



INSTRUCTIONS

- Enter information on this form using a PDF reader program (e.g. Adobe Reader).
- **DO NOT** edit or alter this form using a PDF editor, Google Docs, Word or other software.
- Respond to all relevant sections as instructed, within the space limits.
- No additional information is required, unless stated in the form or on the checklist at the end of this form. Additional information not requested will be removed.
- Once finalized, submit the form along with the attachments as one single PDF document via email to research@concordia.ab.ca. **You can do this by printing the finished form and scanning it along with the attachments into a single PDF file.**
- **Non-compliant forms will not be accepted.**

Student Research Grant | Application

| Student Applicant Information | | | |
|--|------------|---|--|
| Name of Applicant | | Applicant Email Address | |
| Faculty | Department | Student Level | |
| Name of the Research Supervisor / Faculty Sponsor | | Research Supervisor Email Address | |
| Title of Research Project or Activity | | | |
| Amount Requested (Max: Undergraduate \$1,500 / Graduate \$2,000) | | Have you received a Student Research Grant before? | |
| | | No <input type="checkbox"/> Yes <input type="checkbox"/> Date of Award: | |

| Research Activity Information | | | |
|--|--------------------------|--|--|
| This Application is for (Check One): | | | |
| Presenting my research at a conference <input type="checkbox"/> Complete Section A only | | Research Project <input type="checkbox"/> 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). | | | |

| | | |
|---|--|--|
| 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. | | |
| | | |
| Research Description: Provide a brief overview of the research being presented at the conference | | |
| | | |
| 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 | | |
| | | |
| Research Certifications: Indicate if your research project involves: | | |
| Human experimentation <input type="checkbox"/> | Animal experimentation <input type="checkbox"/> | Biohazards <input type="checkbox"/> |
| Hazardous compounds <input type="checkbox"/> | | |
| If Research Ethics Board (REB) review was required, was the outcome of that review successful? | | |
| Yes <i>Please attach a copy of the REB letter</i> | No <i>Funds will not be released unless REB approval has been successful</i> | |
| 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 | | |
| <i>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 before checking the box above.</i> | | |

Research Description *All applicants complete this section*

How does the proposed project align with Concordia's Strategic Research Plan?

View Here: <https://concordia.ab.ca/research/research-at-concordia/strategic-research-plan>

How does the proposed project benefit you, your Research Supervisor, and Concordia?

What skills, experience, and background does your Research Supervisor have that will enable you to successfully complete the project?

What skills, experience, and background do you have that will enable you to successfully complete the project?

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 |
| 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 and manufacturers. For items over \$500, attach quotes. Use separate page if needed | | |
| Item | Total Cost | Justification | |
| | N/A | | |
| | N/A | | |
| TOTAL COST FOR EQUIPMENT, SUPPLIES AND MATERIALS | | | |
| Other Expenses | Items should be described clearly. Use separate page if needed. | | |
| Item | Total Cost | Justification | |
| | | | |
| | | | |
| | | | |
| TOTAL COSTS | | | |
| FUNDS FROM OTHER SOURCES (i.e. Department funds) | | | |
| TOTAL GRANT REQUESTED | | | |

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.

| | | |
|---------------------------|-----------|------|
| Name of Student Applicant | Signature | Date |
|---------------------------|-----------|------|

Research Supervisor

- **Have reviewed the application package and confirmed that it is complete and complies with the instructions for the competition**
- Agree to participate as outlined, including supervision of student research;
- Verify they have the necessary time and other requirements to fulfill the proposed activities;
- Agree to comply with policies and procedures and the terms and conditions of this funding program.

| | | |
|-----------------------------|-----------|------|
| Name of Research Supervisor | 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.

| | | |
|--------------------------|-----------|------|
| Name of Department Chair | Signature | Date |
|--------------------------|-----------|------|

Application Checklist - you must check all applicable items from the list

- Completed Application Form** (*mandatory*)
- Attachments to the Application** (*mandatory*)
- Student CV**, 2 pages maximum - additional pages will be removed (*mandatory*)
- Signatures** (*mandatory*)
- Graduate students** seeking dissemination (conference) funds must provide proof that that they have applied and been denied funding from the Alberta Travel Incentive (*mandatory*)
 - 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)
 - Detailed list and quotes for other expenses such as equipment and supplies (indicate if not applicable)

Submission Instructions: Email signed application package with attachments **as a single PDF file** to research@concordia.ab.ca

Additional documents not included in this list (e.g. full-text articles, multiple pages of quotes for expenses, etc.) will be removed