



Office of Research Services

Grant Type	Community Engaged Schlsp Grant	Application Deadline	
Print Date			
Application Status		Submit Date	
Proposal ID			

The Community Engaged Scholarship (CES) grant supports opportunities for MacEwan faculty and their community partners. Community partners can be defined as any non-profit, for-profit, or government organizations that are outside academia. CES involves the faculty member in a mutually beneficial partnership with the community and results in scholarship exchange deriving from discovery, integration, application, engagement, or teaching with the intent to impact scholarship, learning, and community capacity.

This fund will support research that:

- Directly addresses or responds to the needs of a community partner
- Is co-developed with a community partner
- Builds new or strengthens existing partnerships with community organizations
- Increases opportunities for undergraduate students to be involved in community engaged scholarship

Max Grant Amount: \$5000. Grant funds must be expended between April 1, 2025 and September 30, 2026.

Deadline to Apply: April 1, 2025

Eligibility: An individual is eligible to apply for internal research funding if they hold a full-time faculty appointment that contains research within its position duties. Sessional faculty are only eligible to be collaborators on internal grants as part of a research team.

To access the User Guide for this system [click here](#). **Before starting this application, review the [Internal Grant Funding Guidelines](#).**

Proposal Details

Applications must be co-developed with the community partner. Evidence of engagement with the community partner must be evident in all phases of the research process (planning, implementing methodology, and knowledge mobilization). The outcomes must include direct benefits for the community partner and **clearly demonstrate the potential for building community capacity**. All applications must have **at least one** of each:

- MacEwan faculty member
- Community partner
- MacEwan undergraduate student

Successful applicants are also eligible to apply for other MacEwan internal grants.

The adjudication panel is an interdisciplinary committee and may not have a representative with expertise in your specific field of study. Ensure applications are written in plain language for the adjudicators' comprehension. The reviewers should be able to clearly understand the objectives, general procedures involved, and expected outcomes of the proposed activity.

To access the User Guide for this system [click here](#). **Before starting this application, review the [Internal Grant Funding Guidelines](#).**

Applicant / PI Information

Applicant Name	
Faculty	
Department	
Employee Number	
Email Address	
Position	

Proposal Information

Title of Proposal			
Formal Title			
Brief Description			
Activity Type			
Total Amount Requested		Max Grant Amount	\$5,000.00
Source of Funding	Internal		
Sponsor ID	MacEwan Internal Funding		

Please enter the Field of Research	
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For more information about these categories visit the [Canadian Research and Development Classification](#) website.

Are you an Early Career Researcher?	No
Does your proposal have a community engagement component?	No
Does your proposal involve working with Indigenous peoples/communities?	No
Does your proposal involve working with marginalized communities?	No
Does your proposal involve inter- or multi-disciplinary scholarship?	No
Do you intend to hire a MacEwan student as a RA if this proposal is funded?	No

Please provide information about any required approvals / certificates for your proposal. For Dissemination and USRI Dissemination applications indicate if the project being presented has relevant ethics approvals. If you are unsure select 'Yes'. Provide Certificate Numbers and Expiration dates if available.

If your proposal **does not** require Animal Ethics Review or Human Ethics Review, visit macewan.ca/hse for information about required hazard assessments.

Type of Certificate /Approval	Required	Approval Status	Certificate Number	Expiration Dt
Animal Ethics Review	No			
Human Ethics Review	No			

Note: You will be able to include any supporting documents as attachments within the "Application Attachments" section of the application.

Project Team / Contributors Information

List the names of the team members who will take part in the direction of the research. The project team must include at least one **community partner** and at least one **MacEwan student**.

A letter of support from the community partner or documentation of other evidence of an existing community relationship must be uploaded in the "Application Attachments" section. This letter or other form of documentation should include the community partner organization's mandate and mission.

Please note that team members are required for this grant application. Please disregard the check box stating "If you have no Project Team members or Contributors for this application, then check this box".

Contributors	
Project Role	
Contributor Name	
Organization Name	

Merit of the Activity

Detailed Criteria

- Importance of the endeavor to the community and community partner
- Originality, significance, and expected contribution knowledge
- Clarity of objective(s)
- Appropriateness of the theoretical approach or framework
- Appropriateness of the methods/approach
- Potential influence and impact of the research on the community and/or community partner
- Potential to secure future external funding

Scored out of 30 points.

