**Guidelines for International Research Seed Grants**[Carleton International](https://carleton.ca/ci/)

511 Tory Building  
Tel.: 520-2600 ext. 2200

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The **International Research Seed Grants** are designed to enable researchers to create new international research partnerships. The purpose is to provide seed funding that will encourage the development of innovative, globally-focused research initiatives and lay the foundation for long-term international partnerships. Awards will support the development of new global academic research linkages leading to international collaborative funding proposals and projects.

Research proposals for this opportunity will be adjudicated by an International Research Grants Committee, chaired by the AVP (Research and International). The committee will include at least two representatives of Deans’ offices and one faculty member from each Faculty who has demonstrated research excellence and research evaluation experience. This committee may be supplemented as necessary.

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| **Please Note:**  Applications must be submitted via the *cuResearch* Portal: <https://curoresearch.carleton.ca/Romeo.Researcher/Login.aspx>  See “Submission Information” section below for more details.  All recipients of International Research Seed Grants must complete a Final Research Report within 3 months following the award close out. See “Final Research Report” section below for more details. |

***Source:*** *Office of the Vice-President (Research and International)* (OVPRI)

***Eligibility:*** All full-time faculty of professorial rank (Assistant, Associate, Full).

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:*** **Wednesday, February 28, 2018**. Results will be announced by May 31, 2018.

**Your submission will not be complete until approval has been provided by your Department Chair/School Director and Associate Dean, Research (ADR) through the *cuResearch* Portal. Approval must be received by the deadline of Wednesday, February 28, 2018 in order for your application to be accepted.**

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***Funding***

***Available***: Grants shall not exceed $10,000. Total funding available is $50,000 for up to 5 projects.

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.

***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).

The disbursement of internal competitive research funds is subject to:

1. Availability of funds
2. Strong support from your Dean’s office
3. Additional (specific programmatic) considerations listed below.

***Evaluation &*** Applications will be assessed based on the following evaluation criteria:

***Assessment:***

* + - 1. Scholarly significance and potential contribution to knowledge;
      2. At least one partner (academic, not for profit, and/or private sector) from outside Canada;
      3. Matching funds and/or an in-kind contribution from the international partner(s);
      4. Potential to lead to an institutional partnership, including an application for funding within two years of receipt of award;
      5. Capacity to sustain the initiative beyond the term of the award;
      6. Record of funded research within the last five years by the Carleton applicant;
      7. Alignment with Carleton’s Strategic Integrated Plan and Strategic Research Plan; and
      8. Appropriateness of the budget in terms of expense eligibility and Tri-Agency guidelines.

**LEAVING THE UNIVERSITY**

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

**FINAL RESEARCH REPORT**

All grant holders are required to submit a brief (no longer than one page) report to Carleton International within 3 months following the award close out, detailing the activities undertaken as a result of this funding. Report can be sent by email to gabriela.moreno@carleton.ca.

## Guidelines for International Research Seed Grants page 3 of 3

**SUBMISSION INFORMATION – CU RESEARCH PORTAL**

Your completed International Research Seed Grant application must be uploaded on to the *cuResearch* Portal https://curoresearch.carleton.ca/Romeo.Researcher/Login.aspx. Once uploaded onto *cuResearch*, your application will be automatically routed for approval by your Department Chair/School Director and Associate Dean Research (ADR). Once the approval has been received, the application will then be routed on to CORIS for submission.

**Submission Steps:**

**1**. Complete the application form below and save as a single pdf file, using the naming convention:   
*lastname \_firstname\_InternationalResearch\_2018.pdf*. Applications that do not conform to the template will not be considered.

**2**. Create a new entry on *cuResearch* at: <https://curoresearch.carleton.ca/Romeo.Researcher/Login.aspx>, login using your My Carleton credentials:

* Choose “APPLY NEW” from top menu and then “Funding Application” from CURO Awards sub-menu
* Under “Project Info” tab enter your project title
* Under “Project Sponsor Info” tab choose “Add New”, then enter **CORIS** under “Agency Name” and click “Select”

Use the “Program” drop down menu to select “International Research Seed Grant” and Save

* Under “Funding Application” tab, complete all required fields (this is the former CORIS Checklist)

**3**. Upload the following onto your newly created *cuResearch* entry:

* completed International Research Seed Grant Application form
* Your CV (CCV is the preferred format)
* “Submit” your application

Once you “Submit” your entry on the CU Research Portal, your application will be routed for electronic approval by the Department Chair/School Director, and Associate Dean, Research (ADR) then forward on to CORIS to complete your submission.

You may view the signing authority routing for your file under the “Approvals tab”.

Please note:

* Upload your completed application and CV to https://curoresearch.carleton.ca/Romeo.Researcher/Login.aspx **in advance** of the deadline allowing sufficient time for your Department Chair/School Director and ADR to provide their approval by February 28, 2018.
* Your submission will not be complete until this approval has been provided by your Department Chair/School Director and ADR. **Approval must be received by the deadline of February 28, 2018 in order for your application to be accepted**.
* **Supported browsers for *cuResearch***: Firefox, Chrome or Internet Explorer. Safari is not supported and is not recommended.

