



INTERNAL RESEARCH GRANT (IRG) 2018 COMPETITION APPLICATION FORM

VALUE: Up to \$5,000 per grant
DEADLINE: February 15, 2018
SUBMIT ORIGINAL ONLY to Kelley 200

The Research Requirements and Approvals page (p.4) must be completed and signed as appropriate; otherwise, the application will be considered incomplete.

APPLICANT INFORMATION

Principal Investigator:			
Rank:	Dept:		Faculty/School:
Appointment:	Tenured <input type="checkbox"/>	Tenure Track <input type="checkbox"/>	Other (specify):
If PI's appointment is term, please specify end-date:			
Co-Applicant:		Co-Applicant:	
Rank:	Dept:	Rank:	Dept:
Tenured <input type="checkbox"/> Tenure Track <input type="checkbox"/>		Tenured <input type="checkbox"/> Tenure Track <input type="checkbox"/>	
Other (specify):		Other (specify):	

PROJECT INFORMATION

Title of Research Project:	
Review Stream: <input type="checkbox"/> Social Sciences and Humanities <input type="checkbox"/> Natural Sciences and Engineering	
Total Amount Requested:	\$

Notes:

It is through the research proposal that applicants demonstrate their competence to conduct the proposed research. Accordingly, applicants are expected to provide a logical narrative which demonstrates familiarity with the subject matter, a carefully formulated plan of research and a thorough justification for planned expenditures. Applicants are reminded that the members of the review committee are from a variety of disciplines and thus must make their judgement on the basis of what is presented in the application. Other things being equal, applications are more likely to be funded when they are clear, concise, legible, and free from jargon.

Incomplete applications will not be considered for funding. If you have questions regarding the required components of your application, please contact the Research Grants Coordinator at 566-0709 or lcudmore@upe.ca. However, it is the Principal Investigator's responsibility to ensure that the submitted application is complete.

BUDGET - Please provide budget summary in Canadian dollars**BUDGET
SUMMARY**

PERSONNEL COSTS - Justification for the hiring of all personnel must be presented in the project description. Specify whether personnel are full or part-time, state periods of employment and provide hours to be worked. You must verify the rate of pay and benefit costs with [Human Resources](#)

Items	# hours	\$/hr. (inc. Benefits)	Period of Employment	Amt. Requested
Research Assistant(s)				
Other (specify)				

TOTAL PERSONNEL COSTS

TRANSPORTATION - Identify person(s) for whom a transportation allowance is requested and list the place(s) to be visited. When travel by automobile is more expensive than air travel, funds will be granted only to a maximum of return excursion by economy air fare. Travel must be justified in the project description and comply with [UPEI's Travel Policy](#).

Name(s)	Destination	Dates of Travel	Mode of Travel	Source of Quote

TOTAL TRANSPORTATION COSTS

SUBSISTENCE - Identify person(s) claiming subsistence & indicate duration of visit in each location. Specify per diem & accommodation amounts. Subsistence must be justified in the project description & comply with [UPEI's Travel Policy](#).

Location	Accommodations	Per Diem	# Days	Amt Requested

TOTAL SUBSISTENCE COSTS

EQUIPMENT - Justify each piece of equipment requested in the project description; discuss the availability and accessibility of similar equipment within the institution and the region. Give models, manufacturers, and prices, indicating whether the equipment will be purchased or rented. Attach additional pages as necessary.

Type of Equipment	Buy/Rent	Model	Manufacturer	Price

TOTAL EQUIPMENT COSTS

OTHER EXPENSES - Items should be identified and justified in the project description.

Items	Source of Quote	Amt Requested
Technical Services (specify)		
Supplies and Materials (specify)		
Communication (specify)		
Other Expenditures (specify)		

TOTAL OTHER EXPENSES**TOTAL COSTS**

Total available from other sources Specify source: _____

TOTAL GRANT REQUESTED

REQUIRED ATTACHMENTS

PROJECT SUMMARY

Provide a 250-300 word lay-language summary of the project justification which:

- States the **objectives** of the proposed research;
- Summarizes the proposed experimental or theoretical **approach** (including the **rationale** for its choice), and the **methods** and **procedures** to be used; and
- Defines the short-term and long-term **significance** and **future use** of the research results.

