Women and Work Research Incubator Grants (WWRIG)

Description
The purpose of this program is to promote research on women and work by researchers affiliated with the Centre for Research and Education on Women and Work (CREWW) that leads to knowledge generation and knowledge mobilization, including publication in high quality, peer-reviewed journals.

Applications for the 2019 grants can be submitted by full-time tenured, and tenure-track faculty from Carleton University who are affiliated with CREWW. Given challenges in transferring funding from institution to institution, faculty from other institutions who are interested in applying are advised to partner with research colleagues from Carleton University on a joint application. The Carleton University partner would then be responsible for managing any research accounts or funds. Applications from research teams are encouraged. Teams can include researchers from other institutions and partners from government, industry, or not-for-profit sectors, but must include at least one team member from Carleton University.

Applicants can request up to $5,000 for projects lasting up to one year. Funds can be used to collect and analyze data, and to support collaborative networking with partners (companies, community organizations, government agencies, non-profit organizations) interested in the proposed research. The principal investigator (PI) assumes the responsibility for the direction of the research and the administration of the funds, supervision of students and for the publication of results.

Applications for this program are made through a brief formal research proposal. Documents must be submitted to the CREWW Office by **4:00 p.m. Thursday, February 28, 2019**. Grants will be awarded in April 2019 (total funding available $20,000 for all 2019 projects). Funding decisions will be made by a committee chaired by the Director, CREWW, and will be based on the following criteria: research excellence; budget justification; training potential; and applied relevance and impact.

Required deliverables include:
- a presentation on project progress during the CREWW Research Roundtable in the year following the grant;
- a ‘working paper’ for the WWRIG paper series on CREWW’s website; and
- the submission of a paper to a peer-reviewed journal

Note that submission of a WWRIG application constitutes the applicant(s) acknowledgement of their desire to be a researcher affiliated with CREWW. Affiliated researchers will be listed on CREWW’s website and in CREWW’s annual report to Carleton University.

Policies
1. A researcher cannot hold two (2) WWRIG grants at the same time as PI but he/she can participate in a second grant as co-applicant.

2. The duration of a WWRIG project is usually one (1) year. An extension may be requested through the Director, CREWW. An extension cannot normally exceed another full calendar year.
3. Funding is expected to facilitate literature reviews, data collection and analysis, the hiring of research assistants (RAs), travel for data collection purposes, software licenses and training costs. Travel for knowledge mobilization purposes is not eligible for funding under this program. Proposals should stipulate the type of activities to be undertaken by the RAs. All research expenses must adhere to Carleton University’s research accounting policies.

4. For projects requiring ethics approval, funds cannot be provided to the recipient until evidence of ethics approval is provided to CREWW.

5. At the conclusion of the project (if shorter than one year) or the end of one year, the PI needs to provide a brief report on the use of the WWRIG funding. Any funds which have not been spent within the period of the grant are to be returned to CREWW.

6. CREWW’s support of the research project should be acknowledged in any publications arising from WWRIG funding, with a copy of the publication being provided to CREWW for its records.

Applications
Applications for the WWRIG program are made through a formal research proposal. Suggested structure:

1. Summary of proposed research (2-3 pages). It should include a short description of the research project, including its objectives, expected start date and duration of the project, methodology, and a knowledge mobilization plan. The information provided in this section should indicate the significance of the proposed work.
2. Research team or partners (expertise and complementarity). A copy of all researchers’ CVs must be provided.
4. A brief budget justification
5. Deliverables and milestones.
6. Bibliographic references.

Important aspects to consider building your budget
Note that the following costs are ineligible for WWRIG grants:
- Research conducted under contract with a public institution, private agency or firm;
- Funds for travel, except expenses for data collection related to the project;
- Equipment purchases;
- Contributions to university overhead;
- Hospitality, entertainment and/or honoraria;
- Costs associated with the development of courses;
- Costs incurred before the grant is awarded.

Submission
Documents must be submitted to the CREWW Office by 4:00 p.m. Thursday, February 28, 2019. Submit applications to: CREWW, 323 Dunton Tower, Carleton University, 1125 Colonel By Drive, Ottawa, Ontario, K1S 5B6. Attention: Luciara Nardon, Director or creww@sprott.carleton.ca

Funding decisions and deliverables
Evaluation of applications will be conducted during March 2019 in accordance with criteria established for this program. Funding decisions for WWRIG applications will be communicated in April 2019.

At the termination of the grant period, the recipient is expected to:
1. Submit to CREWW a copy of at least one complete paper containing the results of the funded research that has been submitted to a peer-reviewed journal. The paper should include an acknowledgement of the financial support of CREWW;
2. Present results of the funded research at a CREWW Research Roundtable to be held in Ottawa in 2020.