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: Research Affiliates of the Prentice Institute with an academic appointment 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

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

TRAVEL AND SUBSISTENCE COSTS

ITEM	NUMBER	UNIT COST	TOTAL COST

OTHER COSTS

ITEM	NUMBER	UNIT COST	TOTAL COST

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 and Procedures. Travel costs will 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.

Please send the signed and completed application with attached CVs for all applicants to prentice@uleth.ca.

Review Process

Applications will be reviewed by the Prentice Institute Research Advisory Committee. Applications will be assessed based on the:

- Fit with the mandate of the Prentice Institute;
- Overall merit of the research proposal;
- Originality and significance of the proposed research, including suitability of research strategies/methods, importance of the overall research program, suitability of the timetable;
- Likelihood of project developing into an externally fundable project;
- Research record of the applicant/lead researcher;
- Training of graduate students;
- Justification of the proposed budget.

Questions

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. 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) 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.

Reports: Within four months of the termination date of the grant, the following must be submitted to the Prentice Institute:

- An executive summary of the project and results (1 page).
- A summary or policy brief of the project and results (3 pages).
- A full project report addressing the evaluation criteria listed above. Include a financial statement (maximum 10 pages).

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

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., are the property of the University upon completion of the project. As per Section 4, these items are to be transferred back to the Prentice Institute as the entity through which the Prentice Endowment is operationalized. Questions should be directed to prentice@uleth.ca.

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.