



the Prentice Institute
for Global Population and Economy

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Prentice Institute for Global Population and Economy: Research Affiliate Fellowship Request for Proposals

2024

Application deadline: April 6, 2024

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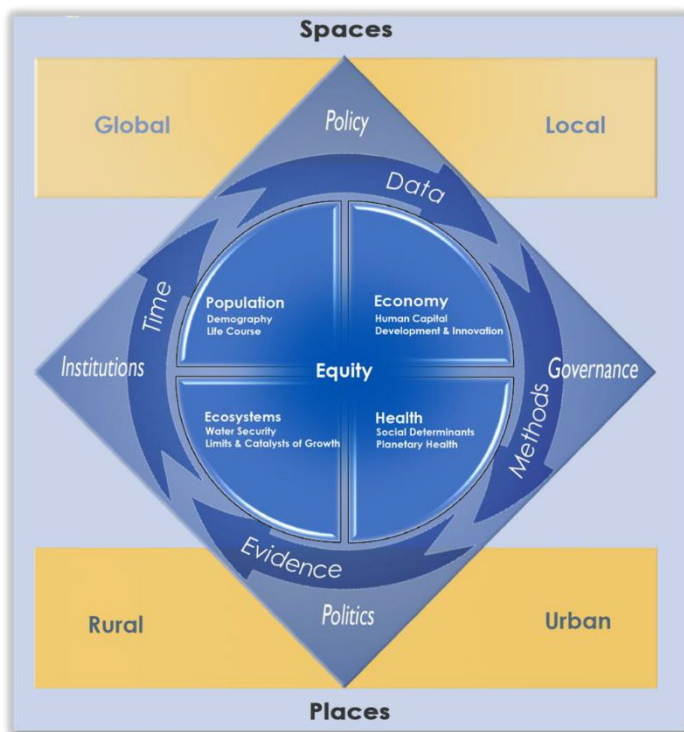
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Summary

The Prentice Institute for Global Population and Economy is announcing a new award: the Prentice Institute Research Affiliate Fellowship (PIRAF). This award replaces the previously funded pool of \$20,000 PIRAF grants. The PIRAF now consists of a grant-based award (**up to \$40,000**) for an approved research proposal, and the naming of the principal applicant (1 person) as a Prentice Institute Research Fellow. Only one award will be made. Grants will be awarded for 2-year projects, and as a result this competition will be held every two years.

Applications to the PIRAF will be competitive, reviewed and adjudicated by the Research Advisory Council of the Prentice Institute. Proposed projects must have a maximum duration of two years to which no extensions will be granted. The award is open to any University of Lethbridge-based affiliate who has **not** previously held a Prentice Institute Research Affiliate Fund grant. An affiliate may be co-applicant on more than one Prentice Institute grant, though not on more than one grant concurrently. The application process is described below, and the form for proposing a project accompanies this RFP.

This grant has the broader goal of supporting the Institute's mission and mandate of: (1) promoting and conducting research on changing human populations and the potential impacts on social, environmental, and economic issues; (2) seeking to understand long-term changes in human and economic environments, within an historical context, with particular attention to the role human actions play in influencing these outcomes; and (3) communicating Institute and Affiliate work to stimulate further research, and affiliated funding, and to enable individuals, governments, and corporations to make better, and evidence-informed decisions.



Application and Deadline

Applicants should complete, sign and submit the application form, with all applicant's CVs, in PDF format to prentice@uleth.ca. Please include the appropriate acronym of the grant (PIRAF) for which you are applying in the subject line. For questions about the application process, or to discuss the potential fit and alignment of the proposal with the mandate and operations of the Institute with the Director, please contact the Institute at prentice@uleth.ca or (403) 380 1814.

Applications are due no later than 5pm April 6, 2024. Review and announcement expected by June.

Prentice Institute Research Affiliate Fellowship (PIRAF)

Description & Objectives

This funding opportunity is a new, and unique, approach to the Prentice Institute for Global Population and Economy's set of granting awards at the University of Lethbridge. By offering a single, large, biennial competition, where the successful primary applicant becomes a Research Fellow of the Institute, the Institute aims to engage researchers who are seeking to commit to bold projects focused on the research mandate of the Prentice Institute.

Within the context of this mandate, the Prentice Institute funds research projects focused on one or more of the following areas: (1) Populations, (2) Economy, (3) Ecosystems, and (4) Health. The objective of the Prentice Institute Research Affiliate Fund is to foster the development of projects which focus on one or more of these core areas, and which address a clear research-related knowledge gap or need.

