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 required documentation and should be submitted electronically to Kerry Murkin @** [**murkink@brandonu.ca**](mailto:murkink@brandonu.ca)**.** |

| # | CHECKLIST ITEMS | | YES | NO | N/A |
| --- | --- | --- | --- | --- | --- |
| 1 | The appropriate application form has been completed as per the instructions within this form and the most recent ***BURC Policies and Procedures*** document***.*** | |  |  |  |
| 2 | A BURC New Faculty Research Grant or Research Grant 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 for submission towards the completion of a university credential. | |  |  |  |
| 6 | The PI has 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 PI has carefully reviewed the application for grammar and spelling. | |  |  |  |
| 10 | The PI provided sufficient information in plain language terms 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 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

|  |  |
| --- | --- |
| 1. **Title of Activity, Project, Paper, Publication:** | |
| 1. **Name of Principal Investigator:**   **Position:**  **Department:**   1. **Name of Co-Investigator, if applicable:**   **Position:**  **Department:** |  |
| |  |  | | --- | --- | |  |  |  1. **Total of Funds Requested: $** |  |

## KNOWLEDGE MOBILIZATION (KM) PLAN

**Use the space provided below which will expand to 8,000 characters with spaces (approximately 2 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.**

## CONFERENCE TRAVEL

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

## ROLE IN CONFERENCE – Please describe your role in the conference in the space provided below which will expand to a maximum of 2,000 characters with spaces (approximately ½ page). Priority will be given to applicants who are invited by conference organizers to present a paper.

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## CONFERENCE OVERVIEW AND VALUE TO RESEARCH AGENDA – Please provide an overview of the conference and address the importance and value of the conference to your research agenda. Please use the space provided below which will expand to a maximum of 2,000 characters with spaces (approximately ½ page).

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## REQUIRED ATTACHMENTS AND OTHER INFORMATION

|  |  |
| --- | --- |
| A copy of the formal conference invitation been included with the application. If “No”, please explain: | Yes  No |
| A copy of the formal abstract been included with the application. If “No”, please explain: | Yes  No |
| A copy of the formal acceptance been included in 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 have been included.**   If “No”, please explain: | Yes  No |

## PUBLICATION

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

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## DESCRIPTION AND JUSTIFICATION – Please describe the publication and justify the need for support. For web-pages or multi-media please address how the intended publication will support the academic field and how it is connected to peer-reviewed research. Please use the space provided below which will expand to a maximum of 2,000 characters with spaces (approximately ½ page).

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## REQUIRED ATTACHMENTS AND OTHER INFORMATION – The following attachments are required with the application, where applicable:

|  |  |  |
| --- | --- | --- |
| This a peer-reviewed publication. | Yes  No | |
| For a book or manuscript, a copy of the contract from the publisher been included.If “No”, please explain: | Yes  No | |
| For a journal article, a copy of the letter or email of acceptance been 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. Please use the space provided below which will expand to a maximum of 1,300 characters with spaces (approximately 1/3 page).

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## BUDGET

## Provide descriptions and justifications in the appropriate sections below for all budgetary requirements. Demonstrate clearly what the budget item is, why it is needed, and how the cost was arrived at.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assistants** | | | | |
| Include classification and wage rate, and ensure percentage added for vacation pay and payroll costs. Please 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*](https://www.brandonu.ca/hr/files/PSAC-Collective-Agreement-Current-Updated-Oct-3.pdf) on the Human Resources website. Be sure to demonstrate how the classification corresponds to the tasks undertaken.  **Description and Justification:** | | **Number of Assistants:** | |  |
| **Hourly Wage Rate:** | | $ |
| **Hourly Wage Rate including Vacation & Payroll Costs:** | | $ |
| **Number of Hours:** | |  |
| **Sub-total Assistants:** | | $ |
| **Travel** | | | | |
| Travel should be planned in the most economical way in consideration of all direct transportation costs, accommodation, and the time involved. Please access the BU [Travel and Business Expense Policy and Procedures](https://www.brandonu.ca/finance/files/TravelBusinessExpensePolicy.pdf) for complete information.  **Description and Justification**: | **From:** | |  | |
| **To:** | |  | |
| **Means of Transport:** | |  | |
| **Sub-total Travel:** | | | $ |
| **Subsistence** | | | | |
| Please 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.  **Description and Justification**: | | **Sub-total Subsistence:** | | $ |
| **Consumable Supplies (items that need to be replaced regularly)** | | | | |
| **Description and Justification**: | | **Sub-total Consumable Supplies:** | | $ |
| **Other** | | | | |
| **Description and Justification**: | | **Sub-total Other:** | | $ |
| **TOTAL AMOUNT REQUESTED (DO NOT EXCEED $2,000 GRANT MAXIMUM):** | | | | $ |