PRESIDENT’S RESEARCH SEED GRANT FOR HEALTH, SCIENCE, AND ENGINEERING

**Application Form**

Forward to [research.services@uregina.ca](mailto:research.services@uregina.ca) by **May 15** at 11:59pm.

**Refer to the** [**President’s Seed Grant Guidelines**](https://www.uregina.ca/research/ors/internal-funding/seed-and-sshrc-explore-grant.html) **when addressing the areas below to ensure you have addressed all criteria in sufficient detail.**

**Note:** All text entered must be in **Times New Roman, 12-point font** with **minimum margins of 3/4”** or **1.87cm, with single line spacing**.

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| --- | --- | --- | --- | --- | --- |
| Part A: General Information | | | | | |
| Name: | Click or tap here to enter text. | | | | |
| Department: | Click or tap here to enter text. | | | | |
| Previously awarded President’s Seed Grant: | **Yes** |  | | **No** |  |
| Grant Title: |  | | | | |
| Amount applied for (up to a maximum of $7,000 CAD): | | | Click or tap here to enter text. | | |
| Part B: Description of President’s Seed Grant  **Applicable Criteria: Challenge (40%) and Feasibility (20%)**  **Description of:**   1. Objectives 2. Training of students 3. Activities, methodologies and research approach 4. Expected outcomes 5. Timeline | | | | | |
| Insert your text here, responding to each of the above points (maximum 3 pages) | | | | | |
| Part C: Description of Future External Grant  **Applicable Criteria: Linkage to a future External Grant (20%) Include:**   1. Provide the name of an External Grant competition and anticipated competition date. 2. Describe how the President’s Research Seed Grant (described in Part B) will be used to develop a proposal and feasibly apply to an external NSERC or CIHR or SHRF competition within three (3) years of the end of the President’s Seed Grant. 3. Describe how the President’s Seed Grant (described in Part B) and the plans for your future NSERC or CIHR or SHRF application fit into your recent and ongoing research activities. | | | | | |
| Insert your text here, responding to each of the above points (maximum 1 page) | | | | | |
| Part D: Funds Requested from Internal Grant  Estimate as accurately as possible the costs you are asking to be funded. All budget items must conform to the rates and regulations of the Tri-Agency Financial Administration Guide and University of Regina, and must be fully justified. For each entry, justify all budget costs in terms of project needs. | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **PERSONNEL COSTS** | **Year 1** | | **Year 2** | | **Budget Justification:** | | **No.** | **Amount** | **No.** | **Amount** | | **Student salaries & benefits/Stipends** | | | | | | Undergraduate |  |  |  |  | | Masters |  |  |  |  | | Doctorate |  |  |  |  | | **Non-student salaries & benefits/Stipends** | | | | | | Postdoctoral |  |  |  |  | | Other (specify) |  |  |  |  | | ***Subtotal - Personnel:*** | $ - | | | | | **TRAVEL & SUBSISTENCE COSTS** | **Year 1** | | **Year 2** | | **Budget Justification:** | | **Amount** | | **Amount** | | | **Applicant/Team member(s)** | | | | | | Canadian travel |  | |  | | | Foreign travel |  | |  | | | **Students** | | | | | | Canadian travel |  | |  | | | Foreign travel |  | |  | | | ***Subtotal - Travel and subsistence:*** | $ - | | | | | **OTHER COSTS** | **Year 1** | | **Year 2** | | **Budget Justification:** | | **Amount** | | **Amount** | | | Professional/Technical Services |  | |  | | | Supplies |  | |  | | | Non-disposable equipment: Computer hardware |  | |  | | | Non-disposable equipment: Other |  | |  | | | Other Expenses: Tools |  | |  | | | Other Expenses (specify) |  | |  | | | Other Expenses (specify) |  | |  | | | Other Expenses (specify) |  | |  | | | ***Subtotal - Other:*** | $ - | | | | | **TOTAL REQUESTED:** | **$0** | | | | | | **Funds Requested/Received from Other Sources** | | | | | | | **List all other costs and sources of funding related to this project, if applicable** | | | | | | | **Other Source of Funds** | **Confirmed (y/n)?** | | **Amount ($)** | | **Description of Costs** | |  |  | |  | |  | |  |  | |  | |  | |  |  | |  | |  | |  |  | |  | |  | |  |  | |  | |  | |  |  | |  | |  | | **TOTAL:** |  | | $ - | |  | | | | | | |
| PRESIDENT’S SEED GRANT BUDGET INSTRUCTIONS AND ELIGIBLE EXPENSES | | | | | |
