

Application Guidelines

Internal Research Grants - Impact Stream

Overview	
Value	Maximum value of combined CUE Internal Research Grants (Impact, Seed, and CUE-NSE streams) is \$5000 per eligible faculty member per twelve-month period
Term	Start date is the application deadline. Maximum term of up to 12 months
Application Deadlines	October 1 February 1 May 1
Results Announced	Usually within 3 weeks of the application deadline
How to Apply	Email complete submission as a single PDF document to research@concordia.ab.ca

Impact Grants at Concordia University of Edmonton (CUE) support short-term, targeted knowledge mobilization activities. Impact Grants are intended to facilitate and enable the movement of research knowledge into outcomes and impacts.

Knowledge mobilization is defined as the reciprocal and complementary flow and uptake of research knowledge between researchers, knowledge brokers, and knowledge users within and beyond academia, to benefit others and create positive impacts in society. Supporting knowledge mobilization activities enhances researcher competitiveness, in Tri-Agency competitions and other external funding opportunities, and helps to build a vibrant research culture at CUE.

Impact Grants provide funds for knowledge mobilization activities such as conference presentations, workshops, artistic exhibits and juried performances, interactive technologies, oral histories, digital and video technologies, films, commissioned reports, and knowledge syntheses.

Value and Duration

The grant start date is the application deadline. Once awarded, grant funds remain active until five (5) days after completion of the activity, at which time the funds expire. No expense claims are processed until a final report is provided. Final reports must be submitted within thirty (30) days of the end date of the activity. If a final report is not provided by the deadline, the award is considered forfeited, and the funds are no longer available. The maximum level of support available for an individual CUE faculty member is \$5000 in combined CUE Internal Research Grants awards (Impact, Seed, and CUE-NSE streams) per twelve (12) month period.

Deadlines

Each year, the application deadline is 11:59 p.m. (Mountain Time) on the following dates:

- October 1
- February 1
- May 1

Late submissions will not be accepted, and incomplete applications will not be considered. Results are usually announced within three (3) weeks of the application deadline. However, depending on the number of applications received, timelines may vary.

It is the sole responsibility of the applicant to ensure compliance with these guidelines during the application process and, if successful, for the duration of the award.

COVID-19 Considerations

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

Eligibility

The principal applicant must be a CUE faculty member. According to CUE's Internal Research Grant Policy, applicants are allowed a maximum of two unsuccessful applications to CUE's Internal Research Grant programs (Seed, Impact, and CUE-NSE) in any twelve (12) month term.

Research and Faculty Development Committee (RFDC) members may apply to the Impact Grant program; however, they may not participate in the adjudication process.

All applicants must have completed and reported on any previously awarded CUE Internal Research Grants and must be in good standing with CUE's Research Ethics Board (REB). Ineligible applications will be removed without adjudication.

Multiple Applications

For each competition, applicants may apply for one Seed Grant and one Impact Grant. Applicants may not submit multiple applications to a single CUE Internal Research Grant stream. Multiple requests (e.g., multiple conferences) on a single application form will NOT be considered. Researchers may only hold one Seed Grant and one Impact Grant per any twelve (12) month period.

Reviewers

Applications are assessed by CUE's Research and Faculty Development Committee (RFDC). Continuing faculty members from each of CUE's five Faculties (Arts, Education, Graduate Studies, Management, and Science) serve as representatives on the committee. Thus, RFDC members possess a wide range of research experience, methodological expertise, and disciplinary knowledge.

A Note on the Use of Technical Language

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. Applications should be written so that the contents can be reasonably evaluated by a multidisciplinary committee. Applicants should avoid using discipline-specific jargon and other highly technical language in their applications. If the RFDC determines that an application is not comprehensible to an educated, but non-specialist, audience, the application may be removed from the competition.

Adjudication

Applications are adjudicated, and available funds are awarded, through a competitive process. Applications are evaluated through a single-stage committee review process. Each reviewer reads and scores applications according to the established Evaluation Criteria. (See below for details.) Scores are then averaged, and applications ranked. This process determines which applications are selected for funding. As the demand for funds normally far exceeds the funds available, not all meritorious proposals can be awarded.

