

Council of Deans and Library

Student Knowledge Dissemination & Mobilization Fund 2025-2026

Application Form

The Council of Deans and Library is inviting applications for the Student Knowledge Dissemination and Mobilization Fund. We are using the following definition of knowledge mobilization for the purpose of this funding:

Knowledge mobilization is an umbrella term encompassing a wide range of activities relating to the production and use of research results, including knowledge synthesis, dissemination, transfer, exchange, and co-creation or co-production by researchers and knowledge users. (Social Sciences and Humanities Research Council, 2023)

ELIGIBILITY

- Post-graduates, graduate and undergraduate students disseminating or mobilizing knowledge are eligible to apply.
- Student clubs may apply on behalf of multiple students within the club (see below).
- Student must be in good academic standing to receive the funding.
- Disseminating and/or mobilizing knowledge creation or co-creation for the advancement of knowledge. Examples of knowledge dissemination and mobilization activities and methods include: volunteering or presenting/poster at a conference, social media (where there is a cost to produce), various performative arts (e.g. dance, websites, films, plays, videos, pop-ups, exhibitions, etc.), oral histories, policy papers, reports, knowledge workshops, quiz bowls and other student competitions, presentations to the public, government, NGOs, or other organizations, and other events. This list is not exhaustive.
- Funding must be used to cover costs of the knowledge dissemination and mobilization.

ELIGIBLE EXPENSES

- Conference costs: registrations fees; travel; accommodation, and preparation of conference materials (e.g. printing of poster).
- Costs of creation or co-creation of knowledge dissemination and/or mobilization products other than student wages (e.g. podcasts, exhibits, performances, video, etc.).

EVALUATION CRITERIA

The following criteria will guide the Council of Deans and Librarian recommendations in their evaluation. Each proposal should address, as much as reasonably possible, how the funding would help students in knowledge mobilization of their created knowledge.

- Demonstrated need for funding **based on the budget provided in the proposal**.
- Academic proficiency (academic standing/GPA).
- In the case of student club applications: student club must be an SLO registered and listed with NUGSS or NBCGSS. Evaluation will consider benefits to participants in the event, and the club overall.

Please note:

Requests for this funding must be submitted by **February 23, 2025 (11:59pm)** to Trina Fyfe, University Librarian, at trina.fyfe@unbc.ca, who is coordinating applications on behalf of the Council.

If the application is successful, the funds must be spent between March 1, 2025, to March 31, 2026. *No request should exceed the value of \$2,000.*

Successful applicants will be asked to provide a one-page summary of their project outcomes upon completion.

PROPOSAL DETAILS

Date:	Email:	
First Name:	Last Name:	
Post-graduate, Graduate or Undergraduate:	Academic standing (Please include your cumulative GPA):	
Project Title:		
Student SLO name & number of students participating (if club application):		
Project Description <i>(Please provide a summary describing the project that is being mobilized, such as the conference abstract. Explain how this will benefit you or the community) 500-word limit</i>		
Type of activity (e.g. conference poster or presentation or workshop, podcast, etc.):	Name of the activity (e.g. conference/event name):	
Location (if applicable):	Date of activity:	
Proposed Budget Details <i>(Please provide a detailed breakdown of requested funds – e.g. for travel, please provide the costs of airfare, accommodations, per diem, etc. Add additional rows if necessary):</i>		
Item/Activity	Justification	Amount Requested
<ul style="list-style-type: none"> • <i>Travel costs (including relevant details, e.g. name of hotel, etc.)</i> • <i>Materials (e.g. printing of poster = \$)</i> • <i>Other (specify)</i> 	<ul style="list-style-type: none"> • <i>Registration =</i> • <i>Hotel (X nights x \$) =</i> • <i>Flights =</i> 	
Total amount requested:		

Please attach the following:

- If applicable, please attach proof of acceptance of the paper/poster/exhibition/podcast/etc. indicating that the applicant is principal author and presenter.
 - If you don't know if it has been accepted, apply now and we will provide funding upon proof of acceptance.
- Additional evidence of attendance/event can be attached if available.

SIGNATURES

Student Signature

Supervisor Signature

Student Name

Supervisor Name

References

Social Sciences and Humanities Research Council. (2023). *Guidelines for Effective Knowledge Mobilization*. Government of Canada. Retrieved January 29, 2025 from https://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/knowledge_mobilisation-mobilisation_des_connaissances-eng.aspx

Council of Deans Office Use Only

Funding Decision:	
Decision Explanation:	
Funding Source:	
Applicant Funds Transferred to:	
Approval Date:	
Dean's/Deans'/University Librarian Signature(s):	