

Matrix Collaboration Program Guidelines

All parties involved with the Matrix collaboration program must comply with the University of Victoria [Research Ethics Policies](#), including human subjects research guidelines, and other research integrity and finance policies at UVic.

Proponent responsibilities

- Proponents are full-time faculty at the University of Victoria.
- Submit a short final report and presentation for Matrix at the end of the project.
- Adhere to institutional policies, e.g., for visiting researchers and students.
- Provide ongoing direction and research support to the activity prior to and during the event.
- Ensure the event has appropriate meeting, lab and/or office space and resources during the research project.
- Assume fiduciary responsibility for the Matrix funds.

Adjudication

The Matrix Collaboration Award has limited awards available. All applications will be reviewed and decided by the [Matrix executive team](#). The submitted proposals will be adjudicated based on the following criteria (in no particular order):

- Applications are considered in order they are received.
- Priority is given to recipients with no previous Matrix funding.
- Quality of the research proposal and activity planned.
- Relevance to Matrix objectives and areas, defined [here](#).
- Fit with [UVic's Aspiration 2030 research strategy. X^wk^wenen̓ istəl](#) (Indigenous Action Plan) and Equity Action Plan.
- Expected benefit to Matrix and UVic.

Once applications are reviewed, award notifications are issued and will provide the outcome of the review process and outline next steps.

Funding

- Projects must begin by the start date indicated in the application.
- Funds will be reimbursed by Matrix's funding codes, through the usual UVic accounting processes.
- Funds available until fully allocated (\$20,000).

Conditions

- The funds must be spent on the activity noted in the proposal. Deviations must be approved by the Matrix Director in advance (e.g., a change in venue or speaker).
- Proposals should be submitted at least 3 weeks in advance of the start date of the activity.

- Matrix must be acknowledged ([see here](#)) in presentation materials, including slides and posters.
- Applications should clearly outline how the funding will be used, other sources of funds, and end dates.
- Funds for any individual application cannot exceed 5,000\$, or 2,000\$ for primarily travel related funds.
- Successful submissions will be used by Matrix in promotional materials about the Institute.

Conflicts of Interest

- Executive committee members may apply individually but will recuse themselves during deliberation.

Deliverables

The following deliverables must be submitted to Matrix no later than one month after the proposed activity concludes:

- A final 1 page report that summarizes the activity outcomes including, among other things, approximate numbers of attendees, expected impact of funding.
- A presentation that covers the same topics as the previous point.

Intellectual property

- Matrix does not claim any ownership of intellectual property developed through the projects it funds.
- All other IP questions are subject to the rules of UVic's IP framework.

Email matrixdir@uvic.ca with any further questions.