



# Internal Research Fund Awards 2025.2

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# Purpose of the Session

- ▶ To discuss strategies for successful grant proposal writing
- ▶ To provide details on the Application process for the Internal Research Fund Awards at the University of Belize (2025.2)
- ▶ To address some of the Frequently Asked Questions about the Awards

# University of Belize Research Policy (2025, p. 1)

- ▶ establishes a structured and supportive research environment at the University of Belize.
- ▶ fosters, guides, and governs high-quality, ethically responsible, and impactful research that advances knowledge and addresses critical local and global challenges.
- ▶ ensures that research conducted at the University of Belize enhances student learning, supports the professional growth of faculty and staff, and positively impacts society and the environment.
- ▶ aligns research activities with Belize's national development goals and international priorities to support sustainable development, drive societal advancement, and promote knowledge sharing within Belize and beyond

# University of Belize Research Policy (p. 3)

## 4.4 Research Support and Infrastructure

4.4.1 **Funding and Resources:** The University provides competitive research grants, access to state-of-the-art facilities, and other resources to support faculty and student research endeavours.

4.4.3 **Capacity Building:** The University commits to capacity building by providing training, mentorship, and professional development programs in research.



Individual Academic Staff  
Research of up to \$4,000  
(8 awards)



Collaborative Academic Staff  
Research of up to \$6000  
(5 awards)



Graduate Student Research up  
to \$2000 (10 awards) for eligible  
expenses incurred by graduate  
students.

## Types of Awards

# Call for Applications: Internal Research Fund Awards (IRFA): 2025.2

**Applications Open:** Monday 12 January 2025

**Submission Deadline (Extended):** 11:59 p.m. on **Wednesday 8 October 2025**. No applications will be accepted after the deadline

**Award Announcements:** December 1, 2025

**Submission:** Please submit online in the IRFA (2025.1) portal at <https://ub.edu.bz/research-funding/>

# Eligibility

Academic Staff and Graduate Students at the University of Belize



Detailed criteria provided in the Call for Applications

# Applications and Awards (2023/2024)

	Name of Award	Eligibility and Criteria	Value of Award	Awards per year	Applications Received	Applications Rejections	Resubmit in next cycle	Total Awarded
1.	Individual Academic Staff Research Awards (IASRA)	<p>Purpose: to support the conduct of IRB approved research projects by one member of academic staff.</p> <p>Eligibility: Academic staff who are employed full-time (permanent or extended contract) at the University of Belize.</p> <p>Expected output: Peer-reviewed journal articles; international, regional or local conference presentation.</p> <p>Costs covered: Equipment and materials for conducting research; field study cost; seminars; training essential to the study; permits to conduct research.</p>	\$4000	8	5	2	3	2
2.	Collaborative Academic Staff Research Awards (CASRA)	<p>Purpose: to support the conduct of IRB approved collaborative research projects by two or more UB academic staff.</p> <p>Eligibility: Academic staff who are employed full-time (permanent or extended contract) at the University of Belize.</p> <p>Expected output: Peer-reviewed journal articles; international, regional or local conference presentation.</p> <p>Costs covered: Equipment and materials for conducting research; field study cost; seminars; training essential to the study; permits to conduct research.</p>	\$6000	5	2	1	1	0
3.	Graduate Student Research Awards (GSRA)	<p>Purpose: to support the conduct of IRB approved graduate-level research projects.</p> <p>Eligibility: Students enrolled in a graduate program at the University of Belize.</p> <p>Expected output: Completed masters level thesis; international, regional or local conference presentation.</p> <p>Costs covered: Equipment and materials for conducting research; field study cost; seminars; training essential to the study; permits to conduct research. Bills must be provided for reimbursement.</p>	Up to \$1000	10	1	0	1	0

# Applications and Awards (2024/2025)

	Name of Award	Eligibility and Criteria	Value of Award	Awards per year	Applications Received	Applications Rejections	Resubmit in next cycle	Total Awarded
1.	Individual Academic Staff Research Awards (IASRA)	<p>Purpose: to support the conduct of IRB approved research projects by one member of academic staff.</p> <p>Eligibility: Academic staff who are employed full-time (permanent or extended contract) at the University of Belize.</p> <p>Expected output: Peer-reviewed journal articles; international, regional or local conference presentation.</p> <p>Costs covered: Equipment and materials for conducting research; field study cost; seminars; training essential to the study; permits to conduct research.</p>	\$4000	8	3	0	0	3
2.	Collaborative Academic Staff Research Awards (CASRA)	<p>Purpose: to support the conduct of IRB approved collaborative research projects by two or more UB academic staff.</p> <p>Eligibility: Academic staff who are employed full-time (permanent or extended contract) at the University of Belize.</p> <p>Expected output: Peer-reviewed journal articles; international, regional or local conference presentation.</p> <p>Costs covered: Equipment and materials for conducting research; field study cost; seminars; training essential to the study; permits to conduct research.</p>	\$6000	5	1	0	0	1
3.	Graduate Student Research Awards (GSRA)	<p>Purpose: to support the conduct of IRB approved graduate-level research projects.</p> <p>Eligibility: Students enrolled in a graduate program at the University of Belize.</p> <p>Expected output: Completed masters level thesis; international, regional or local conference presentation.</p> <p>Costs covered: Equipment and materials for conducting research; field study cost; seminars; training essential to the study; permits to conduct research. Bills must be provided for reimbursement.</p>	Up to \$2000	10	0	0	0	0

