2014 – 2015 Jacqueline Farquhar Endowment for Children’s Mental Health
Terms of Reference and Instructions

Funding for the Faculty of Education Jacqueline Farquhar Endowment for Children’s Mental Health is made available through a fund established by the Vancouver School Board and Jacqueline’s family and friends, and is specifically designed to carry on her passion for enhancing schools’ capacity to identify and respond to students struggling with depression and anxiety.

The primary goals of the Jacqueline Farquhar Endowment for Children’s Mental Health are to:

- translate completed research into accessible forms that community stakeholders and educators can utilize, disseminate and take into the classroom and/or community with a goal of impacting practice;
- find practical uses for completed research, for example, the production of a brochure, books, workshops, instructional materials, web sites, etc., with a clear potential for impact on practice (technology component as a tool for sharing); and
- increase the awareness of issues relating to children’s mental health.

Terms of Reference

- Funds are open to faculty/graduate student teams, consisting of at least one member of the Faculty of Education professoriate (Assistant Professors, Associate Professors and Professors) and one or more graduate students registered in the UBCV Faculty of Education. The faculty member is expected to play a leadership role in the knowledge mobilization project. One grant per collaborative team project is available.
- Graduate students who are on leave or on extension are ineligible to apply for this funding.
- Funds are not intended to support data collection or analysis of research but rather to support activities designed to disseminate and mobilize research findings or outcomes to the community through an activity or product.
- A total of $5,266 is available for this competition. Proposals requesting a range of funds, from small requests to a maximum of $5,266, will be considered. The term of the award is 12 months from the date of notification. Funds will be accessible through an account administered by the Office of Graduate Programs and Research (OGPR).
- Successful applicants are expected to communicate the results of their project to the Faculty of Education Development Office upon completion.
Application Deadline
Please submit complete applications by email or in person to Heather Frost (heather.frost@ubc.ca) by 4:00 pm, Friday, March 21st.

Application Instructions
Applicants must submit the following:

1. The 2014-2015 Jacqueline Farquhar Endowment for Children’s Mental Health Fund Application Form. The form includes a budget and budget justification. Applicants must provide a clear explanation of how each expense relates to, and helps fulfill the goals of the project.

2. A Project/Activities Description (attachment* – maximum 2 pages). An attachment describing the proposed activities that effectively communicates:
   a. How your activities will translate completed research into an accessible form or product that community stakeholders and educators can utilize, disseminate and take into the classroom and/or community with a goal of impacting practice;
   b. The scholarly rationale for the project or product (e.g. what evidence exists for its need?);
   c. The project goals; and
   d. The significance of the work and anticipated outcomes (i.e. how the project/product will increase awareness of and/or enhance children’s mental health in schools or community).

3. Scholarly References (attachment* - no page limit).

4. For faculty and registered FoE graduate students, a UBC Personal Data Form. 
   NOTE: 6 year publication and grants/awards history must be attached if you are using the MSWord version of the Personal Data Form is available on the ORS web site: http://www.ors.ubc.ca/contents/electronic-forms For faculty only, the Personal Data Form is exportable through UBC’s myCV.

*Attachments must conform to formatting specifications: 12 pt Times New Roman font; ¾” margins; and single-spaced.

Budget
Budget items must be fully explained and justified in terms of the proposed project activities/knowledge mobilization. Note that course release time ("teaching buy-out") is not an eligible expense for this grant.
Adjudication Criteria
Applications will be judged using the following criteria:

1. Alignment with the goals of the Jacqueline Farquhar Endowment for Children’s Mental Health Fund.
2. Strength of the description of activities:
   a. Clarity and quality: The clarity and quality of the description of proposed activities (e.g. goals, methods, anticipated outcomes).
   b. Significance and impact: The potential significance and impact of the project for the applicant’s field of study, scholarly community, and/or profession/policy/practice.
3. Preference will be given to proposals that involve educators and counselors in school settings.
4. Feasibility: The likelihood that the activities can be carried out within the timeline and with the funds provided by this award.
5. Appropriateness of the budget justification: The extent to which applicants provide a strong and appropriate justification of the proposed budget that includes a) an itemized list of eligible expenses; and b) a brief description of how each item is required for the enactment of the proposed activities.

Signatures
All applications must have the signatures of the Applicant, Co-Applicant (if applicable), the Graduate Students’ Supervisor, and the Department Heads(s) or, in the case of The School of Kinesiology, the School’s Director. After adjudication, the Associate Dean, Graduate Programs & Research, will authorize the successful applicant’s proposal and forward it to the FoE Development Office.

Adjudication of Applications
A Faculty of Education committee, representing all academic units and chaired by the Associate Dean of Graduate Programs & Research, will review the applications and make decisions on funding.

For more information, please contact:
Heather Frost
Research Facilitator
Office of Graduate Programs and Research
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