The maximum amount of the grant is **\$40,000**. The anticipated timeline of each award is up to 24 months with no extensions.

Eligibility

Research Affiliates of the Prentice Institute who are faculty, but not administrators (i.e. Deans) at the University of Lethbridge are eligible to apply as project leads. If you are not currently an Affiliate, but wish to apply for funding, first please contact prentice@uleth.ca to apply for Research Affiliate status. Affiliates who have previously held a Prentice Institute Research Affiliate Fund grant are **not** eligible. Projects must be directly related to the Prentice mandate to be considered for funding. External affiliates and collaborators are eligible for inclusion in research teams. If not a primary applicant, an affiliate may be co-applicant on more than one Prentice Institute grants, though not co-applicant on more than one grant concurrently.

Funding for "bench" science, extensive travel, hosting or visiting scholars is not eligible. Eligible projects may include knowledge synthesis and scoping activities, pilot or demonstration projects, partnership-based knowledge mobilization activities, and smaller-scale research development projects.

Funding for existing projects, or students working on existing projects, is not generally considered eligible.

Though it is not a requirement, successful applicants are encouraged to utilize their Prentice Institute grant to leverage further grant funding from other sources.

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 primary applicant will complete, sign, and send the application, along with CVs for all applicants, to prentice@uleth.ca by April 6, 2024. The application (please refer to the accompanying application form) will include the following components:

1. A **Detailed Description** with the following sections:

- **Background:** The problem or subject to be researched. Define the problem clearly and concisely, providing any background information essential to understanding the importance of the work (and the proposed theoretical framework if relevant).
- **Objectives:** State the research questions, study objectives, or hypotheses.
- **Prentice Institute Mandate Fit:** Describe how the project fits with the Institute mandate.
- **Methods:** Describe the study methods including how data will be collected, from whom, how ethics approval and informed consent will be obtained if relevant, the measures that will be used, and the analytic strategy for data collected.
- **Limitations:** Describe potential study limitations, and how they will be addressed or minimized.
- **Team and feasibility:** Describe the expertise/experience on the team related to the topic area. Describe who will conduct the various research tasks outlined in the Methods and when (a project timeline or Gantt chart is recommended). Discuss the feasibility of completing the project tasks within the timeline specified.
- **Trainees:** If there will be trainees, explain how student trainees may be employed on the project at the undergraduate or graduate level, and how they may benefit from their work on the project.
- **Knowledge Mobilization:** An effective knowledge mobilization strategy involves the systematic and purposeful dissemination, translation, and application of research findings to various stakeholders, ensuring that valuable knowledge reaches the intended audiences and generates meaningful impact. This strategy incorporates diverse communication channels such as publications, conferences, workshops, and digital platforms to reach both academic and non-academic communities. Collaboration and engagement with key stakeholders, including policymakers, practitioners, and the public, are central to fostering a two-way exchange of knowledge. To enhance accessibility, the strategy may employ plain language summaries, infographics, and multimedia tools. Continuous feedback loops and evaluation mechanisms help refine the dissemination process, ensuring that knowledge is not only shared but also effectively utilized, contributing to evidence-based decision-making and positive societal outcomes. Please describe the knowledge mobilization strategy for the project.

- **Potential impact:** Describe potential study impacts, future use, relevance, or application of the results, including the gap the findings may address in your field of study.

2. **CV:** Submit a short CV (or common CV) for each applicant that lists: (1) education, (2) publications in the past 5 years (accepted, in print, or published only), and (3) funded research studies in the past 5 years.

3. **Budget:** Provide a budget and its justification. Applications must include a clear justification for each budget item. 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. 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. As per Tri-Agency regulations, applicants cannot be paid from grant funds. Anyone named as applicant or co-applicant, including graduate students, on the grant may not be paid from the grant.

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 and Procedures](#). 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 such as the [University of Lethbridge Travel Fund \(ULTF\)](#). Knowledge transfer activities may vary; however, conference travel is limited to an annual maximum of 10% of the proposed budget.

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.

Please note that at the close of the grant, any and all unspent funds revert to the Institute.

4. **A Research Summary** that provides a succinct description of the research written for an intelligent reader who may not be an expert in the field of study. The research summary will be based on the information included in the application, and must include the following subsections:

- Background and objectives
- Fit and alignment with Institute mandate
- Methods
- Team and feasibility
- Potential impact

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 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 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 six 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 (maximum 25 pages) 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.