Evaluation Criteria and Scoring

The following criteria and scoring scheme are used to evaluate CUE **Impact Grants**.

Challenge 60%	The aim and importance of the proposal
	Clarity of objectives and defined scope of knowledge mobilization activity
	Evidence of the quality and significance of the research results to be disseminated, including a clear delineation of a defined body of knowledge to be disseminated
	Quality, innovativeness, and appropriateness of the knowledge mobilization activity, including effective dissemination, exchange, and/or engagement with stakeholders, where applicable
	Evidence of quality and significance of activity, its scope and potential contribution, including the degree that the activity attracts appropriate participants
	Likelihood of influence and impact within and/or beyond the immediate research community
Feasibility 20%	The plan to achieve excellence
	Probability that objectives of the activity will be met within the timeline proposed
	Appropriateness of the requested budget and justification of proposed costs
Capability 20%	The expertise to succeed
	Quality, quantity and significance of previous research experience and publications and/or creative outputs of the applicant relative to their role in the project and stage of their career
	Evidence of previous knowledge mobilization activities and of impacts on professional practice, social services, policies, etc.
	Potential of the applicant to make future contributions and secure external grants

RFDC members assign a score for each of the criteria listed above and arrive at a final score.

Score	Descriptor
5 - 6	Very Good - Excellent
4 - 4.9	Good - Very Good
3 - 3.9	Satisfactory - Good
Below 3	Unsatisfactory

The Office of Research Services notifies applicants of the results of their applications.

Terms and Conditions of the Grant

Compliance with University Policies

All CUE policies, regulations, and administrative processes apply to Impact Grants. Research must comply with CUE policies on the conduct of research, research ethics, and research integrity. It is the responsibility of the principal applicant to secure the appropriate permissions, certifications, and approvals for the proposed research activity.

Research Ethics and Certifications

The Tri-Council Agreement on the Administration of Agency Grants requires that researchers at eligible institutions ensure human ethics oversight for all funded research which involves human participants, regardless of the funding source. Applicants whose research involves human participants must submit a research ethics application to CUE's Research Ethics Board (REB) and secure REB approval. REB approval must be in place before funding is released and before any research involving human participants occurs.

Research Definition

Research is defined as an academic process of purposeful inquiry that generates new insights, knowledge, and innovation through scholarly investigation, experimentation, scientific practices, or artistic practices in a field of specialization. Research activities typically result in quantifiable outcomes, and through knowledge mobilization activities, research knowledge is communicated to audiences both within and beyond academia to create positive impacts.

Partnerships

CUE encourages research partnerships. However, Impact Grants are personal awards. Expenses other than those incurred directly by the applicant for the specific funded knowledge mobilization activity are not eligible.

Duplicate Requests for Funding

Applications with significant conceptual and/or budgetary overlap with existing or upcoming awards—internal or external—will not be accepted. If you have applied for, or are considering applying for, additional funds—internal or external—to support the research work that you are submitting for Impact Grant funding, you are required to immediately disclose this information to the Office of Research Services (ORS) **and** in the appropriate sections of the application form.

Failure to disclose duplicate funding requests may result in disciplinary actions. Please contact the ORS at research@concordia.ab.ca for more details.

Responsible Use of Grant Funds

The policies and requirements detailed in the [Tri Agency Financial Administration Guide](#) apply at all times. The award recipient is responsible for the use of the funds and for any over-expenditure of accounts.

Expenditures are permitted only for expenses identified in the application. Reasonable substitutions or alterations may be permitted, as well as minor transfers of funds from one budget category to another. Use of funds for a previously unspecified purpose, or major changes in the scope of work, must be submitted to the Office of Research Services for approval.

Cash advances from internal research grant funds are not permitted. However, some expenses can be covered directly by the institution (e.g., purchase orders). All research activities and expenditures must occur within the grant term. At the end of grant term, the grant account will be closed, and all unused funds will expire and be reclaimed.

Equipment purchased shall remain the property of CUE, and costs associated with the care and use of any equipment purchased will be the responsibility of the award recipient and their department.

