Brandon University Research Committee (BURC)  
**RESEARCH GRANT APPLICATION CHECKLIST**

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| The 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 completed BURC Research Report form is included for the Principal Investigator’s (PI) most recent BURC grant. |  |  |  |
| 3 | Where the proposed research has budgetary implications for, or contributions from, a department, faculty, school, etc., written approval from the appropriate budget unit head is included with the application. |  |  |  |
| 4 | The PI is a student. |  |  |  |
| 5 | The project has been completed. |  |  |  |
| 6 | The research is intended to support the completion of a university credential. |  |  |  |
| 7 | The application includes the role of co-investigator(s) and/or student(s) in the research. |  |  |  |
| 8 | The PI submitted no more than one application (as PI) for a Research Grant. |  |  |  |
| 9 | The Research Grant application includes a request for research conference travel or expenses related to research conferences and dissemination. (Research conference travel is only eligible via KMG.) |  |  |  |
| 10 | The purpose of the proposal is student training. |  |  |  |
| 11 | The proposed research funds course design and curricular development. |  |  |  |
| 12 | The PI is one of the following at BU: Professional Associate, Instructional Associate, Lecturer, Assistant Professor, Associate Professor, Professor, or Professor Emeritus. |  |  |  |
| 13 | The PI, or co-investigator, is currently a member of BURC. |  |  |  |
| 14 | The application was reviewed for grammar and spelling. |  |  |  |
| 15 | Sufficient information is provided in plain language format to assist BURC, a multi-disciplinary committee, with the adjudication of the research project. (BURC suggests having someone outside your discipline review the application to provide feedback.) |  |  |  |
| 16 | Where there is a connection to a previously funded BURC research project, justification is included on how this application is different and new. |  |  |  |

Brandon University Research Committee (BURC) **RESEARCH 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 Proposed Research:**  **Keywords (5-6 words that describe the research):** | | |
| **Name of Principal Investigator:** | |  |
|  | *Position:* | |
|  | *Department:* | |
| **Name of Brandon University Co-Investigator:** | | |
|  | *Position:* | |
|  | *Department:* | |
| **Estimated Duration of Proposed Research:** | |  |
| **Total Funds Requested (round up to nearest $): $** | | |

## PROPOSAL ABSTRACT

## The space provided below will expand to a maximum of 1,300 characters including spaces, approximately 1/3 of a page. Full proposal to be provided in following section #3).

## *PLEASE NOTE: The application form does not provide spell check. BURC encourages you to save any narrative to a Word doc or similar file that will allow for this function, prior to transferring into the application form.*

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## FULL PROPOSAL

## Use the 9 items listed below as sub-headings to provide the details required for your full proposal (you may attach supporting documentation on co-investigators). The space provided below will expand to a maximum of 12,000 characters with spaces, approximately three pages.

## 1. Summary of goals, objectives, and methods

## 2. Overview of existing literature on the subject of the proposal

## 3. Significance of the proposal and understanding of the subject matter

## 4. Explanation of any budgetary requirements not addressed in Budget section of this application

## 5. Chronological schedule of work to be done/timeline

## 6. Roles and responsibilities of co-investigators and students (if applicable)

## 7. Expected research outcomes and plan for dissemination

## 8. Other considerations

**9. To assist in the plain language description of the proposed research, you may include a one-page attachment of diagrams, tables, charts, etc. to the submission, if needed. Be sure reference the attachment within this section and describe how it supports the plain language description.**

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

**Outline how EDI was considered in the creation and design of this proposal 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. In addition, for Indigenous-based research projects, 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 project. The space provided below will expand to a maximum of 1,300 characters with spaces, approximately 1/3 of a page.**

## DEVELOPMENT OF RESEARCH PROGRAM

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

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## PAST BURC FEEDBACK

## Where applicable, address how you have incorporated past BURC feedback into this application. This includes feedback provided for unsuccessful and successful applications. The space will expand to a maximum of 1,300 characters with spaces, approximately 1/3 of a page.

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## REGULATORY CERTIFICATIONS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Regulatory Committee** | **Required** | | **Certificate Received** | | |
| Human Ethics (BUREC) | Yes | No | Yes | No | RCVD: DATE |
| Animal Care (BUACC) | Yes | No | Yes | No | RCVD: DATE |
| Biosafety (BUBC) | Yes | No | Yes | No | RCVD: DATE |

## FUNDING

Have you received grants from BURC in the past?  Yes  No

*If “Yes”, a BURC Grant Report form for the most recent BURC grant must be completed and included with the application.*

## List all BURC Grants received. Begin with the most recent and add additional pages as needed – see Appendix A.

| **Title of BURC Grant Title** | **Amount** | **Year Awarded** |
| --- | --- | --- |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |

## List all Other Grants held over the last five (5) years. Begin with the most recent and add additional pages as needed, see Appendix A.

| **Title of Other Grants** | **Funding Source** | **Amount** | **Year Awarded** |
| --- | --- | --- | --- |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |

## CREATIVE WORKS, PERFORMANCES, AND RESEARCH CONTRIBUTIONS

## List Creative Works, Performances, and Research Contributions for the last five (5) years. Include concerts and recitals (performed or conducted), compositions, exhibitions, and publications (articles, book chapters, books). For creative works, provide complete descriptions that include the date of exhibition or performance, the place of exhibition or performance, and details concerning the selection process (e.g., juried selection, competition). For published contributions, list the full authorship, date of publication, title, publisher (book), or journal name and volume (article), and number of pages. For publications in press, indicate the date of acceptance. Begin with the most recent and add additional pages as needed, see Appendix B.

## Identify as follows:

## A) \*Refereed Contributions

## B) Non-Refereed Contributions

## C) \*Refereed Performances and Presentations

## D) Non-Refereed Performances and Presentations

## *\* accepted on the basis of blind external review*

| **A, B, C, or D** | **Supported by BURC Grants** | **Creative Works, Performances, and Research Contributions** |
| --- | --- | --- |
|  | Yes  No |  |
|  | Yes  No |  |
|  | Yes  No |  |
|  | Yes  No |  |
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|  | Yes  No |  |
|  | Yes  No |  |
|  | Yes  No |  |
|  | Yes  No |  |
|  | Yes  No |  |
|  | Yes  No |  |
|  | Yes  No |  |

## 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. Note that research conference travel is ineligible under this grant. | | | | | | |
| **Mode of Transportation** | **Start Date** | | | **End Date** | | **Amount** |
|  |  | | |  | | $ |
|  |  | | |  | | $ |
|  |  | | |  | | $ |
|  |  | | |  | | $ |
| **Travel Subtotal:** | | | | | | **$** |
| **Travel Description and Justification: USE 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 to undertake the research project.** | | | | | | |
| **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 $5,000 GRANT MAXIMUM AND ROUND UP TO THE NEAREST $):** | | | | | | $ |

## REFERENCE LIST

## Provide references for all cited works. The space below will expand to a maximum of 8,000 characters including spaces, approximately two pages.

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|  |

Appendix A: Funding

| **Project Title** | **Funding Source** | **Amount** | **Year** |
| --- | --- | --- | --- |
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Appendix B: Creative Works, Performances, and Research Contributions

|  |  |  |
| --- | --- | --- |
| **A, B, C, or D** | **Derived from BURC Grant(s)** | **Creative Works, Performances, and Research Contributions** |
|  | Yes  No |  |
|  | Yes  No |  |
|  | Yes  No |  |
|  | Yes  No |  |
|  | Yes  No |  |
|  | Yes  No |  |
|  | Yes  No |  |
|  | Yes  No |  |
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|  | Yes  No |  |