Brescia University College Internal Research Grant Application

INSTRUCTIONS
1. Review in full the 'Brescia University College Internal Research Grant Guidelines' document.
2. Complete all sections on the application form. Incomplete applications will be returned to the applicant.
3. Attach a current curriculum vitae (CV) to the application (recommended five (5) pages).
4. Email applications to the Research Officer (or their delegate), including a scanned or digital signature (in lieu of these options, full hardcopy submission with signature is acceptable).

A. GENERAL INFORMATION

Applicant Name	School
Email	**Telephone (office)**

Title of Research Project

Keywords / Phrases

Location(s) of Research *(please be specific)*

Is this research on the Scholarship of Teaching and Learning (SoTL)? *(indicate by typing: Yes or No)*	

Total Funds Requested	

List all funding applications from the last three (3) years. *Insert additional rows in the table, or append additional pages as necessary.*

Application Date or Funding Period	Funding Agency	Grant Program Name	Title of Project	Researcher status (PI, Co-I, specify other)	Application Status (Funded / Not Funded / Under Review)	Amount awarded, as applicable ($, currency)
2020-21		BIRG				
2019-20		BIRG				

B. RESEARCH PROPOSAL

Project descriptions should include the following information:

- Scope and objectives of the research project;
- Research plan and methods;
- A statement describing the specific roles and responsibilities of students, and/or other highly qualified research personnel;
- Research activities timeline, including detail of work already completed or in progress;
- A statement detailing how the project fits into the applicant's overall research program or existing research activities;
- A statement of dissemination plans for this project.

Enter or paste your text in the shaded field below. **Five (5) pages maximum.**

C. BUDGET

The proposed expenditures must be reasonable in the context of the research project. Please review the IRG Guidelines document for in/eligible expenses. Enter budget items below. Please be detailed and include clear justification statements. Maximum two (2) pages.

PERSONNEL

Name, position and qualifications	Hourly rate*	Total # of hours	Fringe benefits (e.g. vacation @4%)	Estimated Expenses

Note: for hourly rates/salaries, please add benefit recovery rates to the total rate/salary: see Business Office for current rates

Justification statement	
Total for personnel	

TRAVEL AND SUBSISTENCE

Location(s)	Duration	Mode of travel	Fare	Subsistence

Justification statement	
Total for travel/subsistence	

EQUIPMENT *Please list specific items*

Description	Unit cost	Quantity

Justification statement	
Total for equipment	

SUPPLIES *Please list specific items*

Description	Unit cost	Quantity

Justification statement	

Total for supplies	

OTHER EXPENSES *Please be specific*

Description	Unit cost	Quantity

Justification statement	
Total for other	

TOTAL FUNDS REQUESTED *(enter total on page 1 also)*	

D. CERTIFICATION OF APPLICANT

1. This research project:

☐ Involves human participants, and I herewith submit a completed research ethics board (REB) application and/or approval letter (Note: *If you do not have your ethics approval notice at the time of application, send your ethics approval notice as soon as it is available, to the Research Officer).*

☐ Does not involve human participants

2. This application is made in compliance with, and I agree to be bound by, the conditions of award, REB guidelines, and the policies of Brescia University College as may be amended from time to time. In the event that an award is made, I will use any funds awarded in compliance with these conditions.

3. I do not anticipate being reimbursed from any other source for the expenses outlined in this application and I understand that if I am reimbursed from another source, the expenses cannot also be claimed against this research grant.

Signature of Applicant	
Date	

Note: Email applications to the Research Officer, including a scanned or digital signature above (in lieu of these options, full hardcopy submission with signature is acceptable).

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