



APPLICATION FORM

Internal Research Grant in Support of Cultural Assessment and Change

Prior to submission, please review the UPEI Internal Research Funding General Regulations and email questions to researchservices@upei.ca

Incomplete applications will not be considered for funding. It is the Principal Investigator's responsibility to ensure that the submitted application is complete. Final applications are to be submitted by email to: researchservices@upei.ca

Successful applicants 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.

APPLICANT INFORMATION

Principal Investigator:
If your appointment currently ends before or within the term of the grant (April 15, 2026 – August 30, 2026), please describe how you expect to meet eligibility requirements. If the grant is awarded, your eligibility will be confirmed by Research Services before the funding is released.
Co-applicant(s) and Team members:

PROJECT INFORMATION

<p><u>PROJECT SUMMARY.</u> Provide a 250-300 word lay-language summary of the project which:</p> <ul style="list-style-type: none"><input type="checkbox"/> States the <i>objectives</i> of the proposed research;<input type="checkbox"/> Summarizes the proposed experimental or theoretical <i>approach</i> (including the <i>rationale</i> for its choice), and the <i>methods</i> and <i>procedures</i> to be used;<input type="checkbox"/> Defines the short-term and long-term <i>significance</i> and <i>future use</i> of the research results; and<input type="checkbox"/> Describes where and how project findings will be shared

BUDGET INFORMATION

<p>PERSONNEL SUPPORT - 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. Include here any graduate or undergraduate student support in the form of non-employment agreements.</p>				
Items	# hours	\$/hr. (inc. Benefits)	Period of Support	Amt. Requested
Undergraduate Student(s)				
Graduate Student(s)				
Other (specify)				
TOTAL PERSONNEL COSTS				
<p>TRANSPORTATION — Identify person(s) for whom a transportation allowance is requested and list the place(s) to be visited. Travel must be justified in the project description and comply with UPEI's Travel Policy.</p>				
Name(s)	Destination	Dates of Travel	Mode of Travel	Source of Quote
TOTAL TRANSPORTATION COSTS				
<p>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.</p>				
Location	Accommodations	Per Diem	# Days	Amt Requested
TOTAL SUBSISTENCE COSTS				
<p>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.</p>				
Type of Equipment	Buy/Rent	Model	Manufacturer	Price
TOTAL EQUIPMENT COSTS				
<p>OTHER EXPENSES — Items should be identified and justified in the project description.</p>				
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(s):				
TOTAL GRANT REQUESTED				

REQUIRED ATTACHMENTS

Please consolidate attachments into one document.

PROJECT DESCRIPTION

Provide enough information under the following headings, as applicable, to permit informed judgment by committee members. Project description must not exceed four pages (excluding references) and must adhere to [presentation standards defined by NSERC](#).

- 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, 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 and the proposed timeline
 - Explain how you will gain access to facilities or equipment, if this project requires access to facilities or equipment not currently at your disposal
- Citation List/References.** Only include items cited in the proposal
- Plans for Dissemination and Knowledge Translation**
- The Research Team**
 - Describe the roles and experience of all members of the research team
 - Indicate any benefits to be accrued by the student's participation in the project (if applicable).
- Budget.** Provide justification for all expenditures listed on the form.

RESEARCH HISTORY

Provide the following information for the Principal Investigator and for each Co-Applicant.

- List research grants or unfunded work related to this project
- List other research grants awarded over the past 5 years. For each, include the
 - o date of the award (month & year) and award term;
 - o granting agency;
 - o title of the project;
 - o name of PI, co-investigator(s) and collaborators as appropriate;
 - o the amount of the grant.
- List all publications for the past 5 years with complete citations, and indicate the type of publication (e.g., refereed journal article, review article, book chapter, etc.). Specify your role for co-authored publications.
- Contributions to Student Training: Include 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.).

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 that demonstrates familiarity with the subject matter, a carefully formulated plan of research, and a thorough justification for planned expenditures. Members of the review committee are from a variety of disciplines and thus must make their judgement based on 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.

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