



the Prentice Institute
for Global Population and Economy

Suite L1184, 4401 University Drive W., Lethbridge, Alberta T1K 3M4



Prentice Institute Affiliate Partnership Grant

Request for Proposals 2024

Applications due: February 28, 2024

Table of Contents

Description & Objectives	3
Eligibility	5
How to Apply	5
Review Process	7
Reporting Requirements	8
Conditions of the Award	9

Description & Objectives

This funding opportunity is a one-time offering in the Prentice Institute for Global Population and Economy's set of granting awards at the University of Lethbridge. The objective of the Prentice Institute Partnership Grant is to foster the development of projects across institutions and organizations that address a clear research-related knowledge gap or need, focused on one or more of the core areas of areas (1) Populations, (2) Economy, (3) Ecosystems, and (4) Health (see Figure 1 below).

Broadly, the mandate of the Prentice Institute is to conduct and support research focused on changing human populations and the potential impacts of these changes on social, environmental, and economic factors. The Institute also conducts and supports research on long-term changes in human and economic environments, with an emphasis on the role human actions play in influencing these outcomes. From the perspective of knowledge translation, the Institute also seeks to communicate research in effective ways to communities, governments, organizations.

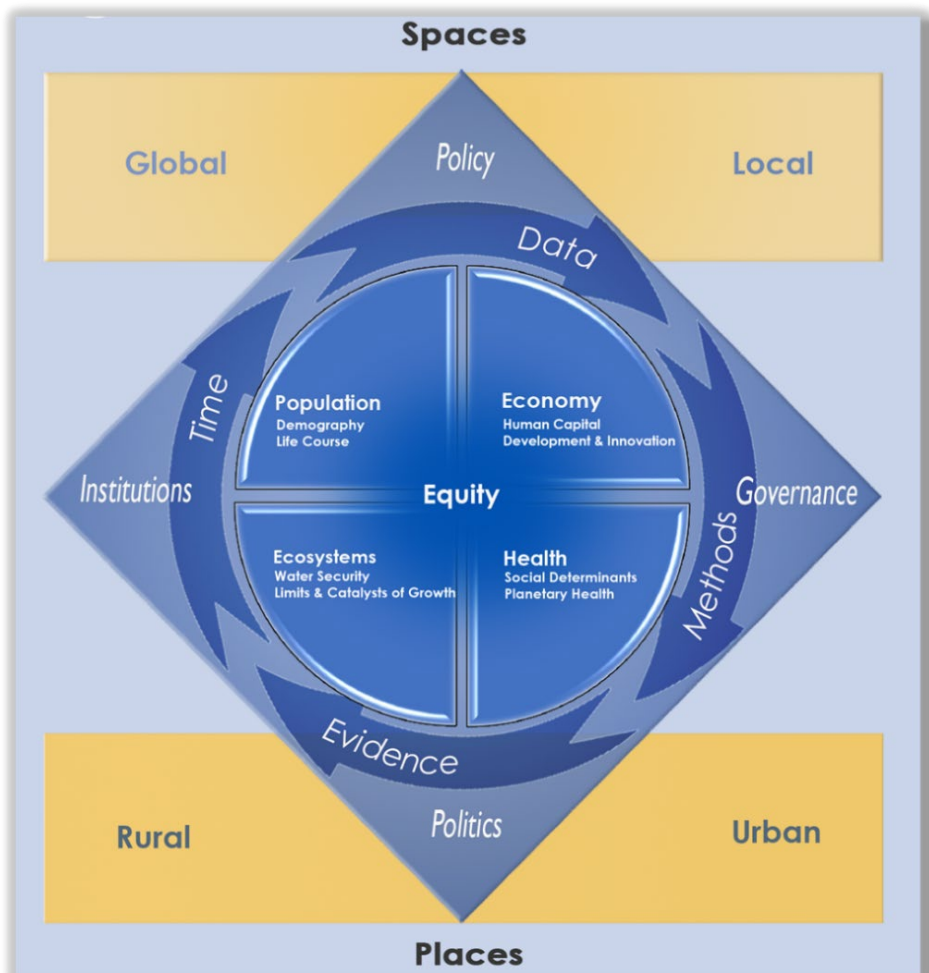


Figure 1

Similar to the [partnership programs at SSHRC](#), these grants provide support over one year to teams/partnerships, led by the Nominated Principal Applicant, to:

- develop research and/or related activities—these can include knowledge mobilization and the meaningful involvement of students and emerging scholars, by fostering new partnerships with existing and/or potential partners; or
- design and test new partnership approaches for research and/or related activities that can result in best practices or models—these can either be adapted by others or have the potential to be scaled up to a regional, national, or international level.

The Institute invites applicants and their partner organizations who wish to propose formal disciplinary, interdisciplinary, inter-institutional, international and/or cross-sector partnership arrangements to apply for support through this funding opportunity. Funds are available to support a variety of formal partnership development initiatives in any of the mandate areas of the institute.

Types of partnerships:

- existing partnerships to foster new research and/or research-related partnership activities that are distinct from the partnership's previous/ongoing partnership activities; and
- partnerships under development, for the purposes of fostering new research and/or research-related partnership activities that are undertaken by partnerships in their initial stages.

Following are some possible formal partnership approaches. Applicants are in no way limited to these approaches, and are welcome to combine some of the features described below.

- **Disciplinary and interdisciplinary research partnerships:** Inter-institutional research initiatives designed to make a significant contribution to advancing knowledge and understanding in the social sciences and/or humanities.
- **Cross-sector co-creation of knowledge and understanding:** Partnerships to foster innovative research, training and the co-creation of new knowledge on critical issues of intellectual, social, economic and cultural significance.
- **Networks for research and/or related activities:** Networks designed to advance the innovative co-creation of knowledge, as well as training and mobilization of research, on critical issues of intellectual, social, economic and cultural significance.
- **Partnered knowledge mobilization:** Partnerships designed to synthesize, apply and mobilize new and existing social sciences and humanities research knowledge in accessible ways to build institutional capacity and to increase the national and international impact and stature of Canadian research.

The Institute welcomes applications involving Indigenous research, as well as those involving research-creation.

The maximum amount per grant is a total of **\$10,000 for a duration of up to one year**. Extensions may be considered under certain circumstances (see p. 8).

The Institute is particularly interested in supporting partnership grants that are innovative, have the potential to lead to larger and longer-term projects and funding (e.g., SSHRC Partnership Development, Partnership or CIHR Team Grants), and that contribute to the mandate of the Institute.

Eligibility

For an application to be eligible:

1. The nominated principal applicant (NPA) must be a Prentice Institute Affiliate and a faculty member, but not an administrator (ie. Deans are ineligible) at the University of Lethbridge. Note that funding for the project must be administered by the NPA.
2. The application must include at least one named applicant who is a faculty member at another university.
3. The application would ideally include at least one named non-academic applicant (i.e., a partner working for a public, private, or not-for-profit organization).
4. The application must focus on a project that is not currently funded by a Prentice Institute grant or award.
5. The application must not focus on bench science, events, or hosting visiting scholars. Travel may be included, but it must be well-justified and described, and should not exceed 50% of the application budget. A course release will not be considered an eligible expense for this grant.
6. The NPA cannot have held a Prentice Institute grant previously as the lead investigator. If not an NPA, an affiliate may be co-applicant on more than one Prentice Institute grants, though not co-applicant on more than one grant concurrently.
7. Extant, or nascent, partnerships, or those partnership projects not requiring ethics approval are eligible. Projects are expected to begin in April therefore proposals that require new ethics approvals will **not** be considered.

