Carleton University
International Research Seed Grant
Application Form

Full Name	
Faculty/Department	
Position	
Title of Project	
Total Amount Requested	$

Please answer the following questions:

1) Do you hold a full-time faculty position at the rank of Assistant, Associate or Full professor at Carleton at the time of application?	Yes No
2) Are you within the first 6 years of academic appointment, minus twice the length of delays that have affected research productivity or outcomes?	Yes No
3) Is your international partner able to contribute matching funds to the project, either in cash or in-kind?	Yes No
4) Please confirm that you intend to submit either a competitive proposal to a funding agency OR a joint publication within 2 years of being granted the award?	Yes No
Please indicate where (Agency, Program, Journal, etc.) you intend to submit your funding application or manuscript.	
5) Do you hold a <u>CU SSHRC Exchange - Knowledge Mobilization Grant;</u> CU Research Development Grant (SSHRC Explore, NSERC or CIHR): Multidisciplinary Research Catalyst Fund or a REALISE grant.	Yes No
6) Have you been awarded an International Seed Research Grant in the past 3 years?	Yes No
If you previously held an IRSG, please explain below how the objectives of the current proposal differ from your past grant(s). Clearly indicate whether there is any duplication of funding for any of the proposed activities. (250 words)	Indicate year of award:

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International Co-Investigator Partner

Co-Investigator - Must be eligible to hold this internal grant

Full Name	
Organization Name	
Country	
Position Title	
Department	
Email	
Website	

Please confirm that you:		
1) Are a full-time employee of the above mentioned organization	Yes	No
2) The organization is legally incorporated in their country	Yes	No
Letter of support appended to application	Yes	No

Team Information

Team Members (if applicable; include up to 4 team members, partners, Carleton faculty members, external researchers, Indigenous Elders, etc.)

#1	
Full Name	
Organization Name	
Position	
#2	
Full Name	
Organization Name	
Position	
#3	
Full Name	
Organization Name	
Position	
#4	
Full Name	
Organization Name	
Position	

Instructions

Please complete the following sections in the space provided, ensuring that you have followed the guidelines.
NOTE: Each text box allows only the stipulated maximum number of words.

- ✓ Incomplete applications will not be accepted
- ✓ Avoid using acronyms and abbreviations or explain them fully
- ✓ Failure to provide the required information could render your application ineligible
- ✓ Applicants must submit a cuResearch Approval Form

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Note: The degree of conciseness and clarity in the description of the proposed research project or program may have a significant influence on the outcome of the application. **Please ensure to write in lay terms, for a multi-disciplinary review committee.**

Summary (250 words) Provide a brief summary of your proposed research.

Alignment with SIP and ISP (250 words)
Explain how your project aligns with both Carleton's Strategic Integrated Plan and the International Strategic Plan.

Description of Research (800 words) using the following headings:
- Originality: explain the project's originality, significance and expected contribution to knowledge;
- Objectives: Describe the project's scope, objectives and methodology;
- Schedule: Proposed timeline and probability that the objectives will be met;

Synergy (500 words)

- o Explain the expertise of the applicant/team in relation to the proposed research;
- o Describe how the activities and expertise of each member will support and enhance the proposed partnership
- o Explain the past history of collaboration (if any) and what is new about the collaboration being initiated by the seed grant

Sustainability (250 words)

Describe the plans for sustaining the partnership beyond the term of the award.
(i.e. future funding applications, scaling up of project, cotutelle, student mobility, MOU, etc.)

Equity, Diversity, and Inclusion Factors (300 words)
Explain how considerations of equity, diversity, and inclusion (EDI) are incorporated into the R**esearch Practice** (including team composition, work environment, or mentoring/training opportunities) and/or the R**esearch Design** (including research questions, methods, theoretical frameworks, literature reviews, analyses and interpretations, and knowledge mobilization activities) of the proposed project.

For further information, definitions, and examples of EDI in research practice and design, please see SSHRC's **Guide to Addressing Equity, Diversity and Inclusion Considerations in Partnership Grant Applications**, or the CRCC's **guide on best practices for federal research funding programs**.

Budget: Please complete the table below

Stipends to postdoctoral fellows and students	$
Materials, supplies and incidentals	$
Travel Costs	$
Other - please describe	$
Total Amount Requested	$

CASH and In-Kind Support (Note: this is a requirement to be eligible for this award)

Agency	Description of Support	Cash	In-kind

Budget Justification (500 words)
The justification must:
- Explain how the costs were established for each item in the budget
- Describe and justify how budget items are needed to accomplish the objectives
- Demonstrate the feasibility of the budget
- Demonstrate the economical use of funds

Application Package

- ✓ **Application Form**
- ✓ **CV(s)** PI and Co-PI (if applicable), which must include currently active and applied for research grants, publications, student supervisions and, if possible, the record of knowledge translation activities.
- ✓ **References** (maximum 1 page)
- ✓ **Letter from Partner** (2 pages max, see page 3 of guidelines for details)

Save as SINGLE pdf file, using naming convention: **PIlastname.PIfirstname.IRSG.pdf**

Submission Steps:

☒ Login to the [cuResearch portal](#)
- Choose "Apply New" from the top right menu, then under Section A: CORIS Awards, select "Approval Form"
- Project Info Tab: Enter your project title and SAVE
- Project Sponsor Info Tab: Click on "Add New", then click on "Agency" and select: *Internal – Internal (Carleton) Grants/Awards, select appropriate Program, and SAVE
- Attachments Tab: Upload your completed application package
- Approval Form Tab: complete all required fields and SAVE

"SUBMIT" on or before the deadline day. *(Your application will be routed for electronic approval by your Department Chair/School Director and Associate Dean, Research (ADR). To view the signing authority routing for your file, consult the "Approvals" Tab.)*

Late or incomplete applications will not be accepted.