Brandon University Research Committee (BURC)  
**KNOWLEDGE MOBILIZATION GRANT CHECKLIST**

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| **The BURC Knowledge Mobilization Grant Application Checklist is to be competed along with the grant application and any additional documentation required, and submitted electronically to Kerry Murkin @** [**murkink@brandonu.ca**](mailto:murkink@brandonu.ca)**.** |

| # | CHECKLIST ITEMS | | YES | NO | N/A |
| --- | --- | --- | --- | --- | --- |
| 1 | The appropriate application form is complete as per the instructions within this form and the most recent ***BURC Policies and Procedures*** document***.*** | |  |  |  |
| 2 | A BURC Research Report form has been completed and included for the Principal Investigator’s (PI) most recent BURC grant. | |  |  |  |
| 3 | The application has budgetary implications for, or contributions from, a department, faculty, school, etc., and written approval from the appropriate budget unit head is included with the application. | |  |  |  |
| 4 | The PI is a student. | |  |  |  |
| 5 | The research is intended to support the completion of a university credential. | |  |  |  |
| 6 | The PI submitted no more than one application (as PI) for a Knowledge Mobilization Grant. | |  |  |  |
| 7 | The PI is one of the following at BU: Professional Associate, Instructional Associate, Lecturer, Assistant Professor, Associate Professor, Professor, or Professor Emeritus. | |  |  |  |
| 8 | The PI, or co-investigator, is currently a member of BURC. | |  |  |  |
| 9 | The application was reviewed for grammar and spelling. | |  |  |  |
| 10 | Sufficient information is provided in plain language format to assist BURC, a multi-disciplinary committee, with the adjudication of the application. ( BURC suggests having someone outside your discipline review the application to provide feedback.) | |  |  |  |
| 11 | Where support for research conference travel is requested: | | | | |
|  | a) | the conference has already taken place. |  |  |  |
| b) | the application includes a copy of the formal invitation. |  |  |  |
| c) | the application includes a copy of the formal abstract. |  |  |  |
| d) | the application includes a copy of the formal acceptance. |  |  |  |
| 13 | Where support for publication is requested, the application includes: | | | | |
|  | a) | a copy of the formal contract from the publisher. |  |  |  |
| b) | a copy of the letter or email of acceptance from the journal. |  |  |  |

Brandon University Research Committee (BURC)  
**KNOWLEDGE MOBILIZATION GRANT APPLICATION**

# APPLICANTS ARE STRONGLY ENCOURAGED TO BE AS BRIEF AND CONCISE AS POSSIBLE. BURC RESERVES THE RIGHT TO DEEM INCOMPLETE APPLICATIONS INELIGIBLE.

## GENERAL INFORMATION

|  |  |
| --- | --- |
| **Title of Activity, Project, Paper, Publication:**  **Keywords (5-6 words that describe the research):** | |
| **Name of Principal Investigator:**  **Position:**  **Department:**  **Name of BU Co-Investigator, if applicable:**  **Position:**  **Department:** |  |
| **Total of Funds Requested (round up to nearest dollar): $** |  |

## KNOWLEDGE MOBILIZATION (KM) PLAN

**Use the 8 items listed below as sub-headings to provide the details required for your request. The space provided below will expand to a maximum of 8,000 characters with spaces, approximately two pages.**

**Please ensure the request includes the following details:**

1. **Identify your audience, why they were chosen, and where they are located geographically, if applicable.**
2. **Describe the KM activities and tools for appropriately engaging with the identified audience and include why they were chosen.**
3. **Include how you intend to move your research results into outputs and impacts.**
4. **Provide a timeline/schedule for KM activities.**
5. **Outline the roles and responsibilities of co-investigators and students, if applicable.**
6. **Address how your audience and your research will benefit from the KM activities.**
7. **Briefly include how the impact of the KM will be measured.**
8. **Other considerations.**

