

**Office of Research, Graduate Programmes & International Relations**  
**Call for Proposals for Grants for Research and Creative/Artistic Work**  
**Academic Year 2009/10**



To expand opportunities for research and creativity within The College of The Bahamas, the College invites employees to submit proposals for grants to fund research, creative & artistic projects being undertaken this Academic Year 2009/10.

Submissions of grants must be received by Natasha Pyfrom ([npyfrom@cob.edu.bs](mailto:npyfrom@cob.edu.bs)) in the Office of Research, Graduate Programmes & International Relations no later than 4:00 pm on Friday, 27th November 2009. Results will be available by Wednesday, 16<sup>th</sup> December 2009.

Grants will be awarded on a competitive basis and will be tenable for a maximum of one year

The areas of priority are:

- (1) Research projects which are likely to have a demonstrable impact on national development,
- (2) Creative or artistic projects which are likely to have a demonstrable impact on national culture,
- (3) Proposals from early career faculty (faculty who have worked in the academy for less than 5 years), and
- (4) Proposals from faculty with an earned doctorate or faculty in the final phase of doctoral work.

Notwithstanding these priorities, proposals which fall outside these areas will also be considered. It is expected that grants will be in the order of \$ 1,000 - \$3,000, but larger requests may be considered.

The project proposal should not exceed five pages and must include the information outlined in the attached guidelines.

## **GUIDELINES**

### **Grants to Advance Research**

Submissions for grants to advance research must include:

- (1) A project proposal which provides a:
  - a) List of researchers/collaborators (on a separate first page so as to facilitate blind review)
  - b) Working title
  - c) Introduction and importance of the project (contribution to the literature and/or national development)
  - d) Proposed methodology
  - e) Proposed data analysis (where applicable)
  - f) Ethical considerations
  - g) Timeline
  - h) Budget
  - i) Expected outcomes
  - j) Priority area satisfied by the proposal
  - k) Mentor (if being submitted by early career faculty) (on a separate page so as to facilitate blind review).
  
- (2) Contact details and resume of each researcher/collaborator (on a separate page so as to facilitate blind review).
  
- (3) Written agreement from the collaborators to participate in the project.
  
- (4) Where applicable, the applicant must show that they have a proven track record in successfully completing research projects.

Evaluation of submissions will focus on identifying those proposals which most closely represent research that will drive national development and enhance the international reputation of The College.

#### **Criteria for Assessment of Research Grant Proposals**

The criteria for the assessment of proposals reflect the overarching goals in The College's Strategic Plan and are reflected in the Scorecard that will be used to assess the submissions for Grants (see Appendix 1). Proposals should focus on research that enhances the reputation of The College as an institution of excellence in Bahamian research and will be considered in light of

1. feasibility;
2. contribution of the proposed study to the Bahamian research literature; and
3. alignment with the research objectives and priorities of The College.

Additionally, proposals should

1. demonstrate the potential benefit with respect to national development; and
2. involve collaboration between College employees and students as well as between The College and local/international institutions.

Priority will be given to

1. proposals from early career faculty (that is, faculty who have worked in the academy for less than 5 years);
2. proposals from faculty with an earned doctoral degree or faculty in the final phase of doctoral work; and
3. proposals for research which is likely to have a demonstrable impact on national development.

### **Eligibility for Research Grants**

Only College of The Bahamas faculty are eligible for grants. Faculty in temporary positions for less than one year and faculty who have already received a grant from The College in the current academic year are not eligible. In the case of faculty on contract, their term of employment must exceed the duration of the research project.

Proposals must comply with The College's research guidelines current at the time of submission and must not be for the conduct of research in partial fulfillment of an academic programme.

Proposals that involve COB students and employees are eligible.

### **Conditions Attached to the Grants**

Receipt of the grant does not preclude grantees from seeking co-funding; however, grant funds cannot be combined with other funding to support contract research projects.

