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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                               |
| 4. <input type="checkbox"/> ORIS Budget Form                | 1 page                                |
| 5. <input type="checkbox"/> Budget Justification            | 2 pages                               |
| 6. <input type="checkbox"/> References/Bibliography         | 2 pages                               |
| 7. <input type="checkbox"/> UNIWeb CV                       | Update within one week of application |
| 8. <input type="checkbox"/> Internal Grant Application Form | Bridge → Research Services → CREDO    |

**Project Information**

Applicant Name: \_\_\_\_\_

Project Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Status:** Choose an item.



<b>\$15,000 maximum total (maximum of \$10,000 per year)</b>			
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 <a href="#">Use of Grant Funds</a> . Please provide rationales in your Budget Justification module.			
<b>Personnel costs</b>	<b>No.</b>	<b>Year 1</b>	<b>Year 2</b>
<i>Student salaries/stipends including benefits</i>			
Undergraduate			
Masters			
Doctorate			
<i>Non-student salaries including benefits</i>			
Postdoctoral			
Other:			
<b>Travel and subsistence costs</b>			
<i>Applicant/Team member(s)</i>			
Canadian travel			
Foreign travel			
<i>Students</i>			
Canadian travel			
Foreign travel			
<b>Other expenses</b>			
<i>Professional/Technical services</i>			
<i>Supplies</i>			
<i>Non-disposable equipment</i>			
Computer hardware			
Other			
<b>Other (specify)</b>			
<b>TOTAL CREDO FUNDS REQUESTED</b>		<b>\$0</b>	<b>\$0</b>
<b>Funds from Other Sources</b>			
In your Budget Justification module, please also describe any other sources of funding, and indicate whether these funds have been confirmed or not.			

## **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).
- 5) If applicable, information on the team composition and the role of each participant in the project.
- 6) Situation of proposed project within the PI's larger research plan, including plans to continue research with external funding.



**ORIS Budget Form (1 page – included in this package)**

Please download, complete, and attach the budget form. Please note that annual CREDO instalments are normally capped at \$10,000. It is up to the Principal Investigator to determine how best to allocate these funds for the term of the grant.

**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 sub-criterion 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.

**References**

References should be no longer than two pages. Please use a consistent convention.

**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.