1. **EQUITY, DIVERSITY, AND INCLUSION (EDI) STATEMENT**

**Outline how EDI was considered in the creation and design of this KM Plan and how EDI will be considered in the recruitment and ongoing support and training of your research team. For guidance on how to address EDI in the research project, access the *BU EDI Considerations in Research Grant Applications* document found on the ORS** [**Moodle site**](https://moodle.brandonu.ca/login/index.php) **(Moodle/Communication Websites/ORS). Briefly outline your experience with and commitment to EDI in your Research Program thus far. (Research Program is defined in #6 below.) In addition, for Indigenous-based research, demonstrate that an existing and respectful relationship has been cultivated with the community, and demonstrate how Indigenous principles such as** [**Ownership Control Access Possession (OCAP) Principles**](https://fnigc.ca/) **and the** [**Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans 2 (2018) (TCPS2), Chapter 9**](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html) **have been incorporated into the research plan. The space provided below will expand to a maximum of 1,300 characters with spaces, approximately 1/3 of a page.**

## RESEARCH CONFERENCE TRAVEL

## *If the application includes a request to support research conference travel, complete this section. Please note that the researcher must be presenting at the conference and provide evidence of such with the application.*

## ROLE IN CONFERENCE – Describe your role in the conference. Note that priority will be given to applicants who are invited by conference organizers to present a paper. The space below will expand to a maximum of 2,000 characters including spaces, approximately ½ page.

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## CONFERENCE OVERVIEW AND VALUE TO PROGRAM OF RESEARCH – Provide an overview of the conference and address the importance and value of the conference to your Program of Research. The space below will expand to a maximum of 2,000 characters including spaces, approximately ½ page.

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## REQUIRED ATTACHMENTS AND OTHER INFORMATION

|  |  |
| --- | --- |
| A copy of the formal conference invitation is included with the application. If “No”, please explain: | Yes  No |
| A copy of the formal abstract is included with the application. If “No”, please explain: | Yes  No |
| A copy of the formal acceptance is included with the application. If “No”, please explain: | Yes  No |
| 1. **For conference travel that has already taken place, a copy of the Brandon University Travel Expense Claim form or appropriate receipts for reimbursement is included with the application.**   If “No”, please explain: | Yes  No |

## PUBLICATION

## *If the application includes a request to support publication, complete this section. Note that priority will be given to peer-reviewed publications.*

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## DESCRIPTION AND JUSTIFICATION – Describe the publication and justify the need for support. For webpages or multi-media, address how the intended publication will support the academic field and how it is connected to peer-reviewed research. The space below will expand to a maximum of 2,000 characters including spaces, approximately ½ page.

|  |
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## REQUIRED ATTACHMENTS AND OTHER INFORMATION

|  |  |  |
| --- | --- | --- |
| This a peer-reviewed publication. | Yes  No | |
| For a book or manuscript, a copy of the contract from the publisher is included.If “No”, please explain: | Yes  No | |
| For a journal article, a copy of the letter or email of acceptance is included. If “No”, please explain: | Yes  No | |
|  | | |

## DEVELOPMENT OF RESEARCH PROGRAM

## Address how the grant will be used in the development of your Research Program. A Research Program generally includes a series of projects and research activities that form a long-range plan. The space below will expand to a maximum of 1,300 characters including spaces, approximately 1/3 page.

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## BUDGET AND BUDGET JUSTIFICATION

