



the Prentice Institute
for Global Population and Economy

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



Prentice Institute for Global Population and Economy: Seed Grant Request for Proposals

2024

Application deadline: April 6, 2024

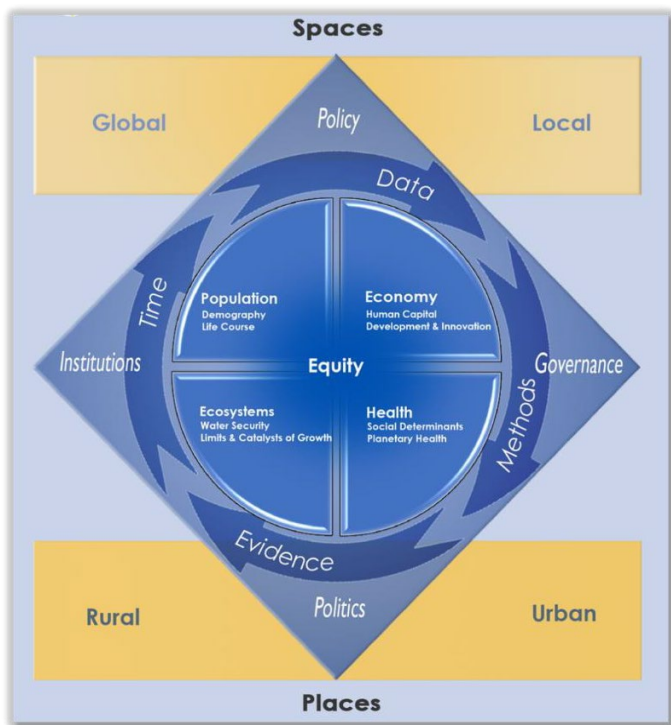
Contents

Summary	3
Application and Deadline	3
Prentice Institute Research Seed Grant (PIRSG)	4
Description & Objectives.....	4
Eligibility	4
How to Apply	5
Review Process	7
Reporting Requirements	8
Questions.....	9

Summary

The Prentice Institute for Global Population and Economy is announcing a fourth release of the Prentice Institute Research Seed Grant (up to three awards of a maximum value of \$8,500). As a Seed Grant, the intent of this fund is to aid new researchers (received a PhD in the last 5 years) in piloting/proving a larger grant project in order to leverage further funds from other granting agencies. 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.

Applicants cannot have previously held any Prentice Institute grants.



Application and Deadline

Applicants should submit a completed and signed application form with all applicant's CVs, in PDF format to prentice@uleth.ca. Please include the appropriate acronym of the grant for which you are applying in the subject line. In this instance the acronym is PIRSG. 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 before June.

Prentice Institute Research Seed Grant (PIRSG)

Description & Objectives

This funding opportunity is part of the Prentice Institute for Global Population and Economy's set of granting awards at the University of Lethbridge. 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.

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 Seed Grant is to foster the development of projects across institutions and organizations focused on one or more of these core areas, and that address a clear research-related knowledge gap or need.

The maximum amount per grant is **\$8,500 over one year**.

Eligibility

Research Affiliates of the Prentice Institute who are who are both new researchers (having received a PhD in the last 5 years) and 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 may only ever hold **one** Prentice Institute grant. Projects must be directly related to the Prentice Institute 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 usually considered 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. PI funds are intended to be used as seed or catalyst funds. Prentice

Institute grants are not for projects that have already received funding or to cover shortfalls in existing funds.

Where eligible, Prentice Institute funds may be used as matching or in-kind for project related funding scaffolding. A separate letter confirming that contribution from the Prentice Institute and the eligibility of the project should be requested in advance from the director of the Institute.

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 signed, completed application, along with CVs for all applicants to prentice@uleth.ca by April 5, 2024. A complete application will include the following components:

1. **Abstract** should include a succinct description of the research written for an intelligent reader who is relatively uninformed in the field of study.
 - 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.
2. **Detailed Description.** Describe the proposed research in the form below, addressing the following points:
 - 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. 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.

- State the hypotheses or theoretical framework. The choice of methodology, data to be collected, the structure and procedure of experiments, and analysis to be done, are all to some extent based on assumptions, theoretical considerations or hypotheses. A statement of these is essential to understanding the proposal.
- Set out and describe the methods and procedures that will be used (how the research will be done), and the sequence of events. Also indicate the resources required, personnel, facilities, equipment, materials and others, with emphasis on those items included in the budget.
- State what is to be done by whom (researchers, or other personnel), how, and when.
- Identify those potential sources of funding that might be leveraged to further related research projects, if this seed project is successful.
- Please include references, where appropriate.

3. Team Composition

- Outline the skills and contributions of each team member.
- Submit a short CV listing each applicant's education, recent (5 years) relevant publications, and prior research activity, or attach each applicant's current SSHRC Personal Data Form.

4. **Other Funding for this Application:** 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. The intent of the Seed Grant is to provide scaffold funding to support the early stages of a research project, to establish a project's viability to leverage further funding from other funding agencies. The Seed Grant is meant to help projects overcome initial challenges and establish a solid foundation for long-term success.

5. **Budget:** Provide a budget and budget justification. Please note that at the close of the grant, any and all unspent funds revert to the Institute.

- Personnel costs must include each employee's title and type of work to be performed, the estimated number of hours/months to be worked, and the rate of pay per hour/month (including 15% benefits). Rate of pay must meet at least the minimum standards set by the University. A grant may be used to pay for research assistants, but neither a grantee nor a member of the grantee'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, if any are to be considered, must be itemized, and include the purpose of the travel for each destination, all affiliated costs (including in-kind if applicable) and the duration of travel. Travel costs will be reimbursed as per rates in the University of Lethbridge Travel and Business Expense Policy and Procedures. A grant may be used to pay for travel directly related to research, including travel by research assistants in the performance of their assigned duties.
- 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.
- Other items necessary for research may be considered for funding at the discretion of the Prentice Institute Research Advisory Committee.
- Research projects requesting retroactive funding, extensive travel, or for teaching development will not be considered.

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.
- **No parallel assessment:** the RAC avoids assessing the merit of the same proposal more than once.

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 the 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 an executive summary (1 page).

- Submit a summary of the project (3 pages).
- Submit a full report of the project, reflecting the evaluation criteria above, and including a full financial statement (maximum of 10 pages).
- Give a presentation of their project, as part of the Prentice Institute Speakers Series.

Questions

Questions can be addressed to Lars Hallstrom at prentice@uleth.ca or at (403)-330-1814.