



## PRENTICE INSTITUTE RESEARCH AFFILIATE FUND GRANT APPLICATION

### APPLICANT INFORMATION

I hereby declare that all information provided in this application is accurate and complete, to the best of my knowledge. Should any error or omission come to my attention, I will inform the Prentice Institute immediately. I agree to provide additional information to the Prentice Institute upon request. By signing, I am indicating agreement with the conditions of the grant. Electronic signatures are acceptable.

|                   |            |                     |             |
|-------------------|------------|---------------------|-------------|
| PRIMARY APPLICANT | FIRST NAME | SURNAME (LAST NAME) |             |
|                   |            |                     |             |
|                   | EMAIL      | TELEPHONE           | INSTITUTION |
|                   |            |                     |             |

Signature of primary applicant

|              |            |                     |             |
|--------------|------------|---------------------|-------------|
| CO-APPLICANT | FIRST NAME | SURNAME (LAST NAME) |             |
|              |            |                     |             |
|              | EMAIL      | TELEPHONE           | INSTITUTION |
|              |            |                     |             |

Signature of co-applicant

|              |            |                     |             |
|--------------|------------|---------------------|-------------|
| CO-APPLICANT | FIRST NAME | SURNAME (LAST NAME) |             |
|              |            |                     |             |
|              | EMAIL      | TELEPHONE           | INSTITUTION |
|              |            |                     |             |

Signature of co-applicant

|              |            |                     |             |
|--------------|------------|---------------------|-------------|
| CO-APPLICANT | FIRST NAME | SURNAME (LAST NAME) |             |
|              |            |                     |             |
|              | EMAIL      | TELEPHONE           | INSTITUTION |
|              |            |                     |             |

Signature of co-applicant

|              |            |                     |             |
|--------------|------------|---------------------|-------------|
| CO-APPLICANT | FIRST NAME | SURNAME (LAST NAME) |             |
|              |            |                     |             |
|              | EMAIL      | TELEPHONE           | INSTITUTION |
|              |            |                     |             |

Signature of co-applicant

|              |            |                     |             |
|--------------|------------|---------------------|-------------|
| CO-APPLICANT | FIRST NAME | SURNAME (LAST NAME) |             |
|              |            |                     |             |
|              | EMAIL      | TELEPHONE           | INSTITUTION |
|              |            |                     |             |

Signature of co-applicant

Have you previously received a Prentice Institute grant?    Yes    No

Year of grant

PLEASE NOTE: Only Research Affiliates of the Prentice Institute with an academic appointment, who are not also holding an administrative position, at the University of Lethbridge are eligible to apply as project leads. Additional members of the research team are not required to be Prentice Institute Affiliates.

I HAVE READ THE ABOVE AND CONFIRM THAT I, THE PRIMARY APPLICANT, AM AN AFFILIATE OF THE PRENTICE INSTITUTE FOR GLOBAL POPULATION AND ECONOMY:

Signature of Primary Applicant

Check box if ethics approval is required

Date signed

Project title:

**BACKGROUND (3000 characters, scrolling entry)**

- 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 (1500 characters, scrolling entry)**

- State the research questions, study objectives, or hypotheses.

**METHODOLOGY (1500 characters, scrolling entry)**

- Describe the study methods including how data will be collected, from whom. Indicate if informed consent will need to be obtained if relevant.
- Describe the measures that will be used, and the analytic strategy for data collected.

**INSTITUTE MANDATE FIT (3000 characters, scrolling entry)**

- Clearly state how the theme, project, or research connects to the mandate and priorities of the Institute.

**LIMITATIONS (1500 characters, scrolling entry)**

- Describe potential study limitations, and how they will be addressed or minimized.

**TEAM AND FEASIBILITY (3000 characters, scrolling entry)**

- 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 (1500 characters, scrolling entry)**

- If you plan on employing students, explain how student trainees may be employed on the project and how they may benefit from their work on the project.

**DELIVERABLES (1500 characters, scrolling entry)**

- List the deliverables of the project

**KNOWLEDGE MOBILIZATION PLAN (1500 characters, scrolling entry)**

- Identify knowledge mobilization methods this research will use to facilitate the sharing of research findings with cross-sectoral stakeholders including Indigenous rights holders where relevant.

**POTENTIAL IMPACT (1500 characters, scrolling entry)**

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



**BUDGET**

| PERSONNEL COSTS |        |           |            |
|-----------------|--------|-----------|------------|
| ITEM            | NUMBER | UNIT COST | TOTAL COST |
|                 |        |           |            |
|                 |        |           |            |
|                 |        |           |            |
|                 |        |           |            |
|                 |        |           |            |
|                 |        |           |            |

Personnel costs subtotal

| TRAVEL AND SUBSISTENCE COSTS |        |           |            |
|------------------------------|--------|-----------|------------|
| ITEM                         | NUMBER | UNIT COST | TOTAL COST |
|                              |        |           |            |
|                              |        |           |            |
|                              |        |           |            |
|                              |        |           |            |
|                              |        |           |            |
|                              |        |           |            |
|                              |        |           |            |
|                              |        |           |            |
|                              |        |           |            |

Travel and subsistence costs subtotal

| OTHER COSTS |        |           |            |
|-------------|--------|-----------|------------|
| ITEM        | NUMBER | UNIT COST | TOTAL COST |
|             |        |           |            |
|             |        |           |            |
|             |        |           |            |
|             |        |           |            |
|             |        |           |            |
|             |        |           |            |
|             |        |           |            |
|             |        |           |            |
|             |        |           |            |

Other costs subtotal

TOTAL BUDGET REQUEST:

---

#### BUDGET JUSTIFICATION (3000 characters, scrolling entry)

- Applications must include a clear justification for each budget item listed above. 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 and Procedures](#). Travel costs will be evaluated to ensure project relevance and the quality of the justification for the travel.
- 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.

RESEARCH SUMMARY (maximum 3000 characters, scrolling entry)

- Provide an executive summary of your project based upon materials above.

REFERENCES (3000 characters, scrolling entry)

- Include references, where appropriate.

---

Please send the signed and completed application with attached CVs for all applicants to [prentice@uleth.ca](mailto:prentice@uleth.ca).

## 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. 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 10% 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. Special conditions may include human subject research approval, expenditure limitations, etc. The management of all funds is expected to be compliant with the Tri-Agency Guide on Financial Administration. If ethics approval is required, confirmation of ethics approval must be submitted to the Institute ([prentice@uleth.ca](mailto:prentice@uleth.ca)) and the Office of Research Services within 90 days (3 months) of the date of award. Failure to do so could result in a reduction or loss of the awarded amount. Any grant that has not been initiated within 6 months of the date of award will be returned to the Institute.

**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 term of the award is twelve to twenty four months. There will be no extensions for this grant.

**Acknowledgment:** The Prentice Institute must be named in any grant submission and be acknowledged in all research outputs.

**Equipment & Library Acquisitions:** As per Tri-Agency guidelines, 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.

## 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](mailto:prentice@uleth.ca) or at (403)-380-1814