



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 character count 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 and 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
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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
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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
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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