

Guidelines

The International Research Seed Grants enable researchers to create new international research partnerships. The purpose is to provide seed funding towards the development of innovative, globally focused research initiatives and lay the foundation for long-term international partnerships. Applicants must demonstrate how the award will support the development of an international collaboration funding proposal and/or joint publication within two years. Research proposals will be adjudicated by an International Research Grants Committee, chaired by the Associate Vice-President (Research and International).

Eligibility: All full-time faculty of professorial rank (Assistant, Associate, Full) are eligible. Applications from Adjunct Research Professors will be considered in exceptional cases. Each application should describe a single project. Applications that include more than one project will be returned.

Deadline: Please visit IRSG [web page](#) for the deadline. Results will be announced by the end of the fiscal year.

Funding Available: Grants shall not exceed \$10,000. In order to accommodate a larger number of projects, some of the proposals might be partially funded. Eligible expenses include travel costs for Carleton and/or international partner institutional personnel, including research, meetings, and communications costs or other costs associated with partnership development; expenses associated with the development of funding proposals in collaboration with the international partner(s). Ineligible expenses include ongoing operations, capital equipment, administration of personnel costs of existing projects or initiatives; costs for initiatives that have alternative sources of funding; teaching releases; and expenses (such as travel and administration) on behalf of other Canadian universities. Applications to fund existing projects with established international partners are ineligible.

Submission to Portal: Approval from your Department Chair/School Director and Associate Dean, Research (ADR) through the cuResearch Portal is required for your application to be considered complete. Given that the approval can take some time, please indicate your intent to submit by completing the "Approval Form" in cuResearch as soon as possible. For instructions, visit IRSG [web page](#).

Terms: As the fund is designed to seed new initiatives, the duration of funding will be a maximum of one year (12 months from receipt of award), with a one year no cost extension. Please IRSG [web page](#) for any other restrictions. The disbursement of internal competitive research funds is subject to: i) availability of funds and ii) additional (specific programmatic) considerations listed below.

Evaluation and Assessment: Applications will be assessed based on the following evaluation criteria:

- a) Scholarly significance and potential contribution to knowledge;
- b) At least one partner (academic, not for profit, and/or private sector) from outside Canada, with an indication of what is new about the relationship;
- c) Matching funds and/or an in-kind contribution from the international partner(s);
- d) Potential to lead to an institutional partnership, including an application for funding within two years of receipt of award and a review of future sources of international research funding (please visit IRSG [web page](#));
- e) Demonstrated potential and plan for joint publication;
- f) Capacity to sustain the initiative beyond the term of the award;
- g) Record of funded research within the last five years by the Carleton applicant; and
- h) Alignment with Carleton's International Strategic Plan and Strategic Integrated Plan.

Leaving Carleton University: If, during the period of the award, the grantee resigns from his/her current appointment with Carleton University, or takes a leave (paid or unpaid) exceeding one year, the grant will be terminated. Any unspent funds will be returned to Carleton University.

Final Research Report: All grant holders are required to submit a brief online Final Report to Carleton International within 3 months following the award close out. Report forms will be sent to grantees at the end date of the project. A CV must be uploaded separately into the cuResearch Portal, including publications and currently active research grants. Please use **Adobe Reader** when completing this form.

Complete section

A Applicant

CARLETON UNIVERSITY

NAME _____
TITLE _____
DEPARTMENT _____
FACULTY _____
OFFICE NUMBER _____
ADDRESS 1125 COLONEL BY DRIVE
OTTAWA, ON, K1S 5B6, CANADA
TEL _____
EMAIL _____

Partner

PARTNER INSTITUTION _____
NAME _____
TITLE _____
DEPARTMENT _____
FACULTY _____
ADDRESS _____
CITY _____ PROVINCE _____
TEL _____ COUNTRY _____
EMAIL _____
PARTNER'S WEBSITE _____

Complete section

B Project

PROPOSED RESEARCH PROJECT TITLE _____
AMOUNT REQUESTED _____ HAVE YOU APPLIED FOR THIS GRANT BEFORE? YES NO

In this is a multilateral project, please indicate additional partners

C Additional Partners (if applicable)

FULL NAME	TITLE	PARTNER INSTITUTION	COUNTRY
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BASIC STEPS

1. Create entry in CU Research Portal (if unsure how to complete it, please visit [web page](#) for additional information)
2. Fill out the International Research Seed Grants Form (IRSGF) (this form)
3. Submit completed IRSGF to Sylvie Jasen at sylvie.jasen@carleton.ca
4. Applicants will receive a Notice of Decision whether or not they are successful, and
5. For successful applicants, Research Financial Services makes funds available

Provide an overview of your project, including partners, travel involved, activities and location (maximum 400 words).

D Project Summary

Explain why support for this project is NOT available from other sources (maximum 250 words).

E Justification

Please describe the proposed initiative and its goals, including a problem statement (maximum 1200 words).

F Full Description

Explain the scholarly significance of the research and its contribution to knowledge (maximum 750 words).

G Scholarly Significance

Indicate the rationale for the proposed partnership, including synergy of the partners/institutions/labs, the unique strengths each institution brings to the project, and the need or value of collaboration (maximum 600 words).

H Synergy

Identify the plan to sustain the partnership beyond this award (maximum 300 words).

I Sustainability of Partnership

Outline the planned outputs of the project, intentions for joint publications and/or grant applications (maximum 300 words).

J Output

Explain the appropriateness of the budget for international collaboration, including a justification of feasibility of the budget and/or appropriate additional sources of income to support the new collaboration (maximum 350 words).

K Budget Explanation

Provide the schedule of work to be done (maximum 350 words).

L Schedule

Complete "item" and "amount requested". If your budget exceeds \$10,000, please specify where you are leveraging other funds.

M Budget Outline

ITEM	AMOUNT REQUESTED	PARTNER (IN CASH OR IN KIND CONTRIBUTION)	OTHER (IN CASH OR IN KIND CONTRIBUTION)	TOTAL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
TOTAL	<div style="border: 1px solid orange; padding: 2px; display: inline-block;">Grants shall not exceed \$10,000</div> 			

Justify each of the budget items above, indicate the location of the research, and matching contribution from partner (e.g. In-kind lab space, funding for collaborator to travel, etc.) (maximum 250 words).

N Details of the Budget

Indicate the research funding awarded to the applicant from both internal and external sources over the past five years, including applications submitted and overlapping the current application.

O Other Research Support

	TITLE AND TYPE OF SUPPORT	AGENCY	\$ AMOUNT/YEAR	PD= Pending WIP= Work in Progress C= Completed	START AND END DATE
1					
2					
3					
4					
5					
6					
7					
8					

If you have additional information to add, please do so here.

P Additional Information