

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 sources of funding you sought, including the funding agency, amount requested and date of application, and indicate if the application was successful.

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 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; the importance and significance of the 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. Attach up to one (1) page of references.
- 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 proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis, which will be used to achieve the proposal's objectives. Justify the choice of methodology and explain specific instruments and/or procedures to be used. Keep in mind that reviewers may not be familiar with your discipline and/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

ONGOING RESEARCH

Research Plan and Timeline (Mandatory)

Clearly describe the research 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.

Roles and Responsibilities of Team Members (if applicable)

If applicable, describe roles and responsibilities of team members.

Expected Outcomes (Mandatory)

Briefly describe the project's expected outputs and impacts. **Outputs** are the first set of short-term results (peer-reviewed publications, new data sets, etc.) and arise from new insights gained from 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, online repositories, social media, oral histories, websites, performances, videos, exhibits, policy papers, reports, workshops, etc.).

Description of Student Training (if applicable)

Describe plans for training student research assistants, if applicable.

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

Describe the tasks to be performed by the RA(s) 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 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, hours to be worked, and hourly rate of pay. Verify rate of pay and benefit costs with Human Resources (hr@concordia.ab.ca).				
	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's Travel Policy for eligible expenses.				
	Destination		Total Cost	Justification	
Airfare					
Ground Travel					
Mileage					
Other					
Subsistence	Identify person(s) 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 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 "Detailed Description" section (above).				
	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, Impact, and CUE-NSE Grants is \$5,000/12 months	

PART THREE

CV Attachment

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

PART FOUR

Signatures and Approvals

Approvals are required from the Department Chair 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 work; 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(s)

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 work; and
- the resources identified in the proposal will be available to complete the project.

Name of Department Chair	Signature	Date
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Application Checklist (Mandatory)

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

Completed Application Form - Parts One and Two

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
- Funds from Other Sources

Part Three - Signatures and Attachments

- Signatures from applicants, co-applicants (if applicable), and Department Chair or Director
- CV (Common CV only). Accepted versions: Social Sciences (SSHRC); Natural Sciences & Eng (NSERC Researcher); Health (CIHR Academic)
- Travel quotes or screenshots for flight and accommodations (indicate if not applicable)
- Quotes for budget items such as materials, equipment, supplies and other related expenses (indicate if not applicable)
- 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