


# Harris Centre Cabot Martin Fund Application Form

 Please note this is a draft application form. There may be small differences in the online form and to apply for this fund, applicants MUST use the online form and submit during the application submission period. For more information about the application process, please contact Ruby Fewer at rafewer@mun.ca.

## Applicant Information

Title:  Dr.  
 Mr.  
 Mrs.  
 Ms.  
 Mx.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Position: \_\_\_\_\_

Faculty/Unit: \_\_\_\_\_

Department: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Applicant Status

- Faculty  
 Staff  
 Student

## Faculty Status

- Professor  
 Associate Professor  
 Assistant Professor  
 Term Appointment (Teaching)  
 Other, please specify... \_\_\_\_\_

## Co-Investigators

Please indicate the number of co-investigators involved in the project:\*\* If you do not have any co-investigators, please leave this section blank and advance to the next section.\*\*

### Co-Investigator 1:

Full Name \_\_\_\_\_

Title/Position \_\_\_\_\_

Faculty/Unit \_\_\_\_\_

Department \_\_\_\_\_

### Co-Investigator 2:

Full Name \_\_\_\_\_

Title/Postition \_\_\_\_\_

Faculty/Unit \_\_\_\_\_

Department \_\_\_\_\_

 Co-Investigator 3:

Full Name \_\_\_\_\_

Title/Postition \_\_\_\_\_

Faculty/Unit \_\_\_\_\_

Department \_\_\_\_\_


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 Project Title

\_\_\_\_\_


 ROMEO file #

\_\_\_\_\_

 Project description (abstract)

In 250 words or less provide a brief description (abstract) of the project:

\_\_\_\_\_  
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\_\_\_\_\_

 Scope and Objectives

As stated in the preamble, research should relate to the broad definition of regional policy and development and be relevant to Newfoundland and Labrador. Research projects can be in the broad Regional Policy and Development categories of health, social, economic, or environment policy, but must clearly demonstrate how the project can assist policy and decision-makers in addressing regional issues. Word limit: 500 words or less.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

 Regional Policy and/or development relevance or practical importance

Describe how your project addresses a real-world issue associated with one or more policy issues facing Newfoundland and Labrador today. Demonstrate how the anticipated results of your project will have practical relevance for the people of Newfoundland and Labrador either through potential changes to public policy, management practices, development of innovative solutions and/or understanding of economic development opportunities. Consider: how will you measure the impacts of the work performed? What would it take to implement any findings or recommendations resulting from the anticipated outcomes? Word limit: 600 words or less.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

 Theoretical Approach

Describe in lay terms the theoretical approach you will be using to conduct the proposed research. Keep in mind that our evaluation committees are comprised of academics from various disciplines as well as from practitioners working with various levels of government, industry, NGOs or community organizations. Discuss the novelty of the approach in the context of the issue you are addressing and/or in the context of Newfoundland and Labrador. Word limit: 400 words or less

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#### Significance in Relation to Existing Research and Literature

Explain how your research relates to and makes a contribution to the field(s) you are working within. Tell us how your proposed research is different from the existing research and how you propose to use the existing research without reproducing it. Word limit: 400 words or less.

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#### Research Plans and Methods & Schedule of Work

Explain how you're planning on conducting your research and managing the project as a whole. Make a logical argument why the proposed methodology is suited to the project and appropriate for the team that will be working on the project. Keep in mind that our evaluation committees are comprised of academics from various disciplines as well as from practitioners working with various levels of government, industry, NGOs or community organizations. Keep your methodology descriptions concise and easy to understand. Indicate timelines and project activities and include deliverables in the workplace. Indicate if any groundwork has already been completed (e.g. literature review). Word limit: 800 words or less.

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#### Knowledge Mobilization methods proposed

Knowledge mobilization is about putting available knowledge into active service to benefit society. Both research knowledge and experiential knowledge are worth sharing for the benefit of all. Knowledge mobilization is always about knowledge exchange and it should be mutually beneficial. Explain how you are planning to mobilize the knowledge you gain through the proposed project. Consider: Who are the most likely audiences for the research results (i.e., who would be interested in using or implementing the findings)? What are ways the project can engage and inform different interested audiences? Word limit: 400 words or less.

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 Describe the team competences (or the PI competences if a single investigator) relevant to this project. Word limit: 300 words or less.