PROJECT DESCRIPTION

Provide enough information under the following headings, as applicable, to permit informed judgment by committee members. Project description should not exceed four pages (excluding references).

- Objectives**
- Context**
 - Situate the proposed research in context of the relevant scholarly literature
 - Describe the theoretical approach or conceptual framework
 - Explain the importance and originality of the research
 - If the proposed project is linked to other research projects, applicants are required to briefly describe how the proposed research project differs from those projects and how it is linked to an overall research program
- Research Plans and Methods**
 - Describe the work to be undertaken
 - Explain how you will gain access to facilities or equipment, if this project requires access to facilities or equipment not currently at your disposal
- The Research Team**
 - Describe the roles of all members of the research team
 - Co-applicants are requested to submit a statement indicating their role on the project
 - Indicate the benefits to be accrued by the students' participation as a research assistant in the project (if applicable).
- The Budget**
 - Provide justification for all expenditures
- Plans for Dissemination and Knowledge Translation**
 - Describe plans for communicating research results, both within and outside the academic community
- List of References** (only include items cited in the proposal)

RESEARCH HISTORY

Provide a separate sheet for the Principal Investigator and for each Co-Applicant. Do NOT attach a full CV.

- List research grants related or unrelated to this project that have been applied for but for which notification has not yet been received.
- List all research grants awarded over the past 5 years. For each, include the following information:
 - o the date of the award (month & year) and award term;
 - o the granting agency;
 - o the title of the project;
 - o name of PI, co-investigator(s) and collaborators as appropriate;
 - o the amount of the grant; and
 - o the amount remaining.
- List all publications for past the 5 years. Ensure the type of publication is clear (e.g., refereed journal article, review article, book chapter, etc.). Provide complete citations for all documents listed (including co-authors, title, publisher, journal, volume, date of publication, page numbers, etc.).

- Indicate with an asterisk (*) which publications are refereed;
 - Specify your role for co-authored publications; and
 - Indicate with "UPEI" which publications have been supported by the Research Grants Committee.
- Contributions to Student Training: In ½ page, describe efforts you have made to involve students in your research activities.
- If applicable, address any special circumstances that may have delayed research activity/productivity (e.g., parental leave, medical leave, bereavement, etc.).

PROGRESS REPORT (1 page)

Applicants who were awarded an Internal Research Grant in 2014, 2015, or 2016 **must** submit a report outlining the progress of the work, a description of the tangible products that have arisen from the work (e.g. journal articles, presentations, books, etc.), a description, in general terms, of how the funds were spent, and a brief timeline for the remaining work. Applicants may hold only one internal research grant at a time, therefore the previous grant must be complete (account closed) prior to March 1st 2018.

Please note that applicants who received an IRG in the 2017 competition are not eligible to apply for an IRG in the 2018 competition.

ADMINISTRATIVE APPROVALS SECTION

1. RESEARCH REQUIREMENTS

Indicate each that apply:

- Use of human subjects to be submitted pending approved Certificate # _____
- Use of animals to be submitted pending approved Certificate # _____
- Use of biohazards to be submitted pending approved Certificate # _____
(anything involving microorganisms, cell lines, human and/or animal tissues/fluids, biotoxins or genetically modified organisms.)
- Use of radioactive material to be submitted pending approved Permit # _____
- Controlled substances license approval to be submitted pending Certificate # _____
- None of the above

2. APPROVALS

Signature of UPEI Principal Investigator/Lead indicates acceptance and willingness to carry out the work as described in the proposal, in accord with the various regulations governing such work and within the established budget of the proposal. All research activity will be undertaken in accordance with the policies and procedures of the University of Prince Edward Island. The Principal Investigator also accepts responsibility for any over expenditure on the award and for reporting any changes or delays in the research or research expenditures.

Signature of Principal Investigator/Lead

Date

Signatures of the Chair and Dean indicate awareness of the research project, and acknowledgement that the academic unit/ faculty/school will be able to accommodate the project if funded (including any space, facilities and personnel requirements).

Signature of Chair

Date

Signature of Dean/Associate Dean

Date