

PART ONE

CUE-NSE research grants provide funding for projects with the potential to lead to applications for external funding from NSERC. While the results from **CUE-NSE** grant-funded research may assist in obtaining funds from other sources, this stream is designed specifically to support CUE researchers in preparing and submitting applications to NSERC. Before completing this application, please read the **CUE-NSE** grant guidelines.

CUE Commitments (This section is to be filled in by the applicant when other sections of the form are complete.)

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. Additional details on in-kind may be submitted separately (max. 1/2 page).

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			<input type="checkbox"/> Internal Co-applicant <input type="checkbox"/> External Co-applicant
Title of Project				
Is the project associated with a CUE Research Cluster? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, which Cluster?				
Start Date	End Date (maximum one year)	Amount Requested (Annual maximum of combined NSE, Seed & Impact grants is \$5000)		

Certifications/Approvals (Mandatory)

Certain projects require review and approval by the Research Ethics Board and/or CUE's chemical safety/biosafety officer before research work can begin. Please indicate if your research project requires certification. Check all the boxes that represent your project.

<input type="checkbox"/> Use of human subjects or participants	<input type="checkbox"/> Use of radioactive material
<input type="checkbox"/> Use of animals	<input type="checkbox"/> Use of controlled substances (license approval)
<input type="checkbox"/> Use of biohazards (microorganisms, cell lines, human tissues/fluids, animal tissues/fluids, biotoxins, and/or genetically modified organisms)	<input type="checkbox"/> None of the above

Follow-up Funding (Mandatory)

These funds are expected to be used for research activities that result in the submission of an application to NSERC for funding.

What follow-up funding do you anticipate from this research endeavor? Provide the program(s), amount(s), and date(s) of the anticipated applications. Recipients of internal grants are typically expected to use awarded funds to better position themselves to apply for external research funding. If you do not plan to seek external funding, this may affect your eligibility for this program.

Previous Funding (if applicable)

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

Relationship to Other Research Support (if applicable)

Has this application, or parts of it, been submitted to another competition?

Yes No

Will this application, or parts of it, be submitted to another competition?

Yes No

If the same application, or a closely-related one, has been submitted to another sponsor 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 programs, 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 one (1) page of references as an 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 and relevance of the proposed study to your ongoing research.

CONTEXT

ORIGINALITY

THEORETICAL APPROACH

METHODOLOGY

ONGOING RESEARCH

Research Plan and Timeline (Mandatory)

Clearly describe the project activities (i.e. what/who will be involved, and when/where/how will the research 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. **Include here your timeline to prepare and submit an application to NSERC within two years.**

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 impacts. **Outputs** are the first set of short-term results (e.g. peer-reviewed publications, new data sets, etc.) and arise from the new insights gained (i.e. use of the research findings). **Impacts** are long-term outcomes or effects that take the form of changed thinking and behaviors.

Plan for Submission of an Application for NSERC Funding (Mandatory)

Describe plans for the preparation and submission of an application to NSERC, based on the research activities detailed in this application. Include a description of how you will prepare the different components of an application (Common CV preparation, preliminary results to be included in the application, publications, proof-of-principle experiments, etc.). If your proposal includes the recruitment of trainees, explain how they will participate in the process, and how this factor will contribute to the "Highly Qualified Personnel" section of your NSERC application.

Description of Student Training (if applicable)

Describe plans for training student research assistants, if applicable.

- Is the student research assistant a CUE student? If not, explain the rationale for hiring 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 OR other _____ (provide details).

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

Budget – NSE Grant

The purpose and objectives of the proposed expenditures must be justified in the context of the research project. Explain why each expense item is 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's goals. 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 to be hired, provide hours to be worked, and hourly rates. 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	Dissemination-related (e.g., conference) travel is ineligible for this stream. However, travel required for collaborations or field studies is eligible. Identify person(s) traveling and list the location(s). Attach airline quotes to estimate cost of travel. Consult CUE Travel Policy for eligible expenses.				
	Destination		Total Cost	Justification	
Airfare					
Ground Travel					
Mileage					
Other					
Subsistence	Dissemination-related (e.g., conference) travel is ineligible for this stream. However, travel required for collaborations or field studies is eligible. Identify persons claiming subsistence and indicate duration of stay. Specify per diem and accommodation amounts. Attach accommodation quotes to estimate total cost. Consult CUE's 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 and 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. Publication costs are eligible.				
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 NSE, Seed, and Impact Grants is \$5,000/12 months	

PART THREE

CV Attachment

Attach the NSERC Researcher version of the Common CV format. No other CV format will be accepted.

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 I agree to participate as a member of the research team, as outlined in the proposal;
- I have the necessary time and resources to carry out the research work as outlined in the proposal;
- I agree to comply with applicable CUE policies and procedures, as well as the terms and conditions of this funding program; and
- I agree to use these funds to assist in the preparation and submission of an application for NSERC funding within the next two years.

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

Name of Department Chair or Director	Signature	Date
--------------------------------------	-----------	------

Application Checklist

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

<input type="checkbox"/> Completed Application Form - Parts One and Two (mandatory)	<input type="checkbox"/> Part Two Project Information
<input type="checkbox"/> Part One Applicant Information	Summary of Proposed Research
Applicant Information	Detailed Description
Research Ethics Approvals (indicate if REB not required <input type="checkbox"/>)	Research Plan and Timeline
Follow-up Funding	Roles and Responsibilities of Team (indicate if not applicable <input type="checkbox"/>)
Previous Funding (indicate if not applicable <input type="checkbox"/>)	Expected Outcomes
Relationship to other Support (indicate if not applicable <input type="checkbox"/>)	Research Impact Plan
	Student Training (indicate if not applicable <input type="checkbox"/>)
	Budget
	Research Support External
<input type="checkbox"/> Attachments	
<input type="checkbox"/> Signatures	
<input type="checkbox"/> CV (NSERC Researcher Common CV format)	
<input type="checkbox"/> Travel quotes or screen grabs for flight and accommodation (indicate if not applicable <input type="checkbox"/>)	
<input type="checkbox"/> Quotes for budget items such as materials, equipment, supplies and other related expenses	
<input type="checkbox"/> Any other documentation, references (one-page limit), letters of support, etc. (indicate if not applicable <input type="checkbox"/>)	

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