UNIVERSITY OF THE FRASER VALLEY
RESEARCH AND GRADUATE STUDIES

ROSA Application Form

Research Option (RO)
Scholarly Activity (SA)
Scholarly Activity Grant (SAG)

Submissions **MUST** be emailed to ROSA.Release@ufv.ca

Deadline for submission is **OCTOBER 31**

ROSA APPLICATION

Please complete all sections; all subheadings must be addressed. Incomplete or late applications will not be accepted. Please refer to the **ROSA Handbook** when completing your application. If you have any further questions that cannot be answered by the handbook, please contact the Research Office at ROSA.Release@ufv.ca.

TIMELINE and DEADLINES

June – September Application Preparation
The applicant begins to prepare their application well in advance of the final deadline.

October 31 – Submission of Finalized Application
The applicant has until October 31 to make any revisions and submit their application. Complete and final applications must be submitted electronically to the Research Office via ROSA.Release@ufv.ca.

For those applying for a major grant in the Fall (e.g., NSERC, SSHRC, CIHR) you will have until November 7 to submit your ROSA application. Late and/or incomplete applications, other than this exception will not be accepted after October 31.

February 15 – Decision Notice
After the Review Committee of peers has made final decisions, applicants will be notified of their decision around February 15.

September 15 – Report is Due
After the release is taken, a final report is due in the Research Office by September 15, the following academic year. Please use the final report template on our website , and then submit anytime prior to the deadline to ROSA.release@ufv.ca.

ROSA APPLICATION FORM

The **Project Proposal** document must be included with your application and include:

Sub-heading	Details
Project Title	Proposed project title
Project Summary	Maximum 250 words describing: • Challenges or issues the project will address • How the project will advance knowledge within your discipline • The impacts your proposed outputs may have outside your scholarly community
Project Description *(max 5 pages plus references)*	Needs to include the following subheadings: • Context • Objectives • Methodology • Project Timeline • Dissemination Plan • Outputs • Project Scope (only for proposals that form part of a larger project)
ROSA Principles of Priority Justification *(max 2 pages)*	Needs to include the following subheadings: • Students • Regional Relevance • Funding • Teaching
CV Summary *(max 2 pages)*	Your CV summary cannot be anymore than 2 pages It needs to include: • Recent research activities • Grants • Publications • Papers • Presentations

~Application will start on the next page~

Name: Department: Date:

ROSA Application Form

1. **I confirm that my department head and dean are both aware that I am applying for a ROSA.**
   - ☐ Yes, I confirm they are both aware.

2. **In what semester do you plan to use your release?**
   - ☐ Fall 2027
   - ☐ Winter 2028
   - ☐ Summer 2028

3. **What type of ROSA are you applying for?**
   - ☐ Research Option (RO)
   - ☐ Scholarly Activity (SA)
   - ☐ Scholarly Activity Grant (SAG)

4. **If you have previously received a ROSA release, please identify in what year it was taken.**

5. **Do we have your permission to use samples of your application for workshops, educational purposes, or to provide colleagues with sample applications?**
   NOTE: This is not a requirement, and your response will not impact the success of your application.
   - ☐ Yes, I consent.
   - ☐ No, I do not consent.

6. **Project Title** (please provide a working title for the project)

7. **Project Summary** (Maximum 250 words)
   Provide a plain language summary of the proposed research that addresses the following:
   - Challenges or issues it will address
   - How this project will advance knowledge within your discipline
   - The impacts your proposed outputs may have outside of your scholarly

8. Project Description (Maximum 5 pages, plus references)

Use the following headings to structure your project description:

a) **Context**

Provide rationale and justification for your project by discussing both its broader and scholarly contexts. Much of this section should discuss the key literature associated with your project to identify knowledge gaps or advances in knowledge.

b) **Objectives**

Describe the focus of research or scholarly activity you will address with this project. Identify the specific objectives of the proposed research that when completed will answer your research question or advance knowledge as identified in the *Context* section.

c) **Methodology**

Provide a detailed methodology for the proposed research. While you don't need to describe theoretical frameworks/approach in detail, it is helpful to outline the approaches and frameworks you will utilize and why you have chosen them. Provide detailed information on regarding data collection, analysis, and synthesis such as number of participants, recruitment, project sites, and partnerships, etc. It should be clear to the committee based upon the information provided that the project is feasible and likely to result in fulfilling the proposed objectives.

d) **Project Timeline**

Provide a timeline for completing major project activities. Show student and partner participation and timing of major project activities. If this is a part of a larger project, ensure that the timeline represents the details of this year's work and places it within the larger project scope.

e) **Dissemination Plan**

Please provide a detailed plan for the dissemination/mobilization of your research results or scholarly activity. If it is a peer reviewed journal article, then provide some potential journals or if it is an exhibit, then identify potential venues or shows, etc.

f) **Outputs**

Identify the proposed outputs of your project. This may include journal articles, exhibits, workshops, conference presentations, book chapters, etc.

g) **Project Scope (only for proposals that form part of a larger project)**

If the proposed project is a part of a larger, longer-term project, please describe the work that is to be conducted for this year within the scope of the entire project. Ensure that it is clear to the committee that this year's proposed work is sufficient to justify a full section teaching release.

9. ROSA Principles of Priority Justification (max 2 pages)

Use the following headings to structure your Principles of Priority Justification:

a) **Students**

Describe how the proposed project provides direct and meaningful learning opportunities for UFV students. Students involved in faculty research or scholarly projects must contribute at multiple points in the project, such as data collection, analysis, synthesis, or presentation of results. This principle is about the quality of the student contribution and not the number of students involved. What skills will students learn? What project activities or objectives will they participate in? Describe how your hiring plan will ensure that a diverse group of students have access to participating in your project.

b) **Regional Relevance**

Describe how the proposed project contributes to leadership in the social, cultural, economic, and environmentally responsible development of the Fraser Valley. In accordance with UFV's strategic direction and mandate, faculty scholarship is not 'geographically delimited', rather, faculty scholarship will identify how it relates to, or informs, regional or community needs, aspirations, or development.

c) **Funding**

Is this project externally funded through a grant or project agreement? Please describe the funding – source, amount, project duration, whether the funding has been applied to, or is confirmed. To meet this principle, the proposed project should have confirmed external funding or a strong probability of acquiring external funding.

d) **Teaching**

How does this project inform the teaching of the applicant? Identify how the scholarship of this project will be included in future teaching.

9. Budget for Scholarly Activity Grant (SAG)

This page is only if you are applying for a Scholarly Activity Grant. Please use the provided template for your budget justification. There is a space for rationale below.

SAG Budget Template

Category	Amount	Funding from Other Sources
Personnel costs		
Undergraduate		
Masters		
PhD		
Travel and Subsistence Costs for Research		
Mileage (0.59 cents/km)		
Travel within Canada		
International Travel		
Supplies		
Equipment		
Materials		
Subscription software		
Contracted Services		
Technical/service providers		
Other Costs (if required)		
Total	0	

Rationale for budget expenses