

Student Research Grant Guidelines

Overview	
Value	Maximum \$1,500 (Undergraduate) and \$2,000 (Graduate)
Term	Start date is the application deadline. Maximum up to twelve months
Application Deadlines	November 1 (Fall term) and March 1 (Winter term)
Results Announced	Usually within 3 weeks of the application deadline
How to Apply	Email application as a single PDF document to research@concordia.ab.ca

Eligibility of Applicants

All students actively enrolled at Concordia University of Edmonton (CUE) are eligible to apply for a Student Research Grant (SRG) from a research fund established for this purpose. All applications must be sponsored by a permanent faculty member and the corresponding department. Students are limited to one successful application in any twelve-month period.

Number of Awards and Value

A limited number of grants shall be available each year. The total amount available in the fund for all such grants in any given year shall be limited by an allocation from yearly budgeted research funds. Research grants shall be adjudicated by the Research and Faculty Development Committee (RFDC) and awarded on the basis of merit.

Eligible Activities for Student Research Grants

SRGs support direct costs for research activities, including research publication fees, expenditures related to research projects, registration fees only for conferences, or similar activities approved by the RFDC. The sponsoring faculty member is expected to be involved in the research as a co-author.

Due to the COVID-19 pandemic, activities that include research travel **may** be allowed on a limited basis. Students interested in applying for travel-related research funding are strongly encouraged to contact the Office of Research Services (ORS) in advance of submitting an application to discuss restrictions and exemption application processes.

Application Process

Students seeking SRG funding must submit their applications in full **before the competition deadline**, and according to the directions in the form and these guidelines. Application forms are available for download from CUE's website. **Faculty supervisors are strongly encouraged to assist applicants and to review application packages before these documents are submitted to the ORS.**

Applications must be submitted to the ORS by email (research@concordia.ab.ca) as a single PDF document that includes all attachments in the order indicated in the application form checklist. Applications that are received after the deadline for a competition will not be processed for adjudication, with no exceptions. Non-compliant applications will be excluded from a competition.

Budget and Eligible Expenses

Undergraduate students are eligible to apply for up to \$1,500 in a twelve-month period and graduate students are eligible to apply for up to \$2,000 in a twelve-month period. Funding can be used for research projects or dissemination activities. The budget must be prepared using the application form, and according to instructions. All expense claims related to an award must be submitted to the ORS for a Research Trust Compliance Review, prior to being processed by CUE's Finance Office.

Eligible budget items must follow **all** of the following four principles:

- a. Expenses must contribute to the direct costs of the research/activities for which the funds were awarded, with benefits directly attributable to the grant;
- b. Expenses must not be related to goods or services usually provided by the administering institution to their research personnel;
- c. Expenses must be effective and economical; and,
- d. Expenses must not result in personal gain for members of the research team.

The ORS reviews the budget for all funding applications and may exclude ineligible items, or those for which information is insufficient to justify their inclusion. For questions regarding eligible expenses, please contact the ORS. Retroactive expenses are not eligible. Under no circumstances will "unexpected expenses," or similar, be considered eligible items in a budget, due to lack of compliance with the four principles listed above. Maximum budget requests will be adjusted by the ORS after reviewing application budgets. If there are no eligible expenses in the budget of an application, the application will not be forwarded to the RFDC for adjudication.

Adjudication of SRG Applications

The merit of individual applications and decisions about the allocation of research funds shall be the responsibility of the RFDC. Due to potential conflicts of interest, any RFDC member who has sponsored a pending application will not participate in discussions and decisions regarding the allocation of funds for that application. In evaluating applications, the RFDC may:

- recommend the grant for funding as requested;
- recommend the grant for a reduced award; or
- not recommend the application for funding.



