



Cover Sheet
2017-18

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| 1. <input type="checkbox"/> Cover Sheet Checklist | This page |
| 2. <input type="checkbox"/> Summary and Keywords | 1 page |
| 3. <input type="checkbox"/> Project Description (Proposal) | 5 pages (plus end notes and/or support material) |
| 4. <input type="checkbox"/> Team Roles and Training Plan | 2 pages |
| 5. <input type="checkbox"/> ORIS Budget Form | 1 page |
| 6. <input type="checkbox"/> Budget Justification | 2 pages |
| 7. <input type="checkbox"/> Development Timeline | 1 page |
| 8. <input type="checkbox"/> Response to Previous Submission | 1 page |
| 9. <input type="checkbox"/> Exclusion of Referees | 1 page |
| 10. <input type="checkbox"/> References/Bibliography | No limit |
| 11. <input type="checkbox"/> UNIWeb CV | Update within one week of application |
| 12. <input type="checkbox"/> Internal Grant Application Form | Bridge → Research Services → CREDO |

Project Information

Applicant Name: _____

Project Title: _____

Applicant Status:



Budget Form
2017-18

\$25,000 maximum total (up to \$12,500 per year)			
Please categorize the total direct research costs that you are requesting from the University of Lethbridge through the CREDO program. Eligible expenses broadly follow those outlined in the Tri-Agency Financial Administration Guidelines section on Use of Grant Funds . Please provide rationales in your Budget Justification module.			
Personnel costs	No.	Year 1	Year 2
<i>Student salaries/stipends including benefits</i>			
Undergraduate			
Masters			
Doctorate			
<i>Non-student salaries including benefits</i>			
Postdoctoral			
Other:			
Travel and subsistence costs			
<i>Applicant/Team member(s)</i>			
Canadian travel			
Foreign travel			
<i>Students</i>			
Canadian travel			
Foreign travel			
Other expenses			
<i>Professional/Technical services</i>			
<i>Supplies</i>			
<i>Non-disposable equipment</i>			
Computer hardware			
Other			
Other (specify)			
TOTAL CREDO FUNDS REQUESTED			
Funds from Other Sources			
In your Budget Justification module, please also describe any other sources of funding, and indicate whether these funds have been confirmed or not. If you request more than \$12,500 in either annual instalment, please provide a rationale.			

General Guidelines

Applicants are advised to consult with Research & Innovation Services well in advance of the submission deadline. Please include the application checklist as the cover sheet of your pdf attachment when you upload it to the CREDO submission form on the Bridge.

Please review the evaluation criteria in full before composing your submission.

Summary and Keywords (1 page)

Please provide three to five keywords or phrases that best describe your project. These may be used to help identify external referees with appropriate expertise.

A strong summary in plain language, up to one page in length, is of great help to the reviewers. The summary should provide a succinct overview of other elements of the application such as:

- 1) the broad context of the topic, including an explicit statement of the research question, that would both make sense for and interest a lay reader;
- 2) how the methodology described in the proposal is likely to yield a successful investigation under the applicant's direction;
- 3) the resources requested through CREDO and/or other sources, how they will be spent in service of the methodology, and the nature of training opportunities;
- 4) key features of the plan to mobilize results and other insights or knowledge, expected benefits to audiences or society, and the development plan for the project going forward.

Proposal (5 pages)

A proposal **up to five pages of single-space 12-point Times New Roman font set at minimum one-inch margins** that clearly indicates:

- 1) a central research question and/or primary objectives;
- 2) context of the question/objectives (i.e. literature review and theoretical approach);
- 3) methodology/method (the nature of the investigation and how it is appropriate to successfully achieving the project objectives using the resources requested);
- 4) knowledge mobilization plan (presentations, publications, exhibitions, etc. – note that open access is not a requirement for CREDO).

Visual elements (e.g. charts, graphs, or images in full colour) are welcome where applicable within the body of the proposal. Additional pages are only acceptable for (1) end notes, which are preferred over footnote or in-text citation as they increase overall readability, or (2) support material such as links to online pages, examples of creation works, etc.

Team Roles and Training Plan (2 pages)

Please indicate whether the project is led by a sole investigator or a team consisting of additional co-investigators (excluding students). If applicable, clearly explain (1) why a team approach is appropriate for the proposed research by describing the relative roles, responsibilities and contributions of the applicant (principal investigator), each co-applicant, etc.; (2) the relative proportion (in percentages) of each team member's contribution to the proposed research; and (3) the proportion of time to be spent on this research project in relation to any other ongoing research projects or programs (exclude prospective grants).

Please explain the training opportunities available to students on this project. This section should clearly describe the specific roles and responsibilities of students and research assistants, and should indicate the duties, especially with respect to research, that they will be undertaking, as well as how these will complement their academic training. Be sure to justify the number and level of students relative to the objectives. Consult [SSHRC's Guidelines for Effective Research Training](#) in preparing this section of the application.

ORIS Budget Form

Please download, complete, and attach the budget form. Please note that annual CREDO instalments are normally capped at \$12,500. If you propose to exceed this amount in either instalment, please indicate the rationale in your budget justification.

Budget Justification (2 pages)

Using the categories listed on the ORIS Budget Form, fully justify all budget costs in terms of the needs of the research. Keep in mind that the appropriateness of the requested budget and justification of the proposed costs are a subcriterion under Feasibility. Please distinguish between travel expenses for research purposes and for knowledge mobilization purposes. Please also make particularly strong the rationale for any non-student research personnel.

Eligibility is generally open to the direct costs of research such as training, travel, and equipment or supplies not available through the institution. However, requests for minor infrastructure or professional development may be considered depending on the rationale provided and its relation to achieving the objectives. Such costs are not eligible under the [Tri-Agency Financial Administration Guide](#) but may be proposed under CREDO with appropriate justification.

Development Timeline (1 page)

CREDO is a development grant. Please provide a timeline that shows how the award will elevate the research program on a continuing basis. Applicants should note that participation in a series of grant writing workshops is normally required in order to release the second instalment of CREDO funds. Hence the typical progression of a CREDO project would be:

Application → Y1 funds → Workshops → Y2 funds → External application



Response to unsuccessful CREDO application or external application (1 page)

If applicable, provide detail on how the present submission responds to feedback or suggestions from prior competitions.

References

Ten pages is the suggested limit. Please use a consistent convention.

Exclusion of Referees

Up to two external referee reports will be solicited, and at least one will be provided to the ORIS review panel. Please name any prospective reviewers who, in your opinion, would be unlikely to provide an impartial review. Please also indicate where conflicts of interest exist with prospective reviewers you would like to suggest (e.g. co-authors, funded co-investigators, former advisors).

UNIWeb CV

Your UNIWeb CV should be updated within one week of the application submission. Applicants are not required to personally attach their UNIWeb CV; ORIS will export the information to a custom template and provide it to the reviewers. Information on teaching and service activity will not be considered.

CREDO Application Form

Attach all items, in a single PDF file, to a CREDO application form and submit via The Bridge.