How to Apply

There are two very separate steps involved in applying for a Prentice Institute grant. The first one is a requirement of the [University of Lethbridge Office of Research and Information](#) Services. Complete and submit for approval the Research Proposal Form (RPF), accessed online via the [Bridge](#) by clicking on the Research Services tab. ORIS must receive the signed Research Proposal form **before** the grant will be signed or forwarded to the funding agency. A hard copy of the Research Proposal Form is not required and it will not be forwarded to the external funding agency. This form (and related approvals) is required in order to establish the Trust Fund and associated FOAP, and in order to ensure there are no delays, we ask that you submit (with attachments) prior to submitting your application to the Prentice Institute. Unfortunately, we (as the funder) have no way to access that material or process - it is internal to University approvals (Deans and Chairs, etc.) so please remember to submit your application directly to us once your ORIS Research Proposal Form approvals have been received.

To apply to the Prentice Institute, the nominated principal applicant will send a completed application (fillable pdf accompanies this RFP) to prentice@uleth.ca. The accompanying application includes the following sections:

- an abstract;
- a discussion of how the partnership would fit with the Prentice mandate;
- an objectives section that describes the knowledge gap/need the project will address in the context of what is already known;
- a methods section that outlines the proposed approach, study design, and populations to be examined, as relevant;
- a brief description of the project team, their expertise/qualifications related to the area of inquiry, and a description of the partnerships that will be or have been developed for this project;
- explanation of new researcher development, if trainees will be employed;
- a knowledge mobilization strategy (if and as applicable);
- impact of the partnership;
- other sources of funding;
- a reference section;
- a budget;
- budget justification
 - Applications must include a clear justification for each budget item listed. Student trainee and personnel costs must include each employee's title, the work to be performed, the estimated number of hours to be worked, and the rate of pay per hour (including 15% benefits). Rate of pay must meet at least the minimum standards set by the university.
 - Travel costs must be well justified and include the specific purpose of the travel as it relates to the research project or its dissemination, mode of travel, cost of meals and lodging, and the number of days of the travel. Travel costs will be reimbursed as per rates in the University of Lethbridge Travel and Business Expense Policy. Travel costs will be evaluated to ensure project relevance and the quality of the justification for the travel. Projects with budgets that are primarily travel would be better suited to other funding sources. While travel costs may make up 50% of the budget, travel for conferences is limited to an annual maximum of 10% of the proposed budget, and must be approved as part of the knowledge mobilization strategy.
 - Expenses may include supply items (e.g. software, stationery, postage, and telephone calls), the purchase or rental of computers and associated hardware,

and the purchase or rental of equipment (e.g. audio or video equipment) only if they directly relate to the research and are not already provided by the University of Lethbridge.

In addition to the completed application form, your application package should also include:

- A short CV for each academic applicant (last 5 years).
- If relevant, letters of partnership from each non-academic applicant written on the letterhead of the organization for which they work.

Review Process

Applications will be reviewed by the Prentice Institute Research Advisory Committee. The Research Advisory Committee (RAC) is governed by the SSHRC Merit Review Principles of:

- **Transparency:** the criteria for assessing proposals is listed below.
- **Due diligence and appropriateness:** the RAC follows a merit review process that is appropriate to the type of proposed research and proportionate to the investment and complexity of the work.
- **Managing conflicts of interest:** the RAC asks all participants to declare conflicts of interests when carrying out review activities, so that any conflicts can be identified and managed; those declaring conflict of interest will recuse themselves from review.
- **Confidentiality:** the RAC, and the Prentice Institute, treats proposals as confidential.
- **Expert assessment:** the RAC uses appropriate expert reviewers to assess the individual merit of all proposals against the published criteria.
- **Separation of duties:** the merit review of proposals is separate from funding decisions. The RAC assess the merit of applications and the Director of the Institute is responsible for funding decisions.

Applications will be assessed based on the:

- Clear justification of the relevance and importance of the project, including the knowledge gap it seeks to address.
- The fit of the project with the Prentice Institute mandate and areas of focus.
- Evidence that the team has the necessary expertise and qualifications (including training, experience and independence, relative to career stage) in the proposed areas of research and with the proposed methodology/ies to achieve the research objectives.
- Project feasibility.
- Appropriateness of the budget and justification for the amount requested.
- Appropriateness and adequacy of the proposed knowledge mobilization activities (if relevant and included in the project proposal) to accelerate availability of high quality, real-time evidence and research data for translation of research into policy, practice, and/or clinical guidelines.
- Opportunities for trainees, if included, to gain work experience.

