

Application for Research Grant

OFFICE USE ONLY			
Date Received		UCR Grant Number	
Date Approvals Received		Amount Awarded	

Please consult the [UCR Awards Policy](#) (updated October 2017) before completing this form. All supporting documentation (Research Contributions, Research Proposal, and Budget Justification) must be attached to this application and submitted as a single file in PDF format. After all signatures [the Applicant (pp1, 3), the Departmental Chair, the appropriate Dean] have been obtained, please forward a copy of the file to UCR@stfx.ca prior to the posted submission deadline. The application will be stored in the ROMEO database system of the University.

About the Applicant					
Name					
Department					
Rank and Position					
About the Project					
Title					
Category (A,B,C)					
Commencement Date DD/MM/YYYY		Completion Date DD/MM/YYYY			
Amount Requested					
Approvals Required: (Select all that are required or answer N/A)	Research Ethics	Animal Care	Bio-Safety	Mi'kmaw Ethics Watch (or other Aboriginal Ethics)	Other: (Please specify, eg. School Board)

History of UCR Awards in the past five years (Categories B and C only)				
Title	Awarded DD/MM/YY	Category (B,C)	Amount	Final Report (Submitted or Attached)

Signatures		
Signature of Applicant	Signature of Chair of Department	Signature of Dean of Faculty

Give details of all external support (grants, contracts, etc.,) currently held.			
Title	Agency	Amount	Start and End Dates

Give details of all external support for which you have made an application.				
Title	Agency	Amount	Date of Request	Date of Announcement
OR explain why no external application has been made.				

Budget Summary		
PLEASE SHOW SUBTOTALS AND TOTAL TO NEAREST \$5.		
Budgetary Item	Essential	Subtotal
Undergraduate Assistants		
Other Research Assistants		
Equipment		
Library Resources		
Travel and Subsistence		
Expendable Supplies		
Other Expenses		
Total		

Council may be unable to fully fund your project. _____

**STFX Research Services Group | Research Approval Form
Research Accountability & Compliance Statement**

As Principal Investigator, I acknowledge and accept my responsibility to do the following, to the best of my knowledge and ability:

1. Read, understand and comply with all applicable funding agency policies, regulations, and terms and conditions of the award / agreement;
2. Undertake the Project in accordance with ethical and scientific standards;
3. Comply with all legislative and regulatory requirements as applicable to the Project, and to notify the Research Financial Operations Manager / Officer in the event of a receipt of a notice of non-compliance, complaint or other proceeding relating to the legislative or regulatory requirements;
4. Comply with all University policies, regulations and procedures as applicable to the Project, including but not limited to the following:
 - a. Research Services
 - b. Financial Services
 - c. Procurement Services
 - d. Human Resources
 - e. Environmental Health and Safety
 - f. Ethical Compliance
 - g. Research Integrity
 - h. Intellectual Property
 - i. Contracts
 - j. Governance and Legal
5. Inform every person working on the Project, including students, of the terms and conditions of the award/agreement and, where appropriate, have them acknowledge in writing any conditions with respect to publications, confidentiality, and intellectual property;
6. Adhere to the StFX University Conflict of Interest Policy and report all potential conflicts of interest as specified in the Policy;
7. Authorize and ensure that delegate(s) authorize only allowable expenses against my research accounts and, when unsure, to consult with Financial Services, Research Services and/or the Funder;
8. Review monthly account statements, identify discrepancies and/or problems, and take corrective action in consultation with Financial Services;
9. Reimburse to the applicable StFX research account(s) any expenditure authorized by me or my delegate(s), if disallowed by the funder; and
10. Assume personal responsibility for any unauthorized over-expenditures that are not the result of error by support service units, if all other reasonable alternatives to cover such expenditures have been exhausted.

Name

Department

Date (DD/MM/YYYY)

Attach a Summary of your Research Contributions [up to 2 pages]

List your research contributions as follows:

- a) Publications in the last 7 years grouped as follows
 - i. Refereed publications (Books, Monographs, Book Chapters, Articles)
 - ii. Other refereed contributions (e.g. papers presented at scholarly meetings or conferences)
 - iii. Other contributions (research reports, policy papers, public lectures, creative works etc)

In each group, list your most recent contributions first. For published contributions, provide complete bibliographic notices (including co-authors, title, publisher, journal, volume, date of publication, number of pages, etc.) as they appear in the original publication. Include volume and page locators as well. Indicate with an asterisk, those publications in which you have acknowledged UCR support.

- b) If applicable up to five of your most significant research contributions not included in a) above

Attach a Research Proposal [up to 3 pages]

A detailed research proposal written (up to 750 words) for a non-specialist audience that

- a) clearly identifies your research question, problem or hypothesis,
- b) includes a concise literature review that determines what previous research says about the problem and clarifies the research significance,
- c) describes an explicit research design and theoretical interpretative framework (if applicable) that explains how the research will be conducted, and
- d) outlines a timeline for various phases of the project,
- e) if applicable, indicate locations where the work will be carried out, and
- f) if applicable, includes how this project relates to work already completed or in progress, and to planned future work and applications.

Attach a Budget Justification [1 page]

Please provide details and rationale or justification for the funds requested. Where appropriate be sure to address the following

- a) Employment of Assistants
 - i. Period of employment and rate
 - ii. Functions to be performed
 - iii. Details on the role of students, including hours needed
 - iv. Student's tasks and the education/research training benefit
- b) Equipment:
 - i. Provide itemized list and prices
- c) Library Resources:
 - i. Provide itemized list and prices
- d) Travel and Subsistence:
 - i. Provide itemized list and prices
 - ii. Purpose of research travel and relevance of that travel to the project
- e) Expendable supplies, photocopying, etc.:
 - i. Provide itemized list and prices
- f) Other Expenses:
 - i. Provide itemized list and prices
 - ii. Purpose of these expenses and relevance to the project

Do budgeted travel expenses conform to the new [StFX Travel Policy](#)?

If you are travelling with students outside of Canada, are you in compliance with the [StFX International Travel and Safety Policy](#)?

NB: Grantees are reminded of their obligation to submit a Report as outlined in page 4 of the [UCR Awards Policy](#).