## Provide all budgetary requirement in the appropriate sections below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL** | | | | | | |
| Include classification and wage rate, and ensure percentage added for vacation pay and payroll costs. Use the BU [Payroll Estimator](https://www.brandonu.ca/hr/administrators-tools/payroll-estimator/) to calculate total cost per hour. Current research assistant classifications and rates are found in the [*PSAC Collective Agreement* on the Human Resources website](https://www.brandonu.ca/hr/collective-agreements/). | | | | | | |
| **Position Type** | **Hourly Rate** | | **Hourly Rate Including Vacation and Payroll Costs** | | **Estimated number of Hours** | **Amount** |
|  | $ | | $ | |  | $ |
|  | $ | | $ | |  | $ |
|  | $ | | $ | |  | $ |
| **Personnel Subtotal:** | | | | | | $ |
| **Personnel Description and Justification: USE THE SPACE BELOW** to demonstrate clearly 1) what each budget item is, 2) why the item is needed, and 3) how the cost was arrived at. In the case of PSAC and any other BU guidelines that outline wage rates, be sure to demonstrate how the classification corresponds to the tasks undertaken. | | | | | | |
|  | | | | | | |
| **TRAVEL** | | | | | | |
| Travel should be planned in the most economical way in consideration of all direct transportation costs and the time involved. Access the BU [Travel and Business Expense Policy and Procedures](https://www.brandonu.ca/finance/files/TravelBusinessExpensePolicy.pdf) for complete information. | | | | | | |
| **Mode of Transportation** | **Start Date** | | | **End Date** | | **Amount** |
|  |  | | |  | | $ |
|  |  | | |  | | $ |
|  |  | | |  | | $ |
|  |  | | |  | | $ |
| **Travel Subtotal:** | | | | | | **$** |
| **Travel Description and Justification: USE THE SPACE BELOW** to demonstrate clearly 1) what each budget item is, 2) why the item is needed, and 3) how the cost was arrived at. | | | | | | |
|  | | | | | | |
| **SUBSISTENCE** | | | | | | |
| Access the BU [Travel and Business Expense Policy and Procedures](https://www.brandonu.ca/finance/files/TravelBusinessExpensePolicy.pdf) for information on accommodation and other expenses, and use the BU [per diem rates](https://www.brandonu.ca/finance/faculty-staff-resources/accounts-payable/travel-per-diem-rates/) for meals. | | | | | | |
| **Item** | **Cost Per Day** | | | **Number of Days** | | **Amount** |
|  | $ | | |  | | $ |
|  | $ | | |  | | $ |
|  | $ | | |  | | $ |
|  | $ | | |  | | $ |
| **Subsistence Subtotal:** | | | | | | **$** |
| **Subsistence Description and Justification: USE THE SPACE BELOW** to demonstrate clearly 1) what the budget item is, 2) why the item is needed, and 3) how the cost was arrived at. | | | | | | |
|  | | | | | | |
| **CONSUMABLES** | | | | | | |
| **Items that need to be replaced regularly.** | | | | | | |
| **Item** | **Cost Per Item** | | | **Number of Items** | | **Amount** |
|  | $ | | |  | | $ |
|  | $ | | |  | | $ |
|  | $ | | |  | | $ |
| **Consumable Subtotal:** | | | | | | **$** |
| **Consumables Description and Justification: USE THE SPACE BELOW** to demonstrate clearly 1) what the budget item is, 2) why the item is needed, and 3) how the cost was arrived at. | | | | | | |
|  | | | | | | |
| **EQUIPMENT** | | | | | | |
| **Equipment needed for dissemination and knowledge mobilization.** | | | | | | |
| **Item** | | **Cost Per Item** | | **Number of Items** | | **Amount** |
|  | | $ | |  | | $ |
|  | | $ | |  | | $ |
|  | | $ | |  | | $ |
| **Equipment Subtotal:** | | | | | | $ |
| **Equipment Description and Justification: USE THE SPACE BELOW** to demonstrate clearly 1) what the budget item is, 2) why the item is needed, and 3) how the cost was arrived at. | | | | | | |
|  | | | | | | |
| **OTHER** | | | | | | |
| **Any other items not captured in the above categories are entered here.** | | | | | | |
| **Item** | **Cost Per Item** | | | **Number of Items** | | **Amount** |
|  | $ | | |  | | $ |
|  | $ | | |  | | $ |
|  | $ | | |  | | $ |
| **Other Subtotal:** | | | | | | $ |
| **Other Description and Justification: USE THE SPACE BELOW** to demonstrate clearly 1) what the budget item is, 2) why the item is needed, and 3) how the cost was arrived at. | | | | | | |
|  | | | | | | |
| **TOTAL AMOUNT REQUESTED (DO NOT EXCEED $2,000 GRANT MAXIMUM AND ROUND UP TO THE NEAREST $):** | | | | | | $ |