The researcher will have the privilege of first right to publish papers arising from the research data up to three years after the end of the Grant. No later than three years after the end of the Grant, the authors must lodge an electronic copy of the data (with supporting documentation) with the College office responsible for research. College staff will be allowed access to the data (with appropriate confidentially safeguards), for College research purposes, when the three-year privilege period is over, without the need for a written waiver of the researcher's privilege.

Copyright or patent rights of the work will reside with The College, unless otherwise agreed in writing.

Grantees must attend Faculty Grantee Meetings twice each semester.

## **Grants to Advance Artistic/Creative Work**

Submissions for grants to advance artistic/creative work must include:

- (1) A project proposal which provides a:
  - a) List of artists/collaborators (on a separate page to facilitate blind review)
  - b) Working title
  - c) Introduction and importance of the project (contribution to culture)
  - d) Proposed methodology
  - e) Ethical considerations
  - f) Timeline
  - g) Budget
  - h) Expected outcomes
  - i) Priority area satisfied by the proposal
  - j) Mentor, if being submitted by early career faculty (on a separate page to facilitate blind review)
- (2) Where applicable, the applicant must show that they have a proven track record in successfully completing creative projects.
- (3) Contact details and resume of each author/collaborator (on a separate page to facilitate blind review).
- (4) Written agreement from the collaborators to participate in the project.

Evaluation of submissions will focus on identifying those proposals which most closely promote Bahamian culture or drive national development and enhance the international reputation of The College.

### **Criteria for Assessment of Artistic/Creative Grant Proposals**

The criteria for the assessment of proposals reflect the overarching goals in The College's Strategic Plan and are reflected in the Scorecard that will be used to assess the submissions for Grants (see Appendix 2). Proposals should focus on work that enhances the reputation of The College as an institution of excellence in Bahamian culture and will be considered in light of

1. feasibility;
2. contribution of the proposed work to the Bahamian artistic/creative landscape, and
3. alignment with the objectives and priorities of The College.

Additionally, proposals should

1. demonstrate current or potential benefit with respect to cultural development; and
2. involve collaboration between College employees and students as well as between The College and local/international institutions.

Priority will be given to

1. proposals from early career faculty (that is, faculty who have worked in the academy for less than 5 years);
2. proposals from faculty with an earned doctoral degree or faculty in the final phase of doctoral work; and
3. proposals for work which is likely to have a demonstrable impact on national culture.

### **Eligibility for Artistic/Creative Grants**

Only College of The Bahamas faculty and are eligible for grants. Faculty in temporary positions for less than one year and faculty who have received a grant from The College in the current academic year are not eligible. In the case of faculty on contract, their term of employment must exceed the duration of the research project.

Proposals must comply with The College's research guidelines current at the time of submission and must not be for work which contributes to the partial fulfillment of an academic programme.

Proposals that involve COB students and employees are eligible.

### **Conditions Attached to the Grants**

Receipt of the grant does not preclude grantees from seeking co-funding; however, grant funds cannot be combined with other funding to support contract projects.

Copyright or patent rights of the work will reside with The College, unless otherwise agreed in writing.

Grantees must attend Faculty Grantee Meetings twice each semester.

### **Procedures for Awarding College of The Bahamas Grants**

The Grants Committee will oversee the awarding of both grants and will comprise the following:

1. VP, Research, Graduate Programmes and International Relations or designate (Chair)
2. four - six members of the Research Advisory Board to be selected by the Chair based on their expertise to match the submissions
3. one expert/scholar (having appropriate expertise) from outside The College
4. one Awards Coordinator (*ex-officio*) who will serve as Secretary of the Committee

Submissions must be received by the date indicated on the call and, where appropriate, must be accompanied by a letter indicating that all of the authors of the research/artists involved in the work are aware that the proposal has been submitted for consideration.

The Committee Chair will write to all applicants, acknowledging receipt of their submissions within two weeks.

Committee members will sign the Commitment to Confidentiality and Ethics Memorandum (See Appendix 3) and will

1. ensure that each submission meets the eligibility criteria. Applicants whose submissions fail the eligibility criteria will be notified in writing by the Secretary; and
2. use the relevant score cards in assessing submissions.

