

**INSTRUCTIONS**

- Enter information on this form using a PDF reader program (e.g. Adobe Reader).
- **DO NOT** edit or alter this form using a PDF editor, Google Docs, Word, or other software.
- Complete all relevant sections, as instructed and within character count limits.
- No additional information is required, unless stated in the form and/or in the checklist at the end of this form. Any extraneous information provided will be removed from the application.
- **Submit the completed form and all attachments as a single PDF document by email to [research@concordia.ab.ca](mailto:research@concordia.ab.ca).**
- **Non-compliant forms will not be accepted.**

## Student Research Grants | Application

Student Applicant Information			
Name of Applicant		Email Address - Applicant	
Faculty		Department	Level of Study
Name of CUE Faculty Member Sponsoring Application		Email Address - CUE Faculty Sponsor	
Title of Research Project or Activity			
Amount Requested (Max: Undergraduate \$1,500 / Graduate \$2,000)		Have you received a Student Research Grant before?	
		No <input type="checkbox"/> Yes <input type="checkbox"/> Date of Award:	

Research Activity Information			
<b>This application is for:</b> <i>(Check one of the following options.)</i>			
Presenting my research at a conference <input type="checkbox"/> <b>Complete Section A only</b>		Conducting a research project <input type="checkbox"/> <b>Complete Section B only</b>	
<b>Section A: Conference Details</b> <i>Only complete this section if you are applying for funds to present your research at a conference.</i>			
Name of Conference / Event			
Host Organization of Conference		Link to Conference / Event Website	
Location of Conference (City, Country)		Type of Travel <i>(Check one of the following options.)</i>	
		Canada      USA      Other International      N/A (Online)	
Dates of Conference			
Conference Start Date:		Conference End Date:	
Role in the Conference <i>(Check all that apply.)</i>			
Invited Oral Paper Presenter	Invited Poster Presenter	Other <i>(Describe)</i>	
Describe the adjudication/selection process for the conference (i.e. peer reviewed or juried abstract submission).			

Will the proceedings be published?		
No	Yes	If "Yes," describe the publication and distribution of the proceedings.
<b>Importance of Conference:</b> Explain the importance of this conference and why it is the most appropriate venue for your work.		
<b>Research Description:</b> Provide a brief overview of the research being presented at the conference.		
<b>Section B: Research Project Details</b> <i>Only complete this section if you are applying for funds to conduct a research project.</i>		
<b>Research Description:</b> Provide a brief overview of the proposed research project. Include research question, objectives, project design, time frame, and how you will disseminate your results.		
<b>Research Certifications:</b> Indicate if your research project involves:		
Human experimentation <input type="checkbox"/>	Animal experimentation <input type="checkbox"/>	Biohazards <input type="checkbox"/>
Hazardous compounds <input type="checkbox"/>		
If you have applied for a Research Ethics Board (REB) review, was the outcome of that review successful?		
Yes	<i>Please attach a copy of the REB letter</i>	No <i>Funds will not be released unless REB approval has been obtained</i>
<b>Department Approvals</b>		
Have you informed your Department Chair or Program Coordinator of your research plans? Yes      No		
If your research involves the use of Concordia University of Edmonton facilities and/or supplies, does your Department Chair or Program Coordinator agree to this usage? Yes      No		
<b>For applicants from the Department of Biological and Environmental Sciences:</b> <i>If your application includes the purchase of supplies or equipment, please notify Devin Hughes, Lab Manager, at <a href="mailto:devin.hughes@concordia.ab.ca">devin.hughes@concordia.ab.ca</a> before checking the box above.</i>		

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**Research Description** *All applicants must complete this section.*

How does the proposed research work align with Concordia University of Edmonton's Strategic Research Plan?

View Here: <https://concordia.ab.ca/research/research-at-concordia/strategic-research-plan>

How does the proposed research work benefit you, your faculty sponsor, Concordia University of Edmonton, and the broader community?

What skills, experience, and background does your faculty sponsor have that will enable you to successfully complete the research work?

What skills, experience, and background do you have that will enable you to successfully complete the research work?

## Proposed Budget

If required, add more lines or attach additional pages. Include quotes for travel costs and for equipment / supply costs. All items must be in Canadian dollars.

<b>Travel</b>				
Identify person(s) traveling and list the location(s) visited. Attach airline quotes to estimate cost of travel. Consult CUE's Travel Policy for eligible expenses. Provide a brief rationale for all expenditures and justifications for unique requests such as car rentals. <b>Use a separate page, if needed.</b>				
Destination		Total Cost	Justification	
Air Travel				
Ground Travel (taxi, shuttle, public transportation, etc.)				
Mileage				
Conference Registration				
Other				
Other				
<b>Subsistence</b>				
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.				
Number of Days		Rate	Total Cost	Justification
Accommodation				
Per diem				
Other		N/A	N/A	
<b>Equipment, Supplies, and Materials</b>				
Justify items and discuss availability and accessibility of similar items within the institution and city. For equipment, give models and manufacturers. For items over \$500, attach quotes. <b>Use a separate page, if needed.</b>				
Item			Total Cost	Justification
			N/A	
			N/A	
TOTAL COST FOR EQUIPMENT, SUPPLIES, AND MATERIALS				
<b>Other Expenses</b>				
Items should be described clearly. <b>Use a separate page, if needed.</b>				
Item			Total Cost	Justification
<b>TOTAL COSTS</b>				
<b>FUNDS FROM OTHER SOURCES (i.e. Department funds)</b>				
<b>TOTAL GRANT REQUESTED</b>				

## Signatures and Approvals

Approvals are required from your faculty sponsor and the Chair of your department.

### Student Applicant **By signing, I confirm that:**

- I agree to participate in the research work, as outlined in this application;
- I have the necessary time and resources to complete the proposed research work; and
- I agree to comply with CUE policies and procedures, as well as the terms and conditions of this funding program.

Name of Student Applicant	Signature	Date
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### Faculty Sponsor **By signing, I confirm that:**

- I have reviewed the application package, and I verify that it is complete and complies with the guidelines for this competition;
- I agree to participate in the research work, including the supervision of the student's activities, as outlined in this application;
- the applicant and I have the necessary time and resources to complete the proposed research work; and
- I agree to comply with CUE policies and procedures, as well as and the terms and conditions of this funding program.

Name of Research Supervisor	Signature	Date
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### Department Chair **By signing, I confirm that:**

- I have read the application package, and I agree that the obligations of applicant and the faculty sponsor can be fulfilled;
- I agree that the applicant and faculty sponsor have the necessary time and resources to complete the proposed research work; and
- I agree that the CUE facilities and resources identified in this proposal will be available to complete the research work.

Name of Department Chair	Signature	Date
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## Application Checklist (*Applicants must check all applicable items from the following list.*)

**Completed Application Form** (*mandatory*)

**Signatures** (*mandatory*)

**Attachments** (*mandatory*)

**Student CV** (*mandatory*) Two pages maximum. Additional pages will be removed.

Conference acceptance letter or invitation to present (Indicate if pending  OR not applicable )

Abstract of conference presentation or activity (indicate if not applicable )

Travel quotes or screen grabs for flights, accommodations, registration fees (indicate if not applicable )

Detailed list and quotes for other expenses, such as equipment and supplies (indicate if not applicable )

**Submission:** Email signed application package with attachments as a **single PDF file** to [research@concordia.ab.ca](mailto:research@concordia.ab.ca)

**Additional documents not included in this list (e.g. full-text articles, multiple pages of quotes for expenses, etc.) will be removed.**