Should you have any questions regarding the International Research Seed Grant Application or the submission process through

*cuResearch*, please contact Gabriela Moreno, International Projects Coordinator, at [Gabriela.Moreno@carleton.ca](mailto:Gabriela.Moreno@carleton.ca).

Should you need any guidance and/or advice with your application, please contact Heloise Emdon, International Projects Manager, at [Heloise.Emdon@carleton.ca](mailto:Heloise.Emdon@carleton.ca).

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**Application Form –International Research Seed Grant**[Carleton International](https://carleton.ca/ci/)  
511 Tory Building

Tel: 520-2600 ext. 2200

\*ALL fields are mandatory; an application with any empty fields will not be considered\*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | |
| Family Name |  | Given Names |  |  |  | Position |
|  |  |  |  |  | FACULTY | |
| Department |  | Telephone |  |  | Arts and Social Sciences | |
|  |  |  |  |  | Engineering and Design | |
|  |  |  |  |  | Public Affairs | |
|  |  |  |  |  | Science | |
|  |  |  |  |  | Sprott Business | |

|  |  |  |
| --- | --- | --- |
|  | | |
| Short Title of Proposed Research Project |  | |
|  |  | |
| Total Amount Requested $ |  |  | |
|  |  | |

|  |  |
| --- | --- |
| Summary – 1/2 page max. |  |
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| --- |
| Please explain why support for this project is NOT available from other sources – 1/4 page max. |
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**Attachments:**

1. A Tri-Agency CV or CCV must be uploaded separately into the cuResearch Portal, including publications and currently active research grants. See “Submission Steps” for more information.

OUTLINE OF PROPOSED RESEARCH

Applicants are requested to provide the following information (attach extra sheets if necessary, to a 5 page maximum, not including references).

1. Description of the proposed initiative and its goals.
2. Scholarly significance and contribution to knowledge.
3. Rationale for the proposed partnership and the potential partners/collaborators.
4. Plan to sustain partnership beyond this award.
5. Applicant’s research, publication and funding record or potential in the case of new staff.
6. Appropriateness of the budget in terms of [Tri-Agency guidelines](http://www.nserc-crsng.gc.ca/professors-professeurs/financialadminguide-guideadminfinancier/index_eng.asp).
7. Schedule of work to be done.
8. Report on use of previous awards from Carleton University.

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.

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ITEMIZEDBUDGET FOR THIS PROJECT

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Amount Requested |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
|  | TOTAL | |  |

DETAILS OF ABOVE

* Please **justify the budget items above** and indicate the **location of the research**.
* The objectives of the budget items must be reasonable in the context of the research proposed.
* Attach extra sheets if necessary – to a maximum of 2 pages

**Internal and External RESEARCH SUPPORT**, INCLUDING THE PERIOD PRECEDING AND/OR OVERLAPPING THE CURRENT APPLICATION. Expand as necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title and**  **Type of Support** | **Agency** | **$ Amount/Year** | **Status**  PD: pending  WIP: work in progress  C: completed | **Start & End Dates** |
|  |  |  |  |  |
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**Submission Steps:**

**1**. Complete the application form above and save as a single pdf file using the naming convention:   
*lastname \_firstname\_InternationalResearch\_2016.pdf*. Applications that do not conform to the template will not be considered.

**2**. Create a new entry on *cuResearch* at https://curoresearch.carleton.ca/Romeo.Researcher/Login.aspx, login using your My Carleton credentials:

* Choose “APPLY NEW” from top menu and then “Funding Application” from main screen
* Under “Project Info” tab enter your project title
* Under “Project Sponsor Info” tab choose “Add New”, then enter **CORIS** under “Agency Name” and click “Select”

Use the “Program” drop down menu to select “International Research Grant” and Save.

* Under “Funding Application” tab, complete all required fields (this is the former CORIS Checklist)

**3**. Upload the following onto your newly created *cuResearch* entry:

* completed Development Grant Application form
* Your CV (CCV is the preferred format)
* “Submit” your application

Once you “Submit” your entry on the CU Research Portal, your application will be routed for electronic approval by the Department Chair/School Director, and Associate Dean, Research (ADR) then forward on to CORIS to complete your submission.

You may view the signing authority routing for your file under the “Approvals tab”.

Please note:

* Upload your completed application and CV to [*cuResearch*](file:///\\CCSNAS01\VPResearchExternal$\ResearchServices\Internal%20Funding\Internal%20Funding\Development%20Grants\2015\cuResearch) ([https://curoresearch.carleton.ca/Romeo.Researcher/Login.aspx](https://curoresearch.carleton.ca/Romeo.Researcher/Login.aspx%20) ) **in advance** of the deadline allowing sufficient time for your Department Chair/School Director and ADR to provide their approval by February 28, 2018.
* Your submission will not be complete until this approval has been provided by your Department Chair/School Director and ADR. **Approval must be received by the deadline of February 28, 2018 in order for your application to be accepted**
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Should you have any questions regarding the International Research Seed Grant application or the submission process through *cuResearch*, please contact Gabriela Moreno, International Projects Administrator, at gabriela.Moreno@carleton.ca.