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#### Budget and Summary of Expenses

Please list amounts and justification for each budget item below. The maximum amount you can apply for is \$18,000.

##### Ineligible expenses:

Please note that travel to conferences, conference registration, and salaries for Memorial faculty and staff, including postdoctoral fellows and sessional faculty, are NOT eligible expenses. All expenses will be reviewed and approved by the evaluation committee.

##### Travel

Conference travel is not an eligible expense.


Amount \_\_\_\_\_ (0)

Justification: \_\_\_\_\_

 Accommodation

Amount \_\_\_\_\_ (0)

Justification: \_\_\_\_\_

 Subsistence

Amount \_\_\_\_\_ (0)

Justification: \_\_\_\_\_

 Research Assistance

Salary-related expense for the MUN Faculty and staff is not an eligible expense.

Amount \_\_\_\_\_ (0)

Justification: \_\_\_\_\_

 Materials


Amount \_\_\_\_\_ (0)


Justification: \_\_\_\_\_

 Other


Amount \_\_\_\_\_ (0)

Justification: \_\_\_\_\_


 Total Amount Requested  
\_\_\_\_\_ (0)

 Have you presently applied for, or are the recipient of, an award to support a related project that might be held concurrently with this applied research funding?

- Yes
- No

 Please provide details on how that application/funding relates and/or overlaps with the current application. Please attach **project abstract** from any related applications/ funding to your application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

 Required clearances

All research applications submitted to the Harris Centre must meet the Tri-Council Policy and Guidelines ([http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies- Politiques/certaintypes-typescertaines\\_eng.asp](http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/certaintypes-typescertaines_eng.asp)) requirements for certain types of research. Complete the following sections applicable to your application.

[Details and contact information](#) Animal Care Clearance | Ethics Clearance | Biosafety Clearance

This project involves research requiring certification for one or more of the following clearance(s):

Does your research require the use of vertebrate or certain invertebrate animals (cephalopods in particular – octopi or squid)?

Yes

No

Does your research require the use of human subjects?

Yes

No

Does your research require the use of biohazardous materials?

Yes

No

If your research involves working with indigenous groups, please check the box below to indicate your compliance with Memorial University's policy on **Research Impacting Indigenous groups**.

I comply with Memorial Universities policy on Research Impacting Indigenous Groups

#### Terms of Award

• Signed acceptance letter must be accompanied by a Yaffle lay summary, a 700-word lay-person's synopsis of the project. To see the format of a lay summary visit <http://www.yaffle.ca> and view any of the project summaries. • The funding is limited to one year in duration as defined in the application submission; • The research project must begin within two months of the date of award. Grantees MUST request any change in timelines from the Harris Centre for review and approval; project extensions will only be entertained in extenuating circumstances; • The Harris Centre may wish to receive input on the final draft of the report from one academic peer and one community practitioner. The comments will not focus on methodology or quality of the written piece, but suggest ways the information can be mobilized and presented to appropriate stakeholders; • Deviations from the approved budget categories must be pre-approved by the Harris Centre; • The funding allocation will be dispersed in two installments. 80% of the funding will be released upon the receipt of a signed award acceptance form and Yaffle lay summary, the remaining 20% of the funding will be released upon the submission and acceptance of the final report and Knowledge Mobilization activity plan; and • Final reports should be written in clear language, accessible to non-specialist policy and practitioner audiences and structured according to the report template provided on the Harris Centre website.

If awarded Harris Centre Applied Research funding, the researcher agrees to:

• Provide an interim progress report no later than six months from the start date of the project; • Provide a final report and knowledge mobilization plan no later than the project end date. The Harris Centre has the right to post the final report to its website and/or print copies for distribution, or to work with the principal investigator to mobilize the knowledge in new ways. The Harris Centre will provide researchers with a template Table of Contents for final report and Knowledge Mobilization activity plan guide; • Give a public lecture on the research findings in March of the year following the award. • Provide copies of any written materials (including journal articles, theses, etc.) resulting from the grant. • Should any of the reserved \$2000 lecture funding remain, work with the Harris Centre to plan additional knowledge mobilization activities with the balance.



**You must agree with the above terms to continue the application process.**

I agree with the Terms of Award for this Applied Research Fund

 Have you applied to any of the Harris Centre fund calls before?

