

QUICK START FUND FOR PUBLIC ENGAGEMENT

Applicant Guide – For 2024-25 Funding Cycle

About the Quick Start Fund

Memorial University's Quick Start Fund for Public Engagement offers up to \$2500 for projects that contribute to meeting the goals and objectives of Memorial's [Public Engagement Framework](#) by increasing the capacity of faculty, students and staff to collaborate with partners and stakeholders outside the University (i.e., the public).

The purpose of the fund is to support new public engagement partnerships, projects and initiatives. (Please see more below under Eligible Project Types).

Timelines and Amounts

The fund offers up to \$2500 for projects up to 12 months (1 year) in length in support of new university-community collaborations.

The total amount available in the Quick Start Fund for 2024-25 is \$50,000. The fund will run in 2 cycles: Fall (September) and Winter (January) with up to \$25,000 in total awarded during each round.

Applicant Eligibility

Proposals may be initiated by a full-time faculty, staff, or student at Memorial University in partnership with one or more community (external) collaborators.

All proposals require a public co-applicant. A public co-applicant may be a representative of a group, business, organization or association from outside of Memorial University that has approval from the signing authority for the organization. The public co-applicant/principal external partner could also be an independent artist, scholar, community member, sole-proprietor, or corporate entity, provided the project demonstrates broader benefits beyond the individual applicants. A designate from another university, although eligible as a collaborator, will not constitute the principal public partner for the purposes of the Quick Start Fund.

Sessional or contract employees may apply for funding as long as the contract end date is no less than three months after the project completion date. This period will allow enough time for final report submission.

Conditions and Terms

- Applicants must maintain full time status for three months after the end of the project.

- An applicant may only hold one open Quick Start grant at a time as principal applicant. However, applicants may serve as a principal applicant, while also serving as a co-applicant on a separate Quick Start grant.
- Applicants may serve as principal applicant (or co-applicant) on a Quick Start grant, while also serving as principal (or co-applicant) on an Accelerator and/or Catalyst Conference grant simultaneously.
- Applicants who have been funded previously through any program of the Office of Public Engagement will not be funded again if they have outstanding, required reports from previous projects due.

Eligible Project Types

The Quick Start Fund supports new university-community collaborations that address the goals and objectives of Memorial's Public Engagement Framework. Projects must demonstrate university-community collaboration, via mutual contributions and mutual benefits.

Projects that actively engage external groups in project development and implementation are more likely to be funded than those that passively engage the public (e.g. outreach activities such as presentations or demonstrations, publications).

Some examples of projects that may be funded under this program are: preliminary meetings, events, collaborative creative projects, pre-research planning, patient engagement, community-based/service-learning projects, or any other type of activity that furthers [Memorial's mission](#).

The program **does not support:**

- Research activities involving human subjects and/or requiring ethics review
- Proposals for operational or long-term funding for existing projects

Memorial's Policy on Research Impacting Indigenous Groups

If your application will impact Indigenous communities, peoples, or lands according to the [Research Impacting Indigenous Groups \(RIIG\) Policy](#), Agreement in Principle (Concept Development Phase) may be required prior to submitting your application. Consult the [Indigenous Research Office](#) at Indigenousresearch@mun.ca if you have any questions about your specific project.

It is the applicant's responsibility to ensure that all relevant policies are met. Failure to do so may lead to significant project delays, inability to conduct the project as proposed, or to secure project funding.

