



## PRENTICE INSTITUTE SEED GRANT APPLICATION FORM

### 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 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

PLEASE NOTE: Only new researchers (received PhD in the last 5 years) and 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 A NEW RESEARCHER AND AN AFFILIATE OF THE PRENTICE INSTITUTE FOR GLOBAL POPULATION AND ECONOMY:

Signature of Primary Applicant

Check box if ethics approval is required

Date signed

Have you previously held a grant from the Prentice Institute?    Yes    No

Year of grant:

Project title:

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

- Include a succinct description of the research
- Define the scope, purpose and limitations of the project.
- Comment on the potential significance of the study to the Prentice Institute, the discipline, researcher, and/or society at large.

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

- List the deliverables of the project

**DETAILED DESCRIPTION: PROBLEM/SUBJECT OF RESEARCH (3000 characters, scrolling entry)**

- Define the problem clearly and concisely, providing any background information essential to understanding the importance of the work. Include a statement of the potential significance, future use, relevance or application of the results, and an explanation of how the results will be disseminated.

**DETAILED DESCRIPTION: HYPOTHESIS OR THEORETICAL FRAMEWORK (1500 characters, scrolling entry)**

- State the hypotheses or theoretical framework.

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

- 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 analysis strategy for data collected. Also indicate the resources required, personnel, facilities, equipment, materials and others, with emphasis on those items included in the budget.

**TEAM AND FEASIBILITY (1500 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)**

- 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.

**OTHER SOURCES OF FUNDING (1500 characters, scrolling entry)**

- Provide information regarding other granting agencies or sources from whom you have received, requested or plan to request funding for this research. Include the name of the granting agency, the status of request, and the amount requested or awarded.
- Identify those potential sources of funding that might be accessed to further related research if this seed project is successful.

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

- Please include references, where appropriate.

**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:

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BUDGET JUSTIFICATION (1800 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](#). 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.
- 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.



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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. 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 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 usual term of an award is twelve months. Requests for extensions 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.

## 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 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 (maximum 10 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

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