# Application Document

► One collated electronic Word document

4. The document should include:

- Cover Letter with signature(s) from applicant(s)
- Proposal narrative not exceeding four pages
- Appendices
  - A **timeline**
  - A **budget** that also provides information about other funding endeavours (if applicable)
  - A **two-page CV** for each researcher
  - **IRB approval letter** (if applicable)
  - Relevant **CITI certification** and other relevant certifications
  - **Data management plan** that addresses data storage, security, sharing, organizing, and transforming.
  - **Conflict of Interest Statement**
  - **Letter of support** from the Dean
  - **Data Management Plan** that clearly explains how data will be anonymised, stored, secured, shared, organised, and transformed. Researchers are responsible for the careful and responsible collection of personal data. Researchers must comply with the [Data Protection Act of 2021](#) of Belize.

# Instructions for the 4-page Narrative



The narrative demonstrates skill as a researcher to condense relevant information



Detailed instructions provided in the call



Longer narratives **will not** be accepted.



Anticipate and answer all potential questions

# Relevant CITI Training

## General CITI Training

- Information Privacy and Security (IPS) (All)
- Responsible Conduct of Research (RCR) (All)
- Conflicts of Interest (COI) (All)

## Specialised CITI Training

- Animal Care and Use (ACU): (Agriculture)
- Good Clinical Practice (GCP): (Health Sciences)
- Human Subjects Research (HSR): Biomedical and Social/Behavioral/  
Educational (plus Revised Common Rule) (Health, Social Sciences and  
Education)

# Instructions for the Budget

Keep in mind the overall amount of the award

Do not include items that will not be supported in the award.

# Assessment of Awards

**Stage 1:** Assessment of each application using the *Evaluation Criteria for Internal Research Fund Competitive Awards*

**Stage 2:** The Research Committee will deliberate over the applications that receive 42 to 45 points for an award based on the following criteria

# Stage 1

- Fewer than 38 points:  
REJECT
- **38 and 41 points**, 7 days to RESUBMIT the application for consideration in the award cycle.
- **42 to 45 points**: Move to the SECOND STAGE of the process

## Stage 1 Checklist

	<b>IRB approval:</b> Needed for all research involving humans; not applicable for non-human research
	<b>Researchers Identified:</b> Contact details for all researchers
	<b>Researcher Certification:</b> CITI (COI, IPS, and RCR minimum) and other relevant certification included <input type="checkbox"/>
	<b>Background, rationale, and motivation for the study</b>
	<b>Research purpose and questions</b>
	<b>Literature Review</b>
	<b>Methodology</b>
	<b>Data sources and participants</b>
	<b>Methods of data collection</b>
	<b>Method of data analysis</b>
	<b>Significance of the study</b>
	<b>Budget and Resources:</b> Realistic budget for approved expenses
	<b>Timeline:</b> Covers period of time for project for project implementation to end
	<b>Language:</b> Well-written English composition
	<b>Outcomes, deliverables and dissemination:</b> Includes dates and description of intentions for dissemination of findings.

# Stage 2

- ▶ **Significance of the Project:** Applicants explain the general, academic, professional, institutional, and/or pedagogical significance of their research projects in language appropriate for well-educated, non-specialists.
- ▶ ● **Conceptualization of the Project:** Clarity and appropriateness of the research aim and questions, methods of data collection and analysis, and the viability of outcomes.
- ▶ ● **Qualifications of the Applicant(s):** Subject specialization and methodological competence. CITI certification as evidence of ethical preparation.
- ▶ ● **Logistics:** Feasibility of plans for travel, access, and contact arrangements, materials, timeline, personnel, and permissions or clearances.
- ▶ **Budget:** The budget is detailed, justified, appropriate, and cost-effective.
- ▶ ● **Sustainability of Project:** Additional weight may be given to projects that have the potential for further development and funding from external sources through grants and contracts, fellowships and residencies, industry partnerships, private gifts, in-kind contributions, and collaborations with other funded projects.

For more information, please contact

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