

# **Student Research Grant** | Application

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| **Student Applicant Information** | | |
| Name of Applicant | Applicant Email Address | |
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| Department / Program of Study | Student Level (Check One) | |
|  | Undergraduate Student ☐ | Graduate Student ☐ |
| Name of your Research Supervisor / Faculty Sponsor | Research Supervisor Email Address | |
|  |  | |
| Title of Research Project or Activity | | |
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| Amount Requested (Max: Undergraduate $1000 / Graduate $2000) | Have you received a Student Research Grant before? | |
| **$** | No ☐ Yes ☐ Date of Award: | |

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| **Research Activity Information** | | | | | | | | | | | |
| This Application is for (Check One): | | | | | | | | | | | |
| Presenting my research at a conference ☐ ***Complete Section A only*** | | | | |  | Research Project ☐ ***Complete Section B only*** | | | | | |
| **Section A: Conference Details** Only complete this section if you are applying for funds to present your research at a conference | | | | | | | | | | | |
| Name of Conference / Event | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Host Organization of Conference | Link to Conference / Event Website | | | | | | | | | | |
|  |  | | | | | | | | | | |
| Location of Conference (City, Country) | | | | | | | | | Type of Travel (Check one) | | |
|  | | | | | | | | | Canada ☐ USA ☐ International☐ | | |
| Dates of Conference | | | | | | | | | | | |
| Conference Start Date: | | | | | | | Conference End Date: | | | | |
| Role and Participation in the conference (check all that apply) | | | | | | | | | | | |
| Invited Oral Paper Presenter ☐ | | | Invited Poster Presenter ☐ | | | | | | | ☐ Other (describe) | |
| Describe the adjudication/selection process for the conference (i.e. peer reviewed or juried abstract submission). | | | | | | | | | | | |
| Enter response here | | | | | | | | | | | |
| Will the proceedings be published? | | | | | | | | | | | |
| No ☐ Yes ☐ | If Yes, describe the publication and distribution: | | | | | | | | | | |
| **Importance of Conference:** Explain the importance of this conference and why it is the most appropriate venue for your work. | | | | | | | | | | | |
| Enter response | | | | | | | | | | | |
| **Research Description:** Provide a brief overview of the research being presented at the conference | | | | | | | | | | | |
| Enter response | | | | | | | | | | | |
| **Section B: Research Project Details** Only complete this section if you are applying for funds to support a proposed research project | | | | | | | | | | | |
| **Research Description:** Provide a brief overview of the proposed research project. Include research question, objectives, project design, time frame, and how you will disseminate your results | | | | | | | | | | | |
| Enter response | | | | | | | | | | | |
| **Related Research**: Describe any related research currently in progress (if applicable) | | | | | | | | | | | |
| Enter response | | | | | | | | | | | |
| **Research Certifications:** Indicate if your research project involves: | | | | | | | | | | | |
| Human experimentation ☐ | | Animal experimentation ☐ | | | | | | Biohazards ☐ | | | Hazardous compounds ☐ |
| If Research Ethics Board (REB) review was required, was the outcome of that review successful? | | | | | | | | | | | |
| Yes ☐ *Please attach a copy of the REB letter* | | | | No☐ *Funds will not be released unless REB approval has been successful* | | | | | | | |
| **Department Approvals** | | | | | | | | | | | |
| Have you informed your Department Chair or Program Coordinator of your research plans? Yes ☐ No ☐ | | | | | | | | | | | |
| If your research involves the use of Concordia facilities and/or supplies, does your Department Chair or Program Coordinator agree to this usage?  Yes ☐ No ☐  *For the Department of Biology: If your application includes the purchase of supplies or equipment, please notify Lab Manager Devin Hughes,* [*devin.hughes@concordia.ab.ca*](mailto:devin.hughes@concordia.ab.ca) *before checking the box above.* | | | | | | | | | | | |