Student Research Grant Assessment Rubric

	Criteria	Insufficient	Marginal	Satisfactory	Moderate	Strong	Exceptional
Type of Activity	Conference Only	The applicant provides insufficient information about the activity, or their participation in the activity, OR there is no evidence on the quality of the conference. If the conference appears to be predatory, assign a score of "0."	The information on the activity, or the participation of the applicant in the activity, is limited and difficult to assess.	The student is presenting a poster in a conference that seems somewhat related to their field of research.	The student is invited for an oral presentation in a conference that seems somewhat related to their field of research.	The student is presenting a poster in a conference that seems related to their field of research.	The student is invited for an oral presentation in a conference that seems closely related to their field of research.
	Project Only	The applicant provides insufficient information about the activity, or their participation in the activity. The information on the activity, or the participation of the applicant in the activity, is limited and difficult to assess.	The applicant provides minimal details on the project and/or their involvement. The student does not seem to be engaged in the planning of the activity, all of which seems to be provided by the faculty sponsor.	The applicant provides some details on the project and/or their involvement. The student is minimally engaged in the planning of the activity, most of which seems prepared by the faculty sponsor.	The applicant provides sufficient details on the project and/or their involvement. The student appears to be engaged in the planning of the activity, some of which seems prepared by the faculty sponsor.	The applicant provides relevant details on the project and/or their involvement. The application shows evidence of collaborative engagement in the planning of the activity, and mentorship from the faculty sponsor.	The applicant provides abundant details on the project and/or their involvement. The student shows leadership in the planning of the activity, and strong mentorship from the faculty sponsor.
Potential Outcomes	Expected Contribution to Field of Study	The applicant does not identify potential contributions to the field of study.	The applicant provides limited information on how the proposed activity may or may not make a contribution to the field of study.	The applicant describes how the proposed activity may make a contribution to the field of study.	The applicant describes how the proposed activity will make a contribution to the field of study.	The applicant clearly describes how the proposed activity will make an important contribution to the field of study.	The applicant clearly describes how the proposed activity will make a significant contribution to the field of study with potential impacts for other researchers.
	Alignment with CUE's Strategic Research Plan	Insufficient information is provided. The proposed research activity does not align with priorities and goals identified in CUE's Strategic Research Plan.	The applicant lists goals or priorities, but does not provide sufficient details on how the proposal aligns with CUE's Strategic Research Plan.	The proposed research activity seems to align with a specific priority and/or goal identified in CUE's Strategic Research Plan, and may or may not contribute to CUE's research goals.	The proposed research activity aligns with a specific priority or goal identified in CUE's Strategic Research Plan, and may make a moderate contribution to CUE's research goals.	The proposed research activity clearly aligns with at least two specific priorities and/or goals identified in CUE's Strategic Research Plan. The project will likely contribute to CUE's research goals.	The proposed research activity strongly aligns with several specific priorities and goals identified in CUE's Strategic Research Plan. The project will strongly contribute to CUE's research goals.
	Projected Benefits	The application does not identify benefits to the applicant, the faculty sponsor, CUE and/or the broader community, and/or identified benefits are overly vague.	The application provides vague information about a general benefit to the applicant, the faculty sponsor, CUE and/or the broader community.	The application identifies at least one general benefit to the applicant, the faculty sponsor, CUE and/or the broader community.	The application identifies one or two concrete benefits to the applicant, the faculty sponsor, CUE and/or the broader community.	The application identifies several concrete benefits to the applicant, the faculty sponsor, CUE and/or the broader community.	The application identifies several concrete benefits to the applicant, the faculty sponsor, CUE and the broader community.
Feasibility	Applicant's Skills and Experience	The applicant lacks the relevant academic background and/or experience to be successful with the research activity, OR the applicant has not provided sufficient evidence to assess their relevant skills and experience.	The applicant has minimal relevant academic background and/or minimal experience in research activities.	The applicant has the relevant academic background and some experience in research activities.	The applicant has a strong academic background and some experience with research activities.	The applicant has a strong academic background and relevant experience with similar research activities.	The applicant has a strong academic background and a proven record of success with similar research activities.
	Faculty Sponsor's Skills and Experience	Insufficient information is provided to assess relevant skills and experience, OR the faculty sponsor does not have the relevant academic background for the activity.	The faculty sponsor has no experience in facilitating student research activities, but has the relevant academic background and is eligible to sponsor the applicant. Some resources appear to be available within the general environment to support the applicant.	The faculty sponsor has limited experience in facilitating student research activities. The applicant will have access to some of the necessary tools and/or supports within the immediate environment for the research activity.	The faculty sponsor has relevant experience in facilitating student research activities. The applicant will have access to most of the necessary tools and/or supports within the immediate environment for the research activity.	The faculty sponsor has extensive experience in facilitating student research activities. The applicant will have access to all necessary tools and/or supports within the immediate environment for the research activity.	The faculty sponsor has a strong record of success in facilitating student research activities. All equipment and/or support systems required by the applicant for their research activity are in place.
Clarity of Proposal	Intelligibility to Non-Subject Matter Experts	The application is written in a manner that makes the proposed activity incomprehensible to an educated, but non-specialist, audience.	The application is written in a manner that makes the proposed activity difficult for an educated, but non-specialist, audience to understand. Technical terms are repeatedly used without clear definitions, and/or acronyms are repeatedly provided without definitions.	The application is written in a manner that makes the proposed activity generally understandable to an educated, but non-specialist, audience. Some use of technical terms or acronyms, but these terms are mostly explained by the applicant.	The application is written in a manner that makes the proposed activity understandable to an educated, but non-specialist, audience. Some use of technical terms or acronyms, but these terms are clearly explained by the applicant.	The application is clearly written in a manner that makes the proposed activity understandable to an educated, but non-specialist, audience. Limited use of technical terms or acronyms, and when present, these terms are clearly explained by the applicant.	The application is clearly written in a manner that makes the proposed activity readily understandable to an educated, but non-specialist, audience. Technical terms or acronyms are minimally used, and when present, these are clearly explained by the applicant.

Important Considerations on the Use of Technical Language

Students who wish to participate in this competition must note that internal grant applications are adjudicated by CUE's Research and Faculty Development Committee (RFDC). The RFDC is a multidisciplinary committee with elected representatives from all CUE Faculties. RFDC members are highly educated scholars, but they are not expected to be experts in all fields.

Applications must use language that takes the multidisciplinary structure of the RFDC into consideration. To ensure that applications are appropriate for adjudication by this committee, applicants should avoid using discipline-specific jargon and other highly technical language in their proposals. If the RFDC determines that an application is not comprehensible to a non-expert, the application may be removed from the competition.

Additional Sources of Funding / Limitations for Applicants

SRGs shall not be used as supplementary funding for other grants or awards, internal or external, for the same activity. Accordingly, students who have received or will receive grant funds from other sources to support the proposed activity are not eligible to apply.

Dates

The start date of an SRG award is the application deadline for a competition. Eligible expenses are limited to the effective period of the award, which is stated in the letter of award.

Additional Information

SRGs do not constitute a salary or a stipend for a student, and cannot be used to pay for salaries or stipends for applicants and/or participants.