Expense Claims

As a pre-condition for the release of funds, all investigators who are awarded Impact Grants must attend and complete a training session, facilitated by CUE's Finance Office and the Office of Research Services (ORS), regarding expenses for internal research grants.

Expense claims must be prepared by the investigator according to the directions provided by CUE's Finance Office. The onus is on the investigator to prepare and submit acceptable expense claims. Additional information on how to prepare expense claims can be found on CUE's Research website and in Alfresco. All expense claims must first be submitted to the ORS for compliance review.

Eligible Expenses

Eligible expenses are expected to align with all of the following four principles:

- a. contribute to the direct costs of the research/activities for which the funds were awarded, with benefits directly attributable to the grant;
- b. not be usually provided by CUE to faculty members or staff;
- c. be effective and economical; and
- d. not result in personal gain for members of the research team.

Impact Grants are intended to cover the direct costs of knowledge mobilization and dissemination activities only. All expenses must be essential and carefully justified. Any expense with eligibility concerns must be reviewed by CUE's Office of Research Services.

Ineligible Expenses

All requested budget items must adhere to CUE's policies and guidelines. Funds are not intended to provide release time, salaries, or living expenses for faculty members. Funding does not support credential research, tuition, and other costs affiliated with the completion of degrees or coursework. Retroactive funding and expenses incurred prior to the application deadline, or after the end date noted in the signed letter of award, will not be considered.

Term of the Grant

The term of an Impact Grant award is from the application deadline until **five days after the end of the funded knowledge mobilization activity**. After this date, the funds expire, and unused funds are reclaimed by CUE. A signed acknowledgement and acceptance of the award, included in the letter of award, must be returned to the Office of Research Services within 10 days of receipt. Otherwise, the award is considered forfeited, and the funds are returned to CUE.

Appeals

All applications are confidential and the decisions of the RFDC are final. CUE has no provisions for appeal of funding decisions.

Acknowledgement

Public acknowledgement of CUE's financial assistance is a condition of receiving an Internal Research Grant. Recipients should acknowledge support from the institution in publications, presentations, and other forms of dissemination.

Final Report

Within thirty (30) days of the end of the funded knowledge mobilization activity, a Final Report must be submitted to the Office of Research Services. The reporting template can be requested via an email to research@concordia.ab.ca. Failure to provide an end-of-grant report may result in forfeiture of the existing award and ineligibility for subsequent Internal Research Grant competitions. **No expenses will be processed until a report has been submitted.**

Commitment to CUE Dissemination

CUE's research community acknowledges the importance of giving back to the broader CUE community. Thus, all recipients of Internal Research Grant awards must participate in the annual Faculty Research Symposium that is closest to the end date of the award. Information on this event, sponsored by the Office of Research Services, can be obtained via an email to research@concordia.ab.ca.

Application Procedure

1. Ensure you are using the correct grant application form for the proposed activity (i.e. a Seed Grant application form for research projects and an Impact Grant application form for knowledge mobilization activities).
2. Complete all sections of the application form.
3. Complete the checklist at the end of the application form.
4. Sign application form and obtain the required signature from the department head or director.
5. Collect all required and/or supplementary attachments.
6. Bundle all documents as a single PDF package.
7. Send the application package by email to research@concordia.ab.ca

The application must be submitted as a single, complete document in PDF format.

Paper submissions will not be considered.

Applications received past deadline, or that are not complete, will not be considered.

- Up until two (2) working days before the competition deadline, incomplete and/or non-compliant application submissions will be returned to applicants for correction.
- **Non-compliant submissions received less than two (2) working days before the competition deadline will not be accepted and will be removed from the competition. Deadlines still apply.**
- Extraneous attachments and/or supplemental materials will be removed from received applications.

CV Requirements

CUE's Office of Research Services only accepts Common CVs (CCVs) for Internal Research Grant application packages.

For information about how to prepare a Common CV, please review the resources available on the following websites:

- <https://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/instructions/ccv-eng.aspx>
- <https://concordia.ab.ca/wp-content/uploads/2020/12/How-to-create-an-application-version-of-the-Common-CV-for-CUE-Research.pdf>