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| **Research Description *All applicants complete this section*** |
| How does the proposed project align with Concordia’s Strategic Research Plan (200 words maximum)  View Here: <https://concordia.ab.ca/research/research-at-concordia/strategic-research-plan> |
| Enter response here |
| How does the proposed project benefit you, your Research Supervisor, and Concordia? |
| Enter response here |
| What skills, experience, and background does your Research Supervisor have to enable you to successfully complete the project? |
| Enter response here |
| What skills, experience, and background do you have to enable you to successfully complete the project? |
| Enter response here |

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| **Proposed Budget** | | | | | | |
| If required, add more lines or attach additional pages. Include quotes for travel costs and for equipment / supplies costs. All items must be in Canadian dollars. | | | | | | |
| **Travel** | | Identify person(s) traveling and list the location(s) visited. Attach airline quotes to estimate cost of travel. Consult Institutional Travel Policy for eligible expenses. Provide brief rationale for all expenditures and justification for unique requests such as car rental. **Use separate page if needed** | | | | |
|  | | Destination | | Total Cost | Justification | |
| Air Travel | |  | | $ |  | |
| Ground Travel (taxi, shuttle, public transportation) | |  | | $ |  | |
| Mileage | |  | | $ |  | |
| Conference Registration | |  | | $ |  | |
| Other | |  | | $ |  | |
| Other | |  | | $ |  | |
| **Subsistence** | | Specify per diem and accommodation amounts. Attach accommodation quotes to estimate total cost. Consult Institutional Travel Policy for current per diem rates and eligible expenses. | | | | |
|  | | Number of Days | Rate | Total Cost | Justification | |
| Accommodation | |  | $ | $ |  | |
| Per diem | |  | $ | $ |  | |
| Other | |  |  | $ |  | |
| **Equipment, Supplies and Materials** | | Justify items and discuss the availability and accessibility of similar items within the institution and city. For equipment, give models, manufacturers. For items over $500, attach quotes. **Use separate page if needed** | | | | |
| Item | | | | Total Cost | Justification | |
|  | | | | $ |  | |
|  | | | | $ |  | |
|  | | | | $ |  | |
| **Other Expenses** | Items should be described clearly. **Use separate page if needed.** | | | | | |
| Item | | | | Total Cost | Justification | |
|  | | | | $ |  | |
|  | | | | $ |  | |
|  | | | | $ |  | |
| **TOTAL COSTS** | | | | | | $ |
| **FUNDS FROM OTHER SOURCES (ie Professional Development funds)** | | | | | | $ |
| **TOTAL GRANT REQUESTED** | | | | | | $ |

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| **Signatures and Approvals** | |  | |  |
| Approvals are required from your Research Supervisor and the Chair of your Department | | | | |
| **Student Applicant**   * agree to participate as outlined; * verify they have the necessary time and other requirements to fulfil the proposed activities; * agree to comply with policies and procedures and the terms and conditions of this funding program. | | | | |
| Student Applicant - please print name | | signature | | date |
| **Research Supervisor**   * agree to participate as outlined, including supervision of student research; * verify they have the necessary time and other requirements to fulfil the proposed activities; * agree to comply with policies and procedures and the terms and conditions of this funding program. | | | | |
| Research Supervisor - please print name | signature | | date | |
| **Department Chair**   * have read the research proposal and agree that the obligations can be fulfilled; * verify that the applicant and/or co-applicant(s) have the necessary time and facilities to carry out the research; * agree that resources identified in the proposal will be available to complete the project. | | | | |
| Department Chair - please print name | signature | | date | |

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| **Application Checklist** |
| **Completed Application Form** |
| **Attachments to the Application** |
| Student CV |
| Conference Acceptance Letter or invitation to present (or indicate if pending) |
| Abstract of conference presentation or activity |
| Travel Quotes or screen grabs for flight and accommodation, registration fee (indicate if not applicable) |
| Quotes for other expenses such as equipment and supplies (indicate if not applicable) |
| Signatures |
| Submission Instructions: Email signed application package with attachments to [research@concordia.ab.ca](mailto:research@concordia.ab.ca) |