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

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| The BURC Research Grant Application Checklist is to be competed along with the grant application and any additional required documentation and submitted electronically to Kerry Murkin @ 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 completed BURC Research Grant 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 for submission towards 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 conference travel or expenses related to research conferences and dissemination. | [ ]  | [ ]  | [ ]  |
| 10 | The primary purpose of the proposal is student training. | [ ]  | [ ]  | [ ]  |
| 11 | The proposal 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 PI carefully reviewed the application for grammar and spelling. | [ ]  | [ ]  | [ ]  |
| 15 | The PI provided sufficient information in plain language terms 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, the PI justified 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:**       |
| **Name of Principal Investigator:**  |       |
|  | *Position:* |       |
|  | *Department:* |       |
| **Name of Co-Investigator:** |       |
|  | *Position:* |       |
|  | *Department:* |       |
| **Estimated Duration of Proposed Research:** |       |
| **Total Funds Requested:** | $       |

## PROPOSAL ABSTRACT

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

## *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.*

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## FULL PROPOSAL

## Use space provided below which will expand to a maximum of 12,000 characters with spaces (approximately three pages).

## Please ensure the proposal contains the following details (you may attach supporting documentation from co-investigators):

## 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

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

## 7. Expected research outcomes

## 8. Knowledge mobilization plan

## 9. Other considerations

**10. 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. Be sure to number and reference the attachment within this section and describe how it supports the plain language description.**

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## DEVELOPMENT OF RESEARCH PROGRAM

## In the space below, please 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. This space will expand to a maximum of 1,300 characters with spaces (approximately 1/3 of a page).

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## PAST BURC FEEDBACK

## - In the space below, where applicable, please address how you have incorporated past BURC feedback into this application. This includes feedback provided for unsuccessful and successful applications. This space will expand to a maximum of 1,300 characters with spaces (approximately 1/3 of a page).

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## CERTIFICATIONS

|  |  |  |
| --- | --- | --- |
|  | **REQUIRED** | **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 research grants from BURC in the past? [ ]  Yes [ ]  No

*If “Yes”, a BURC Research 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.

| **Project Title – BURC Grants** | **Amount** | **Year Awarded** |
| --- | --- | --- |
|       | $       |       |
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## List all Other Grants Held for this Project over the last five (5) years. Begin with the most recent and add additional pages as needed – see Appendix A.

| **Project Title – Other Grants Held for this Project** | **Funding Source** | **Amount** | **Year Awarded** |
| --- | --- | --- | --- |
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## 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.

| **Project Title – Other Grants** | **Funding Source** | **Amount** | **Year Awarded** |
| --- | --- | --- | --- |
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## CREATIVE WORKS, PERFORMANCES, AND RESEARCH CONTRIBUTIONS

## List Creative Works, Performances, and Research Contributions over 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. (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****(refer to above)** | **Derived from BURC Grants** | **Creative Works, Performances, and Research Contributions** |
| --- | --- | --- |
|       |  [ ]  Yes [ ]  No |       |
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|       |  [ ]  Yes [ ]  No |       |
|       |  [ ]  Yes [ ]  No |       |

## BUDGET

## Please 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.

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| **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* on the Human Resources website](https://www.brandonu.ca/hr/collective-agreements/). 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. Please note that conference travel expenses are ineligible.**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:** | $       |
| **Equipment** |
| **Description and Justification**:  | **Sub-total Equipment:** | $       |
| **Other** |
| **Description and Justification**:  | **Sub-total Other:** | $       |
| **TOTAL AMOUNT REQUESTED (DO NOT EXCEED $5,000 GRANT MAXIMUM):** | $       |

## REFERENCE LIST

## Provide references for all cited works in the space provided below which will expand to a maximum of 8,000 characters including spaces (approximately 2 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

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| **A, B, C, or D****(refer to above)** | **Derived from BURC Grant(s)** | **Creative Works, Performances, and Research Contributions** |
|       |  [ ]  Yes [ ]  No |       |
|       |  [ ]  Yes [ ]  No |       |
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