| |  |  | | --- | --- | | 1.     FUNDS REQUESTED FROM INternal GRANT | | | Using the Budget Template provided with the Application Form, estimate as accurately as possible the costs you are asking to be funded for each budget year (two (2) years maximum). All budget items must conform to the rates and regulations of the Tri-Agency Financial Administration Guide and the University of Regina and must be fully justified in terms of the needs of the project. The guide should be consulted for detailed information on all eligible and ineligible expenses.  The following guidelines will be used by the Review Committee regarding the adjudication of the budget:   * Funds requested must not exceed the maximum amount ($7,000). * Committee members may consider failing a project on the Feasibility criteria if they deem that 30% or more of the overall budget request is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project. * Committee members may recommend budget reductions in cases where they determine that the request is inadequately justified and/or not appropriate as described above, and where they judge that savings could be achieved without jeopardizing the project objectives. | | 2. BUDGET JUSTIFICATION  Applicants must use the space provided in the budget template (do not attach a separate budget justification document). Using the categories listed in the budget template, fully identify and justify all budget costs in terms of the needs of the research, keeping in mind that the appropriateness of the requested budget and justification of the proposed costs are a sub-criterion within the Feasibility criterion.  Equally important is the justification for budget costs for research assistants or associates who are not students. These expenditures must be fully justified in terms of the needs of the research. Also, justify the number of students hired relative to the objectives of the proposed research.  Funding for students and other research staff should reflect appropriate hiring and benefit rates.  **3. FUNDS FROM OTHER SOURCES**  You must list all sources of funding for the proposed research. You must also indicate whether these funds have been confirmed or not. Where applicable, include:   * partners' material contributions (e.g., cash and/or in-kind); and * funds you have requested from other sources for proposed research related to this application.   If you have received, from a single funding source, more than one contribution of the same type (i.e., cash or in-kind) and a confirmation status, you must combine these into one entry (e.g., two confirmed $2,000 cash contributions from a university become one confirmed $4,000 cash contribution).  The full costs of items (not just the amount covered from grant) should be itemized. | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Eligible Expenses** | | **Non-Eligible Expenses** | | | **Personnel** | * Specify whether students are receiving an hourly wage (salary) or a research award (stipend). * Justify the rate of pay. For salaried students, use CUPE 2419 rates as follows, PhD - $25/hr; Masters - $24/hr, UG - $21/hr (includes all benefits). For stipends, explain how the amount was determined e.g. standard within department/Faculty. * Non-student personnel to undertake research activities must be supported with sufficient justification that they are needed for the project. | | * Course release or stipends for principle or co-investigators | | | **Travel** | * Travel for research activities (e.g. fieldwork, interviews, visits to archives, libraries, or special research centres) | | * Conference travel | | | **Supplies & equipment** | * Must be specialized research supplies, equipment, software | | * Laptops, computers, and non-specialized software * Office supplies | | | **Ceremony & cultural protocols** | * Tobacco, cloth and other ceremonial costs * Honoraria for Elders | |  | | | **Other** | * Honoraria for research participants * Data sets * Other expenses necessary to undertake research activities | | * Open access publication costs * Costs related to dissemination or knowledge mobilization | | | PART E: CV (ATTACHMENT)  **Applicable Criteria: Capability (20%)**  Attach an electronic copy of your CV (mandatory). The CV should be in the format outlined in the CCV system. | | | | | | | Signatures and Approvals | | | | | | | Approvals are required from the Department Head (if applicable) and Dean/Director (or designate) for the principal applicant. Scanned or electronic signatures are acceptable, or a hard copy of signatures can be delivered to the Office of Research Services by 4pm on the deadline date. While approvals are not required for co-applicants, Faculties will be notified of their participation in the application. | | | | | | | **APPLICANT:**   * have read the research proposal and agree to participate as a member of the research team as outlined; * verify they have the necessary time and facilities to carry out the research; and * agree to comply with UofR policies and procedures and the terms and conditions of this funding program. | | | | | | | Principal Applicant - Please Print Name | | Signature | | Date | | | **DEPARTMENT HEAD AND DEAN (OR ASSOCIATE DEAN OR DIRECTOR):**   * have read the research proposal and agree that the award obligations can be fulfilled; * verify that the applicant has the necessary time and facilities to carry out the research; and * agree that resources identified in the proposal will be available to complete the project. | | | | | | | Department Head – Please Print Name(s) | | Signature(s) | | Date | | | Dean or Associate Dean or Director –  Please Print Name(s) | | Signature(s) | | Date | | | | | | | |