The Committee may request that applicants submit revised proposals should Committee members agree that an initial submission is flawed.

Should the Committee determine that no submission adequately meets the objectives, no grants need be awarded.

## Appendix 1: Research Grant Scorecard

This scorecard is designed to facilitate the assessment of proposals submitted for research grants.

The research should have the potential to enhance the reputation of The College as an institute of excellence in Bahamian research by making a significant contribution to the Bahamian research literature by:

- (i) seeking to make benefits to the country,
- (ii) involving collaboration between COB employees and students, and
- (iii) involving collaboration between COB and external institutions.

Criteria	Weighting	Score	Weighting x Score
Potential for Increasing the Body of Knowledge			
Potential contribution to Bahamian literature	2		
Isolated study	1		
Component study	2		
Proposed Methodology			
Defined hypothesis	2		
Literature review	2		
Realistic timeline	1		
Contingent plan	1		
Infrastructure in place	2		
Appropriateness of methodology	2		
Originality			
Novel hypothesis	2		
Replication study	1		
Bahamian Content			
National relevance	2		
Internal Collaborations			
Student	1		
Other employees	1		
Planned External Collaborations			
External institutions (local, regional or international)	1		
Cost			
Represents value for money	2		
Counterpart funding	2		
Previous Research grant (if applicable)			
Achievements	2		
Priority			
Does the applicant fall into a priority group?	2		
Mentoring			
Mentor(s) identified	1		
	Total weighted score		

The score is entered as 0 (no content), 1, 3, 5, 7 or 9 (strong content), only.

## Explanatory Notes for Appendix 1: Grant for Research

### Notes for guidance only

**Potential contribution to Bahamian literature** – intended to gauge the potential scientific merit of the study and results to the Bahamian literature. Evaluated on the assumption that the study will answer the question/hypothesis presented in the proposal.

**Isolated study** – studies that are not part of, or are not linked to, a larger research project, which may or may not be by the same researchers.

**Component study** – studies that are part of, or are linked to a larger research project, which may or may not be by the same researchers.

**Defined hypothesis** – concise and comprehensive hypothesis.

**Literature review** – thorough literature review should be presented to avoid duplication of effort. In cases where no prior related information is found in the literature, a list of searched databases should be submitted with the proposal.

**Realistic timeline** – timeline for the completion of each phase of the project should be deemed as feasible by the reviewer.

**Contingent plan** – contingent plan for those aspects of the project that are beyond the influence of the researcher and collaborators.

**Infrastructure in place** – infrastructure and all apparatus should be available to complete all aspects of the project.

**Appropriateness of the methodology** – must indicate that an appropriate methodology has been chosen which conforms to current College policies or, in their absence, accepted international norms.

**Novel hypothesis** – hypothesis should be novel and unique to the study. Novel research methodologies, hypotheses, techniques, *etc.* are considered more original than replication studies.

**Replicated study** – studies that apply accepted and demonstrated techniques to a new population.

**National relevance** – all encompassing heading designed to capture any aspect of The Bahamas. National relevance is *not* intended to reflect the issues of the day, instead it is included to encourage research with significant Bahamian content.

**Student collaborators** – may use their contribution to the research for the fulfillment or partial fulfillment of a course of study at The College or any other educational institution, if approved by Academic Affairs. While participation of a whole class or a significant portion thereof will not be considered collaboration as such, student participation will be rewarded. It is expected that collaborators are included in the author list of the proposal.

**Other employees** – other employees whose contribution, although a part of their daily responsibility, will also be required for the successful completion of the project.

**External Collaborations** -all collaborators not employed by The College of The Bahamas. Academic institutions (local, regional, international), local NGOs and others, regional and international organizations are all examples of potential external collaborators. It is expected that collaborators will be included in the authors' list of the proposal.

**Value for money** -Resources are always limited. Does the amount of the grant requested appear to represent "value for money"? This assessment will also be made in relation to how important the topic is to national/curriculum/cultural development. A topic which is central to any of these could be deemed worthy of a larger grant.

**Priority Group** -Is the proposal from an early career faculty or is the research topic likely to have a clear impact on national development?

