|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROJECT DETAILS** | | | | | | |
| RESEARCH PROJECT TITLE: | | | | | | |
| FUNDING SOURCE:  (Funder Name, e.g., CCAL, HCEI, C-ASL, CGA, HROD-Strategy) | | FUNDING PROGRAM:  (e.g., Leadership Research Grant, Strategic Research Grant, Faculty Advancement Fund, Teaching Development Grant, etc.) | | | | |
| DATE OF SUBMISSION (DD/MM/YYYY): | | AMOUNT REQUESTED: $ | | | | |
| PROPOSED START DATE (DD/MM/YYYY): | | EXPECTED END DATE (DD/MM/YYYY):  (see Terms of Reference for maximum duration allowed). | | | | |
| **APPLICANTS** | | | | | | |
| Principal Investigator (PI) SURNAME:  (must be HSB faculty) | | | FIRST NAME: | | | |
| AREA: | | | POSITION: | | | |
| OFFICE ADDRESS: | TELEPHONE: | | | E-MAIL ADDRESS: | | |
| Other Applicant SURNAME: | FIRST NAME: | | | | ROLE:  (e.g., co-PI, co-applicant, PhD student) | |
| AREA:  (Faculty, if outside of Haskayne) | POSITION: | | | | | |
| OFFICE ADDRESS: | TELEPHONE: | | | | E-MAIL ADDRESS: | |
| Other Applicant SURNAME: | FIRST NAME: | | | | ROLE:  (e.g., co-PI, co-applicant, PhD student) | |
| AREA:  (Faculty, if outside of Haskayne) | POSITION: | | | | | |
| OFFICE ADDRESS: | TELEPHONE: | | | | E-MAIL ADDRESS: | |
| Other Applicant SURNAME: | FIRST NAME: | | | ROLE:  (e.g., co-PI, co-applicant, PhD student) | | |
| AREA:  (Faculty, if outside of Haskayne) | POSITION: | | | | | |
| OFFICE ADDRESS: | TELEPHONE: | | | E-MAIL ADDRESS: | | |
| Other Applicant SURNAME: | FIRST NAME: | | | ROLE:  (e.g., co-PI, co-applicant, PhD student) | | |
| AREA:  (Faculty, if outside of Haskayne) | POSITION: | | | | | |
| OFFICE ADDRESS: | TELEPHONE: | | | E-MAIL ADDRESS: | | |
| **FINANCIAL NEED** | | | | | | |
| Amount of funding available in Research & Trust accounts: | | $ | | | | |
| Have you applied for other sources of funding? | | Yes  No | | | | |
| If yes, provide details (date, agency, amount requested) and whether application was successful: | | | | | | |
| In case this application cannot be funded in full, what is the minimum amount you would need to undertake this project? | | | | | | $ |
| If funding is available in your Research & Trust accounts, explain how those funds have been allocated or committed to other purposes. Please list all other sources of funding that you have available now or had available for this study in previous years. | | | | | | |

|  |
| --- |
| **RESEARCH PROJECT PROPOSAL** |
| Include all details (two pages maximum [exception: 5 pages maximum for CGA Research Fund applications]):   * Project description: purpose, goals, objectives and duration of the proposed research; * Benefits: How does the proposed research align with the goals and mandates of the Centre/Fund and HSB, as well as those of the applicant(s); * Intellectual and methodological approaches: data gathering, reasons for travel (if applicable), etc.; * Knowledge mobilization: how will research results be communicated to the research and business communities; * Budget: itemized table including estimates of expenditures, including travel, per diems, research assistants, etc., and details about cost-sharing (where applicable); * Project schedule: timeline showing an approximate completion date for the project and important milestone dates; * Potential future sources of funding if the research is successful (where relevant); and * Statement on need for ethics application or copy of ethics approval from University of Calgary. |

|  |
| --- |
| **COMPLETE APPLICATION REQUIREMENTS** |
| A complete application should include the following:   * Haskayne Grant Application Form * Research project proposal (max. 2 pages) * Curriculum vitae (no more than 2 pages) for each participating faculty member * For any other internal research funding (C-ASL, CCAL, CGA, HCEI, HROD-Strategy, etc.) that you have received, you must have submitted a final report in order to be eligible for new funding. If any reports are outstanding, use the Progress Report template provided and include the report(s) with this application. |

|  |
| --- |
| **SIGNATURE** |
| *I understand that as a condition of funding, I will be required to report regularly on the status and outcomes of the research project to support the Centre/Fund’s reporting requirements and the development of other funding opportunities. Reports will also include details on all major expenditures incurred.*  *For one-year awards, final reports are due one year from receipt of funding. For multi-year awards, progress reports are due annually, at 12-month intervals from the receipt of funding, each year until project completion and the final report.*  *I also understand that due to funding limitations, the funds available may not match the total projected expenses or budget for the activity.*  **SIGNATURE OF APPLICANT:**  **DATE:**  *Please scan signed hard copy and send electronically to Sandra Gushulak:* [*sandra.gushulak@haskayne.ucalgary.ca*](mailto:sandra.gushulak@haskayne.ucalgary.ca) |