

Process for Distribution of Funds Under Article 31:06

Excerpt from the WUFA Collective Agreement

31:06 A fund of not less than twenty-five thousand dollars (\$25,000) shall be made available by the University for disbursement in each of the years of this Agreement from which grants may be awarded on application from Heads by the Provost in order to meet the cost of work-related projects (including research projects) being, or to be undertaken by the applicant. All applications made under this clause shall be in writing and shall be submitted to the Provost three (3) months before the project commences.

Purpose

The Article 31:06 Fund supports work-related projects, including research projects, undertaken by Heads in accordance with Article 31:06 of the WUFA Collective Agreement.

Available Funding

1. The University shall make available a minimum of \$25,000 annually for disbursement under Article 31:06.
2. Funding may be used to support costs associated with approved work-related projects, including research activities.
3. Subject to available funds, grants may be awarded in full or in part.

Eligibility

1. The Article 31:06 Fund is available to Academic Administrative Unit (AAU) Heads appointed under Article 31 of the WUFA Collective Agreement.
2. As set out in Article 31:01, in addition to the rights, duties, and responsibilities that a Head has as a faculty member under the Collective Agreement, a Head has additional rights, duties, and responsibilities by virtue of their appointment to an administrative position. Subject to the jurisdiction of the Senate with respect to academic programs, the Dean, after consultation with the Head, assigns the duties of the Head.
3. Funding under Article 31:06 is intended to support work-related projects, including research projects, that arise from or support the applicant's responsibilities as an AAU Head and/or their professional and scholarly activities.
4. Applicants must be serving as an AAU Head at the time of application and during the life of the project.
5. Projects must demonstrate a clear connection to the applicant's academic leadership, administrative responsibilities, professional development, scholarly activities, research activities, or other work-related duties associated with the Head's role.

Application Requirements

1. Applications must be submitted in writing to the Provost.
2. Applications must be received no later than three (3) months before the project commencement date.
3. Applications shall include (application form available in Appendix A):
 - Project title and description;
 - Purpose and expected outcomes;
 - Project timeline;
 - Detailed budget and justification of expenses;
 - Any other sources of funding received or requested;
 - Amount requested from the Article 31:06 Fund.

Application Intake and Deadline

1. Applications will be accepted three times per year.
2. Complete applications must be submitted to the Provost (vpacademic@uwindsor.ca) using the **application form**. There are three (3) deadlines for applications per year - March 31st, July 31st and November 30th.
3. In accordance with Article 31:06 of the WUFA Collective Agreement, applications must be submitted at least three (3) months before the proposed project commencement date.
4. Applications received after November 30th, March 31st or July 31st or less than three (3) months before the project commencement date will normally be deferred to the next application cycle.
5. The Provost's Office will issue an annual call for applications and communicate application requirements, timelines, and available funding. Applicants will be notified of funding decision within one month after the deadline.

Dean Consultation (prior to submitting the application)

1. Prior to submitting an application under Article 31:06, the Head shall consult with their Dean regarding the proposed project.
2. The purpose of the consultation is to:
 - discuss the relationship of the proposed project to the Head's assigned responsibilities under Article 31:01;
 - identify any implications for the operation of the Academic Administrative Unit (AAU);

- consider whether the proposed activities align with Faculty and University priorities;
 - identify any operational supports or accommodations that may be required for successful completion of the project.
3. The Dean's role is advisory and consultative. The Dean does not approve or deny applications submitted under Article 31:06.
 4. Following consultation, the Head shall include a brief statement with the application confirming that consultation has occurred and summarizing any relevant considerations arising from the discussion.
 5. At the Provost's discretion, the Dean may be asked to provide additional information regarding the relationship of the proposed project to the Head's assigned duties and responsibilities.

Review Process

1. Following the application deadline, the Provost, or designate, shall review all eligible applications.
2. Applications will be assessed using the following criteria:

A. Alignment with Article 31 Responsibilities (25%)

The extent to which the project supports the applicant's duties and responsibilities as an AAU Head pursuant to Article 31:01, including academic leadership, administration, unit development, faculty support, and scholarly activities.

B. Project Merit and Feasibility (20%)

The extent to which the project:

- has clearly defined objectives and outcomes;
- demonstrates a reasonable methodology and timeline;
- presents a sound and justified budget; and
- is achievable within the proposed timeframe.

C. Institutional Impact and Strategic Alignment (40%)

The extent to which the project advances one or more of the University's strategic priorities and Integrated Resource Plan (IRP) goals, including:

- Enrolment Growth and Student Success
 - attracting, retaining, and supporting students;
 - enhancing the student experience;
 - strengthening pathways and recruitment initiatives.

- Research Excellence and External Funding
 - increasing research capacity and impact;
 - supporting applications for Tri-Agency, government, industry, or foundation grants;
 - creating opportunities for interdisciplinary research and partnerships.
- Advancement and External Engagement
 - strengthening relationships with alumni, donors, community partners, industry, and government;
 - supporting fundraising and advancement initiatives;
 - enhancing the University's reputation and profile.
- Revenue Generation and Monetization
 - developing new revenue streams;
 - identifying opportunities for cost recovery, continuing education, commercialization, partnerships, or other sustainable funding opportunities.
- Institutional Improvement and Operational Effectiveness
 - improving processes, programs, services, or administrative effectiveness;
 - promoting innovation, efficiency, sustainability, and continuous improvement.
- Future-Oriented Visioning and Strategic Development
 - supporting initiatives that contribute to the future direction of the University of Windsor;
 - advancing innovation, transformation, and long-term institutional resilience;
 - developing ideas, partnerships, or projects that position the University for future opportunities.

D. Broader Benefit to the University Community (15%)

The extent to which the project can generate benefits beyond the applicant's unit through:

- knowledge sharing;
- collaboration across units or Faculties;
- development of best practices;
- capacity building; or
- contributions to institutional priorities.

1. The Provost may seek additional information from applicants and may consult with the Dean regarding the relationship of the proposed project to the Head's assigned responsibilities under Article 31:01.
2. In making funding decisions, the Provost may also consider the distribution of funding across Faculties and Academic Administrative Units to ensure broad institutional benefit.

Allocation of Funds

1. Funding decisions shall be made on a rolling basis, subject to the availability of funds.
2. Where total requests exceed the annual allocation, the Provost may:
 - Prioritize applications based on the assessment criteria;
 - Award partial funding;
 - Reserve a portion of the fund for applications expected later in the fiscal year.
3. No commitment shall exceed the annual amount available under Article 31:06.

Notification

1. Applicants shall receive written notification of the funding decision within one month after the deadline.
2. The notification shall specify:
 - The amount awarded, if any;
 - Any conditions attached to the grant;
 - Requirements for reporting or reimbursement.

Reporting and Accountability

1. Recipients may be required to submit a brief report to the Provost within three months of project completion.
2. The report shall summarize:
 - Activities undertaken;
 - Outcomes achieved;
 - Actual expenditures compared with the approved budget.
3. Unused funds must be returned to the University unless otherwise approved by the Provost.

Annual Reporting

The Provost's Office shall maintain a record of applications received, grants awarded, and funds disbursed, and may provide an annual summary of fund utilization.