

**Graduate Research Assistant Development (GRAD) Fund
2016-2017**

Revised May, 2016

Guidelines for Faculty

1. The GRAD Fund is intended to support full-time Faculty of Education graduate students in their development of research skills. Priority will be given to full-time students, however part-time students may be hired if no full-time students are available.
2. Tenured and tenure-track faculty may apply for one **60-hour** student contract per year and for the present term. Applications for funding beyond the present term will not be considered. If funds remain in the account in December, a second 60-hour contract application may be submitted. Priority will be given to applicants who did not receive funding in April and August.
3. Faculty must agree to provide guidance and training to students.
4. Graduate students are asked to complete the Student Application Form, append their Curriculum Vitae, and submit both to **Snezana Ratkovic**, who will file it in the GRAD binder housed in her office.

Graduate students are limited to two (60 hr) contracts per year (unless no other graduate students are available). For the current **Part-time and Student Employment Rate Schedule**, please visit the following link: <https://brocku.ca/hr-ehs/info-resources-for-faculty-staff>
5. Please send an electronic and a hard copy of this application to **Snezana Ratkovic**, FOE Research Officer (e-mail: snezana.ratkovic@brocku.ca; room: WH32E).
6. The R & D Committee will make every effort to review the applications within 2 weeks of the submission date.
7. Students are asked to keep a timesheet (http://edit.brocku.ca/webfm_send/5819). Faculty members are asked to sign the timesheet when the contract is completed.
8. The contract work must be completed within the fiscal year of the date of the contract (by April 30th).
9. Please note: Before a new application is approved, a report of the faculty member's most recent GRAD grant must be received. A brief final report for all completed projects must be submitted to **Snezana Ratkovic**, FOE Research Officer.
10. **Application deadlines: April 30, August 30, & December 15.**

**Faculty Application Form for GRAD Funding
2016-2017**

Faculty Name: _____

E-mail: _____ Ext: _____

Term of 60-hour Contract:

Fall Winter Spring/Summer

Date of Last GRAD Funding: _____

Date Last Report Submitted: _____

Title of Project: _____

Brief Description of Project:

Please check the research and training activities that you will provide:

- | | |
|---|--|
| <input type="checkbox"/> Preparing Literature Reviews | <input type="checkbox"/> Database Research |
| <input type="checkbox"/> Preparing Ethics Applications | <input type="checkbox"/> Grant Proposal Writing |
| <input type="checkbox"/> Designing Interview/Questionnaire Protocol | <input type="checkbox"/> Conducting Interviews |
| <input type="checkbox"/> Collecting Videotape Data | <input type="checkbox"/> Recording Observations |
| <input type="checkbox"/> Administering Questionnaires/Surveys | <input type="checkbox"/> Statistical Data Analysis |
| <input type="checkbox"/> Publishing Assistance | <input type="checkbox"/> Editorial/Transcribing Assistance |
| <input type="checkbox"/> Qualitative Data Analysis | <input type="checkbox"/> Report Writing |
| <input type="checkbox"/> Creating an Index | <input type="checkbox"/> Conference Administration |
| | <input type="checkbox"/> Other (specify) |

Signature of Applicant

Date