**Mentoring** -In the case of the submission from early career faculty, has a mentor been identified, and who is qualified to mentor?

## Appendix 2: Artistic or Creative Grant Scorecard

This scorecard is designed to facilitate the assessment of proposals submitted for artistic / creative grants.

The work should enhance the reputation of The College as an institute of excellence in Bahamian creativity by making a significant contribution to the development of Bahamian culture by:

- (i) seeking to contribute to the Bahamian artistic/creative landscape,
- (ii) involving collaboration between COB employees and students, and
- (iii) involving collaboration between COB and external institutions.

Criteria	Weighting	Score	Weighting x Score
Potential for contributing to artistic/creative landscape			
Potential contribution to Bahamian culture	3		
Potential contribution to world creativity	2		
Originality	2		
Isolated project	1		
Component project	2		
Realistic timeline	1		
Contingent plan	1		
Infrastructure in place	2		
Internal Collaborations			
Student	1		
Other employees	1		
Planned External Collaborations			
Collaborators external to The College	1		
Cost			
Represents value for money	2		
Counterpart funding	2		
Previous Grant (if applicable)			
Achievements	2		
Priority			
Does the applicant fall into a priority group?	2		
Mentoring			
Mentor(s) identified	1		
	Total weighted score		

The score is entered as 0 (no content), 1, 3, 5, 7 or 9 (strong content), only.

## Explanatory Notes for Appendix 2: Grant for Artistic/Creative Work

### Notes for guidance only

**Contribution to Bahamian culture** – This is intended to gauge the merit of the project and its contribution to the Bahamian culture.

**Contribution to world creativity** – Those projects that do not make a contribution to the Bahamian culture but still represent a contribution to the global body of culture. All submissions should receive a score for both “Contribution to Bahamian culture” and “Contribution to world creativity”.

**Originality** – Does the proposal appear to be original or derivative?

**Isolated project** – projects that are not part of, or are not linked to, a larger creative / artistic project, which may or may not be by the same applicants.

**Component project** – projects that are part of, or are linked to a larger artistic / creative project, which may or may not be by the same applicants.

**Realistic timeline** – timeline for the completion of each phase of the project should be deemed as feasible by the reviewer.

**Contingent plan** – contingent plan for those aspects of the project that are beyond the influence of the researcher and collaborators.

**Infrastructure in place** – infrastructure and all apparatus should be available to complete all aspects of the project.

**Student collaborators**– may use their contribution to the project for the fulfillment or partial fulfillment of a course of study at The College or any other educational institution, if approved by Academic Affairs. While participation of a whole class or a significant portion thereof will not be considered collaboration as such, student participation will be rewarded. It is expected that collaborators are included in the author list of the proposal.

**Other employees** – other employees whose contribution, although a part of their daily responsibility, will also be required for the successful completion of the project.

**External Collaborations** -all collaborators not employed by The College of The Bahamas. Academic institutions (local, regional, international), local NGOs and others, regional and international organizations are all examples of potential external collaborators. It is expected that collaborators will be included in the authors’ list of the proposal.

**Value for money** -Resources are always limited. Does the amount of the grant requested appear to represent “value for money”? This assessment will also be made in relation to how important the topic is to national/curriculum/cultural development. A topic which is central to any of these could be deemed worthy of a larger grant.

**Priority Group** -Is the proposal from an early career faculty or is the research topic likely to have a clear impact on national development?

**Mentoring** -In the case of the submission from early career faculty, has a mentor been identified, and who is qualified to mentor?

**Appendix 3: Commitment to Confidentiality and Ethics Memorandum**

As a member of The College of The Bahamas Grants Committee, I:

- (1) Undertake to respect the confidentiality of the Committee's deliberations,
- (2) Undertake to treat all submissions as confidential,
- (3) Undertake to respect and protect the intellectual property rights associated with all proposals submitted for College of The Bahamas Grants.

Name: .....

Signed: ..... Date: ..... 20.....

Witnessed by: .....  
Chair of the Grants Committee