The following criteria and scoring scheme are used to evaluate the applications:

1. Challenge—The aim and importance of the endeavour (50%):

- the proposal's relevance to the objectives of the funding opportunity;
- originality, significance and expected contribution to knowledge;
- appropriateness of the literature review;
- appropriateness of the theoretical approach or framework;
- appropriateness of the methods/approach;
- quality of training and mentoring to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute; and
- potential for the project results to have influence and impact within and/or beyond the social sciences and humanities research community.

2. Feasibility—The plan to achieve excellence (20%):

- appropriateness of the proposed timeline and probability that objectives will be met;
- expertise of the applicant or team in relation to the proposed research;
- appropriateness of the requested budget, justification of proposed costs, and, where applicable, other financial and/or in-kind contributions; and
- quality and appropriateness of knowledge mobilization plans, including for effective dissemination, exchange and engagement with stakeholders within and/or beyond the research community, where applicable.

3. Capability—The expertise to succeed (30%):

- quality, quantity and significance of past experience and published and/or creative outputs of the applicant and any co-applicants, relative to their roles in the project and the stage of their career;
- evidence of past knowledge mobilization activities (e.g., films, performances, commissioned reports, knowledge syntheses, experience in collaboration / other interactions with stakeholders, contributions to public debate and media), and of impacts on professional practice, social services and policies, etc.; and
- quality and quantity of past contributions to the development of effective research training and mentoring of students, postdoctoral researchers and other highly qualified personnel.

Reviewers will consider information on only the last five years of research contributions. Any career interruptions, however, will be taken into consideration.

Reporting Requirements

Upon completion, successful candidates will be expected to submit the following (forms will be provided):

- Submit an executive summary of the project and results (1 page).
- Submit a summary or policy brief of the project and results (3 pages).

- Submit full project report (fillable form will be provided) addressing the evaluation criteria listed above. Include a financial statement.
- Provide a presentation to the Institute and stakeholders as part of the Institute's Seminar Series (or similar).

Questions can be addressed to Lars Hallstrom at prentice@uleth.ca or at (403)-380-1814.

Conditions of the Award

Funds may be used to pay for research assistants and student trainees, but neither a researcher nor a member of the researcher's family may receive remuneration. A grant applicant may not be paid by the grant. The research fund may be used to pay for travel directly related to research, including travel by research assistants in the performance of their duties. Travel costs will be evaluated to ensure project relevance and the quality of justification for the travel. Projects with budgets that are primarily travel would be better suited to other funding sources. Knowledge transfer activities may vary; however, conference travel is limited to an annual maximum of 20% of the proposed budget.

Grant funds may be used only for the project and purposes described in the application, subject to any special conditions given in the Request for New Fund form.

Expenses: Expenditures may be made only for those cost elements identified in the application or as limited in the Request for New Fund form. Minor transfers of funds from one budget category to another may be permitted. Major transfers or the use of funds for a previously unspecified expense or a new budget item requires prior approval by the Prentice Institute.

Term: The usual term of an award is up to twelve months. Requests for extensions may be considered under extenuating circumstances. Such requests should be submitted to the Research Advisory Committee in a one page document outlining the following:

- The objective completed from your original proposal to date, and those outstanding;
- An explanation describing why the extension is needed;
- An updated timeline to complete the remaining tasks described in your proposal;
- A summary of the budget remaining and how it will be spent.

The total term, including any extension, may not normally exceed twenty four months.

Equipment & Library Acquisitions: As per Tri-Agency, and University of Lethbridge Financial Management's [Asset Management Policy \(Section 4\)](#), equipment or library materials such as books, journals, reports, microfilm, etc., acquired with grant funds are the property of the Endowment. Upon completion of the project, these items are to be transferred to the Endowment.

Personnel: Personnel employed with grant funds are not regular University employees and are not covered by the provisions of the collective agreement with support staff.