representation
      - Research will ideally be initiated by an Indigenous community or organization (not sought out)

Payment
- No deductions for income tax, CPP or EI
- No contributions (or coverage) for Worksafe BC
- Stipend amount reported on T4As
- UVic Stipends:
  - Payment schedule determined when submitting accounting form
  - Information needed [for UVic students]:
    - Legal name (First, middle, last)
    - UVic Student ID
    - SIN #
    - Department
    - Citizenship (Canadian Citizen/ Permanent Resident/ Work or Study Permit)

- Other Institutions
  - Funding will be transferred to students at other institutions by first initiating sub-grants to PIs at host sites, which will then be re-allocated to recipients through respective accounting offices
  - Sub-grants take 4-6 weeks to process

Accountability
On condition of receiving the stipend or award, recipients will be expected to meet specific accountability measures, including:
- Engaging with the proposed plan outlined in their application;
- Attending a minimum of two meetings per funding period with their Academic, Organizational and/or Community/Cultural Mentors;
- Actively participating in the IMN-PN’s mentorship activities and resources;
- Supporting peers and mentoring students more junior in training;
- Contributing to the IMN-PN evaluation activities by completing a brief survey about the experience; and

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- Acknowledging the IMN-PN in any publications or presentations related to the research project.
- Recipients will agree to fill out a use of funds report or research experience form with their supervisor at the end of the proposed project.

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