Seed Grant |Application Form

PART ONE

CUE Seed Grants may provide funding for research projects with the potential to lead to applications for further funding from external agencies, such as the Tri-Agency (SSHRC, NSERC, CIHR). They may also be used to support free-standing projects that do not lead to larger grants and/or new projects in the developmental phase. Before completing this application, please read the Research Seed Fund Guidelines.

CUE Commitments
This section is to be filled in by the applicant when all other sections of the form are completed.

CASH:
Indicate any institutional cash commitment(s) and the source(s)
IN-KIND:
Indicate any institutional in-kind commitments regarding use of space, equipment, personnel, services, facilities, or other resources

Applicant Information

Name of Principal Applicant	Department	Faculty	Academic Appointment

Email Address	Telephone Number	Date of Last CUE Grant Awarded

Co-applicant name *(if needed, add additional pages)*	Department / Faculty / Organization	☐ Internal Co-applicant ☐ External Co-applicant

Title of Project

Is the project associated with a CUE Research Cluster?   Yes   No.   If so, which Cluster?

Start Date	End Date (maximum one year)	Amount Requested (Annual maximum of combined Seed & Impact grants is $5000)

Certifications/Approvals (Mandatory)

Some types of research projects require review and approval by the Research Ethics Board before the research can begin. Please indicate if your research project requires certification. Choose all the boxes that represent your project.

☐ Use of Human Subjects or Participants	☐ Use of radioactive material
☐ Use of Animals	☐ Use of controlled substances (license approval)
☐ Use of Biohazards (microorganisms, cell lines, human and/or animal tissues/fluids, biotoxins or genetically modified organisms)	☐ NONE REQUIRED

Follow-up Funding (Mandatory)

Applications for research projects that will be developed into research programs eligible for external support are encouraged.

What follow-up funding do you anticipate from this research endeavor? Provide the funding agency(ies), program(s), amount(s), and date(s) of the anticipated applications. Grant recipients are typically expected to use funds awarded to better position themselves to apply for external research funding. If you do not intend to seek external funding, explain why.

Previous Funding (if applicable)

If applicable, please describe any previous funding awarded (internal or external) you have received in the past 3 years. List additional source(s) of funding you sought, including the funding agency, amount requested and date of application, and indicate if it was successful or not

Relationship to Other Research Support (if applicable)

Has this application, or parts of it, been submitted, or will be submitted, to another competition which was successful or is in the process of adjudication? Yes   No

If the same application, or a closely-related one, has been submitted to another process and you obtain funding you may still participate in the competition. However, if you receive both awards, you will have to decline one of the awards. CUE's Internal Research Grants program, and most granting agencies, do not allow duplicate requests for funding. **All applications for external funding must be reported to the Office of Research Services**.

PART TWO

Project Information

Summary of Proposed Research (Mandatory)

Provide a concise, non-technical summary of the proposed research. Ensure the summary is appropriate for a multidisciplinary review committee. Briefly state the objectives of the proposed research project, importance and significance of this work, and key research questions of the project.

Detailed Description (Mandatory)

Provide a detailed description of the proposed research, expanding on the summary. Address the following areas:

    a)   Context: Situate the proposed research in the context of relevant scholarly literature. Include up to 1 page of references as appendix.

    b)   Originality: Explain the importance, originality, innovativeness, and anticipated contribution to knowledge of the proposed research.

    c)   Theoretical approach: Describe the theoretical approach or conceptual framework.

    d)   Methodology: Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis, which will be used to achieve the stated objectives. Justify the choice of methodology and explain the specific instruments or procedures to be used. Keep in mind that reviewers may not be familiar with your discipline or methodology. Provide sufficient information for a fair and thorough review of your proposal.

    e)   Ongoing research: Explain the relationship/relevance of the proposed study to your ongoing research.

CONTEXT

ORIGINALITY

THEORETICAL APPROACH

METHODOLOGY

ORIGINALITY

ONGOING RESEARCH

Research Plan and Timeline (Mandatory)

Clearly describe the project activities (i.e. what/who will be involved, and when/where/how it will be done).

Include a detailed timeline of activities to demonstrate the project's feasibility. Objectives should be clearly achievable within the timeframe of the grant.

ONGOING RESEARCH

Roles and Responsibilities of Team (if applicable)

If applicable, describe the roles and responsibilities of team members.

Expected Outcomes (Mandatory)

Briefly describe the project's expected outputs and potential outcomes and impacts. **Outputs** are the first set of short-term results (peer-reviewed publications, new data sets, etc.) and arise from the new insights gained (use of the research findings). **Impacts** are long-term outcomes or effects that take the form of changed thinking and behaviors.

