



Aboriginal Education Council

Aboriginal Student/Faculty/Staff Support Fund:

Call for Proposals 2018/2019

Throughout this document we use the term “Aboriginal” to refer to members of First Nations (status and non-status), Métis and Inuit Peoples of Canada.

Purpose of the Aboriginal Student/ Faculty/Staff Support Fund:

The purpose of the Aboriginal Student/Faculty/Staff Support Fund is to support Ryerson Aboriginal graduate students in their transition to graduate school and the development of theses and dissertations; to support Aboriginal undergraduate students to develop academic and career skills; and to support Aboriginal faculty members and sessional instructors in their research on Aboriginal issues, interests and concerns and in developing Aboriginal curriculum for Ryerson. The funding is aimed at connecting Aboriginal graduate and undergraduate students with Aboriginal faculty research and curriculum development projects. However, support can go to Aboriginal students for projects and research not directly connected to the work of an Aboriginal faculty member or sessional instructor. For example, funding can enable faculty, sessional instructors, staff and students to develop or participate in symposia, workshops, etc. relevant to Aboriginal education, Indigenous knowledges and other issues relevant to Aboriginal communities.

The Student/Faculty Support Fund is **NOT** intended to fund bursaries, scholarships, equipment or books.

Available Funding:

Because funding is limited, we ask that requests be modest. Typically, successful proposals do not exceed \$4,000.00. We will try to ensure that the funding supports a mix of undergraduate/graduate students, faculty/sessional instructors and staff. In principle, we are unlikely to fund more than one proposal for any given individual, but that will depend, in part, on the number of proposals we receive for any given call and the overall amount requested across proposals. If you submit more than one proposal, please rank them in order of priority.

Once all of the proposals have been received, the Aboriginal Education Council will make the decisions regarding allocation of funding.

We Encourage Applications for Funding of the Following:

- Research support
- Course project support
- Funding to present work at conferences (travel, accommodation, etc.) within Ontario only
- Funding to attend conferences related to one's program of study or research within Ontario only
- Support to develop curriculum
- Support for applications to graduate school and PhD programs

Information to Include in the Proposal:

- Your contact information including: name, mailing address, telephone number, Ryerson email address and student number (if applicable)
- A clear description of conference/research/course/etc. to be developed
- A narrative on the background and significance of the project, including what will be done, who is doing it, and its relevance for the Aboriginal community
- In the case of a request for funding for a course project, a clear description of what is needed including the course outline/materials describing the project
- Travel proposals should include a conference acceptance notification for your presentation or description of the conference if not presenting (please note that preference will go to those who are presenting at a conference). *Please note that Travel requests are a two phase process of adjudication; first by the Aboriginal Education Council, thereafter by the Ministry of Advanced Education and Skills Development (MEASD). Bearing this in mind, please allow up to 16 weeks for a response on International Travel requests and plan accordingly.

Note: Applicant chooses the most cost effective coverage of transportation, accommodations, etc. ○ If a conference, symposium, etc. covers meals than those cannot be applied for in budget expenses. Council covers meals at the rate of: \$10 Breakfast, \$15 Lunch, \$25 Dinner.

○ Additional Insurance coverage shall be purchased from any required rental company (car rental, etc). Under the purchased insurance coverage only the driver is covered. If applicants wish additional drivers to drive the rented vehicle, extra insurance must be purchased. Purchase of additional Health and Travel Insurance is recommended as well.

- A detailed outline of the budget in a table format, indicating how funds will be used his will include hotel, food/meal, and transportation costs and will provide justification for these expenses.
 - Non submission of original receipts to Coordinator at end of project will result in full repayment of non-identified expenses and action from Ryerson University Financial Services. ***If you cannot prove you spent it accordingly you will be required to pay back the University.***
- Time lines: (project start and end dates, travel dates, etc.) Please note: projects must be complete by **March 1, 2019** to adhere to fiscal deadline.

Successful Applicants Must:

- 1) Submit a brief report outlining the results, outcomes, benefits, etc. of the project upon completion of the project or travel.

Projects or travel must be completed with Final Reports and receipts submitted to the Aboriginal Education Council Coordinator **10 days** after travel/project, etc. or by **March 1, 2019** (whichever is sooner) in accordance with fiscal reporting requirements. A final budget and all original receipts for use of funding are to be submitted with this report. Please see the attached Reporting Template.

NOTE: If you received funding in the past, but have not submitted a report and/or receipts, you will not be considered for future funding.

- 2) Along with the report, submit a brief summary of what was accomplished to be posted on the Aboriginal Education Council's website.
- 3) All recipients who receive AEC funding must acknowledge the AEC's support in their promotional materials, programs, presentations and all other media this is an important condition of receipt of funding as it informs the public of the AEC's support and encourages the public funding of education.
- 4) All recipients who receive AEC funding will include the AEC logo in the following:
 - Advertising and promotional materials (e.g. posters, postcards, bulletins)
 - Websites, presentations, film and video credits
- 5) When placing the AEC logo in materials, do not change the dimensions, proportions or colour of the logo. The text must be legible, so do not shrink the logo to less than 3 cm wide. The logo can be downloaded from the AEC's website at <http://www.ryerson.ca/aec/index.html>
- 6) If you were a student at the time of the funding award, agree to briefly present your project at the Annual Aboriginal Student Showcase &/or Open House *AEC reserves the right to invite presenters, therefore not all recipients will present.

Due Date for Submissions:

Monday October 8, 2018 – No Later Than 4 p.m. **Submit Your**

Proposal via Email Attachment to: cktrudeau@ryerson.ca

Subject Heading: **ASFSSF Proposal 2018/19**





CHECK LIST re: Calls for Proposals

1. Obtain Basic Information about Aboriginal Education Council

Familiarize yourself with the two types of Call for Proposals available from the Aboriginal Education Council; Aboriginal Student Faculty Staff Fund and the Curriculum Development Fund Detailed information available at: www.ryerson.ca/aec/funding_education/index.html

2. Check Your Eligibility:

Throughout this document we use the term “Aboriginal” to refer to members of First Nations (status and non-status), Métis and Inuit Peoples of Canada.

In general, if you are an Aboriginal Ryerson student or Aboriginal faculty/sessional instructors, you can apply to the Aboriginal Student Faculty Staff Call for Proposals.

If you are unsure about your eligibility to the Aboriginal Education Council Call for Proposals, contact the Coordinator, Cheryl Trudeau at: cktrudeau@ryerson.ca

3. Ensure Your Proposal Is Complete:

- Make sure you have the most current Call for Proposals, dated by term and year
- Submit your application to the Coordinator via email by the indicated submission date
- Please provide Agenda/Itinerary/Schedule on workshops, conferences etc. if applicable
- Provide confirmation of request/invitation to present/speak at workshops, conferences etc. if applicable
- Complete contact information; email, student number or employee number, mailing address and telephone number (*this is important as this is where a successful applicant may receive their funding).

4. If You Received Funding:

- Return your Original Receipts and completed Budget expenses within **10** days upon your return/end of project
- Your formal written report must be completed and submitted within days
- All funded projects in whatever form they are (conference attendance, mentorship, etc) **MUST** be completed by March 1st in order to comply with fiscal year end reporting

5. If You Are Not Awarded Funding:

If you do not receive funding, you are welcome and encouraged to reapply at the next released Call for Proposals. In many cases, we are simply unable to provide funding to all of the applicants regardless of their merit.

Appeals: Juried decisions are final and cannot be appealed.