Eligible Expenses

Expenses are considered eligible within the Quick Start Fund guidelines provided that they meet the following conditions:

- All expenses must be directly related to the funded project. A clear justification of expense categories must be made, with a breakdown of costs within each category per the budget template contained within the fund application.
- Equipment purchases are limited to no more than 15% of the proposed Quick Start project budget. Applicants requesting funds for equipment should take care to articulate how the equipment is critical for the project and how it will be used to support sustained engagement once the project is complete.
- Operational expenses of the public partner are eligible for up to 10% of the proposed Quick Start project budget. Memorial applicants are encouraged to include these costs in their proposed budgets.
- Public partners who are serving as the principal applicant may also be paid for their professional services, where applicable, and at an agreed upon rate as determined by the principal applicants/collaborators that form the partnership. (See above under applicant eligibility and broader benefits).
- Students may be hired to assist with projects and must be paid at the rate as set out by Memorial University under posted student hiring rates.
- Memorial faculty or staff salaries, wages, and/or benefits are *not* eligible.
- This fund does *not* support ongoing operations or travel to academic conferences.
- Expenses must adhere to all relevant Memorial policies and procedures found online at <https://www.mun.ca/policy/browse/policies/>

Application Process and Required Approvals

Proposals are submitted via the Office of Public Engagement’s online platform, [Survey Apply](#) by the OPE deadline dates as posted. The platform will allow you to save your progress and return to your application as many times as needed. When ready for submission, please be sure to **complete the final step by hitting the Submit button**. Receipt of your application will be confirmed by the system auto-responder e-mail. If you have not received confirmation within one business day of the application submission, please contact us at engagement@mun.ca.

Required Approvals

Applicants must confirm approval for their project, and indicate within the noted fields in the application. **Signatures are not required.**

The department/unit agrees to accept administrative responsibility for the fund if awarded. Failure to secure appropriate approval will render the application ineligible for funding.

Required approvals are noted in the table below, and may be contacted.

Applicant	Memorial Approvals
Faculty	Department Head
Staff	Director or Senior Administrator
Student	Department Head and Academic Program Supervisor

Application Process

Applicants are invited to submit a proposal via our online submission tool, [Survey Apply](#). The system allows you to save your progress and return to your application as many times as needed.

Adjudication

All eligible applications will be reviewed by a committee comprised of representatives of Memorial University including faculty, staff and/or students, as well as public partner representatives. The review committee makes recommendations to the Associate Vice-President, Public Engagement and External Relations, who approves the distribution of funds. Applicants can generally expect to receive notification within two to three weeks of fund closing date.

Review/Assessment Criteria

All applications must meet the following criteria:

- demonstrated alignment with at least one of the objectives of the [Public Engagement Framework](#)
- evidence of genuine engagement with community partners/collaborators (mutual contributions and mutual benefits)
- a clear connection to the academic mission of Memorial University
- feasible budget and timeline for the scope of the project

Conditions

- Applicants who have been funded in a previous fiscal year must complete their Quick Start project and submit all required reports in order to be eligible to apply for new funding.
- Quick Start projects must be completed within one year of award.

Terms of Award

If granted a Quick Start Fund award, the applicant agrees that they shall:

- Commence the project within two months of the date of notification of award.
- Enter the project information into Yaffle upon acceptance of fund.
- Accept that approved project funds will be allocated in one instalment after receipt of the signed Terms of Award and FOAPAL has been provided to OPE.
- Accept that project funds must be transferred to a non-research account established within the Memorial principal applicant's department.
- Complete a final project report via the Office of Public Engagement's (OPE) on-line reporting form, and a brief Yaffle summary at project completion per fund guidelines.
- Acknowledge the support of Memorial's Public Engagement Quick Start Fund in any and all communications related to the project (Public Engagement logo available upon request).

- Acknowledge that the OPE has the right to use all, or portions of, submitted materials on its website and through other communications channels.
- Use the funding provided for the purposes as proposed in the approved funding application and adhere to all Quick Start Fund, Office of Public Engagement, and/or Memorial University policies and procedures.
- Notify OPE in case of changes to the approved substance, budget, or timeline of the project, and accept that failure to complete the project as per original proposal may result in the termination of award funding.
- Return any unspent funds to OPE after the project has been completed or terminated.
- Complete the project, including all deliverables (Final Report and Yaffle Lay Summary) within one year from project award date.

For questions about this program

Please email: engagement@mun.ca