Research Impact Plan (Mandatory)

Describe plans for communicating research results both within the academic community, and outside the academic community (practitioners, policy makers, agencies, general public, etc.). Describe the most effective ways to mobilize your research results (conference presentations, journal articles, through online repositories, social media, oral histories, websites, performance, videos, exhibits, policy papers, reports, workshops, etc.).

Description of Student Training (if applicable)

Describe plans for training student research assistants if applicable.

- Is the student research assistant a CUE student?   Yes   No   If not, explain rationale for a non-CUE student.
- When will the student research assistant work?   Fall Term   Winter Term   Spring-Summer Term
- The student RA will work _____ hours per week for _____ weeks.

Describe the tasks to be performed by the RA and estimate the number of hours it will take to perform each task.

Budget

The purpose and objectives of the proposed expenditures must be justified in the context of the research project. Explain why each expense item is necessary and required to conduct the research project. Provide as much information as possible and justify each budget item in terms of how it will help to achieve the project goal. For personnel, indicate the rate of pay, hours, and briefly describe work undertaken. Refer to the guidelines for eligible and ineligible expenses. Add additional pages if necessary.

Research Personnel — Specify the number of research assistants hired, provide hours to be worked and rate per hour. Verify the rate of pay and benefit costs with Human Resources.

	No. Hired	Total Hours	Rate of Pay	Total Cost	Justification
Undergraduate Students			/hr		
Graduate Students			/hr		
Non-Students			/hr		

Research Travel — Identify person(s) traveling and list the location(s). Attach airline quotes to estimate cost of travel. Consult CUE Travel Policy for eligible expenses.

Name	Destination	Total Cost	Justification
Airfare			
Ground Travel			
Mileage			
Other			

Subsistence — Identify persons claiming subsistence and indicate duration of stay. 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.

	No. of Days	Rate	Total Cost	Justification
Accommodation				
Per diem				

Equipment, Supplies and Materials — Justify each piece of equipment requested in the project description; discuss the availability and accessibility of similar equipment within the institution and the region. Give models, manufacturers. Attach quotes from suppliers to support cost estimates.

Description	Total Cost	Justification
Include a description on a separate page		

Other Expenses — Items should be identified clearly in the Project Description.

Description	Total Cost	Justification
Include a description on a separate page		

TOTAL COSTS	
FUNDS FROM OTHER SOURCES (if applicable)	
TOTAL REQUEST FOR THIS GRANT Maximum combined for Seed and Impact Grants is $5,000/12 months	

PART THREE

CV Attachment

Attach a Common CV version only. Accepted versions: Social Sciences (SSHRC); Natural Sciences & Eng (NSERC Researcher); Health (CIHR Academic)

PART FOUR

Signatures and Approvals

Approvals are required from the Department Chair, Head or Director (as applicable) for the applicant and all co-applicants.

Applicant and Co-Applicants (if applicable) By signing, I verify that:

- I have read the research proposal and agree to participate as a member of the research team, as outlined above;
- I have the necessary time and resources to carry out the research; and
- I agree to comply with CUE policies and procedures and the terms and conditions of this funding program.

Name of Principal Applicant	Signature	Date
Name(s) of Co-Applicant(s)	Signature(s)	Date

Department Chair (or Director) By signing, I verify that:

- I have read the research proposal and agree that the obligations can be fulfilled;
- the applicant and/or co-applicant(s) have the necessary time and resources to carry out the research; and
- resources identified in the proposal will be available to complete the project.

Name of Department Chair	Signature	Date

Application Checklist

Any attachments other than those described below will be removed from the application and not reviewed by the Committee

☐ **Completed Application Form Parts One and Two (mandatory)**

☐ **Part One Applicant Information**
Applicant Information
Research Ethics Approvals (indicate if REB not required ☐)
Follow-up Funding
Previous Funding (indicate if not applicable ☐)
Relationship to other Support (indicate not applicable ☐)

☐ **Part Two Project Information**
Summary of Proposed Research
Detailed Description
Research Plan and Timeline
Roles and Responsibilities of Team (indicate not applicable ☐)
Expected Outcomes
Research Impact Plan
Student Training (indicate not applicable ☐)
Budget
Research Support External

☐ **Mandatory attachments**

  ☐ Signatures

  ☐ CV (Common CV only). Accepted versions: Social Sciences (SSHRC); Natural Sciences & Eng (NSERC Researcher); Health (CIHR Academic)

  ☐ Travel Quotes or screen grabs for flight and accommodation (indicate if not applicable ☐)

  ☐ Quotes for budget items such as materials, equipment, supplies and other related expenses

  ☐ Any other documentation, references (one-page limit), letters of support, etc. (indicate if not applicable ☐)

Submission Instructions: Email signed application package as a single PDF document to research@concordia.ab.ca

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Updated: Oct 2021 V3