



THE UNIVERSITY OF BRITISH COLUMBIA

Language Sciences

LangSci Member Funding Request

Please fill out and submit the form below to request funding from Language Sciences.

General Information

Requests are capped at \$15,000. A decision on your request will be made by a subcommittee of the LangSci [Steering Committee](#). If you have any questions about this form or funding decisions, or would like preliminary feedback or assistance drafting your request, please contact Language Sciences at language.sciences@ubc.ca.

Requests will be assessed on:

- Inter- and/or cross-disciplinarity
 - Request includes team members and demonstrated contributions from multiple departments and/or faculties
 - Request includes explicit statement of how proposed project crosses disciplinary boundaries
- New teams and/or new directions
 - Proposal describes either ways in which the team constitutes a new partnership or takes an existing partnership in a new direction
- Commitment to equity, diversity, and inclusion, minimally within the team and, if relevant, as an outcome of the project
- The clarity and feasibility of the following request components:
 - Project rationale and timeline
 - Outcomes (such as events held, communications/publications, reports, policy briefs)
 - Budget
 - Roles of team members
- Whether the request provides a clear plan and timeline for leveraging LangSci funds for external funding

Eligible Expenditures

LangSci has separate envelopes of funding for direct and indirect research costs.

In preparing your budget, you should indicate what expenses are direct costs of research (such as GRA/UGRA salaries, data collection, honoraria for research participants and consultants, data entry, or stimulus/interview question creation) versus indirect costs of research (such as costs associated with hosting workshops, talks, seminars, and knowledge exchange/mobilization)



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activities – e.g. catering, invited speaker travel and per diems, GAA salaries and benefits, honoraria and travel costs for community partners, and the costs of generating materials for public information such as reports, policy briefs, infographics, and other materials).

Please note that budgets may comprise solely direct costs, indirect costs, or a combination of the two.

Spending should adhere to the [UBC Expenditure Guidelines](#), especially with regard to per diem rates and Hospitality & Entertainment expenditures. Please contact [Ella Fund-Reznicek](#) with questions regarding eligibility and approval of specific expenditures.

Ineligible Expenditures

At this time, Language Sciences cannot provide funding to support development of course materials. If you are interested in matching funds for something like Teaching and Learning Enhancement Funds, please reach out to Ella Fund-Reznicek (ella.fr@ubc.ca).

Eligible Requestors

PIs must be faculty at UBCV and UBCO. However, LangSci highly encourages the involvement of trainees and colleagues at UBC and other institutions.

Reporting Obligations

If funds are awarded, a written report must be submitted following the activity, detailing how the funds were used and the outcome/s of the activity.



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Part I – Requestor and Team Information and Budget

Requestor Information

Title of Activity	
Contact Name	
Role or Title	
Department	
Email Address	
Phone	

Budget Overview

Direct Research Costs	
Indirect Research Costs	
Total Funding Needed	
Total Amount Requested from LangScis	
Total received from other sources	



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Team Overview

*Teams must involve faculty from at least two departments or from an external partnering entity such as a community group or company. *Required fields*

	Name	Title	Affiliation (<i>Department, University, company, community org., etc.</i>)
*Team member 1			
Team member 2			
Team member 3			
Team member 4			
Team member 5			
Team member 6			



Detailed Budget and Justification

Direct Research Costs

Description	Amount
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
<i>Subtotal</i>	



Indirect Research Costs

Description	Amount
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Subtotal	

Grand Total:



Part II – Narrative Information

Provide the information outlined below as a pdf document in 12 pt. Times New Roman Font, with 1” margins. If not submitting this information as one combined document with the rest of the form, please include your name and the activity title in the header.

Description of Activity (2 pg max)

Describe the proposed activity. Include:

- The problem space or research question
- The interdisciplinary approach you and team intend to take to address it
- Intended outcomes of the project (for example, grant proposals, white papers, reports, learning outcomes, partnerships, non-binding or binding agreements, public events, knowledge translation/mobilization goals).

Narrative Description of Team (1 pg max)

Describe the roles each team member will play in this activity, and explain either how this team constitutes a new collaboration, or how this project takes an existing collaboration in a new direction. Additional team members may be listed here.

Commitment to Equity, Diversity, and Inclusion (1 pg max)

Provide a brief statement of the team’s commitment to equity, diversity, and inclusion, minimally within the team and, if relevant, as an outcome of the project.

Leveraging Funds (500 words max)

Will this funding be used to leverage other grants? (Y/N; if yes, describe, including specific competition/funding source and deadlines, and proposal title if possible)

Budget Justification (1 pg max)

Provide a justification for the detailed budget outlined above.