Describe the research project, including:

- The name of the community organization and contact information.
- A description of the project, including:
 - Project objective(s) must be clearly outlined (these should include expected impacts to community capacity building)
 - The significance of the project to the community organization and the impact the project will have in responding to the community partner's established need or problem.
 - Explanation of the theoretical approach and research methods.
- Highlight how this activity fits within your long-term scholarly goals or research program.
- If you received an internal grant in the past two years, explain how this project is different than the projects previously funded.

Please ensure any relevant attachments are uploaded in the "Application Attachments" section of the proposal.

Response Type:
Long Text

Max Char: 5000

Required: Yes

Community Partner Engagement

Detailed Criteria

- Strength of the community partnership
- Collaborative nature of engaging the community partner
- Continuity of engaging the community partner throughout the lifespan of the project
- Clarity in describing how the partnership developed and how it will be further strengthened

Scored out of 30 points.

Describe how this project was developed with your community partner, including:

- How the community partner has been engaged to form this collaborative partnership.
- A detailed plan on how the community partner will continue to be engaged in all aspects of the research process.
 - This includes engagement during the development of the research question and proposal, planning of the research, the research process and dissemination.
 - How will the scholarship team and community partner(s) participate in reflective critique.
 - How will the community partner(s) be involved in data interpretation.
- A letter of support or evidence of collaboration must be included as part of the evidence of engagement.

Note: Both continuing and new partnerships are eligible for this grant, but the relationship as it currently exists must be explained.

Response Type:
Long Text

Max Char: 3500

Required: Yes

Student Development

Detailed Criteria

- Effective research training
- Quality of training and mentoring to be provided to students
- Opportunities for students to contribute meaningfully
- Influence on teaching and other pedagogical contexts

Scored out of 20 points.

Describe the roles of students and how student development will be carried out in the community engaged scholarship project, including:

- Description of the roles of student(s) at various stages of the project.
- Student(s) job description(s) in the project.
- Description of how students will be directly engaged with the community partner through meaningful participation in the project (e.g., assist with community engagement meetings, conduct initial interviews with participants, organize focus groups and build facilitation questions).
- Explanation of how this community partnership will impact student development, classroom teaching, and/or curriculum development.

Response Type:
Long Text

Max Char: 3500

Required: Yes

Feasibility and Budget

Detailed Criteria

- Appropriateness of project timeline
- Completeness of project plans
- Probability that objectives will be met
- Expertise of the research team to successfully carry out the project
- Capability of the research team to collaborate with the community partner and strengthen the partnership
- Appropriateness of the requested budget, justification of proposed costs, and, where applicable, other financial and/or in-kind contributions
- Detailed budget

Scored out of 10 points.

Describe the feasibility of carrying out the proposed community engaged project, including:

- A detailed plan and timeline for the project, including anticipated start and end dates. If possible, include tables and figures to illustrate your plan and timeline to visually capture the flow of the project lifecycle (e.g., flow charts, Gantt charts) as an attachment in the "Application Attachments" section.
- Identifying any potential interruptions or obstacles that may delay or limit the project plans, and thoughtful considerations or alternative options in the event of unanticipated issues or challenges that arise.

Response Type:
Long Text

Max Char: 3500

Required: Yes

Describe the capability of yourself, and each member of your project team's capability or expertise to carry out the project, including:

- Evidence of past scholarly activities and contributions.

- Evidence of past knowledge mobilization activities.
- Quality and quantity of past contributions to the development of training and mentoring of students, postdoctoral researchers, and other highly qualified personnel.
- Evidence of community engagement activities and significance of those partnerships to the community and community organization(s).

If you have received an internal or external grant in the past, describe whether you have achieved the goals outlined in those grant application(s) and whether you have engaged in knowledge translation for those projects (e.g., publications, conference presentations, shared in an exhibit, stakeholder presentations, etc.).

Response Type:
Long Text

Max Char: 3500

Required: Yes

Describe the budget to carry out the proposed community engaged project, including:

- A brief rationale for all activity expenditures. If some funds will be drawn from other internal or external sources, explain to what extent will this project be likely to proceed without this additional funding.
- Rationale for funding any capital equipment over \$1000. Ensure that an explanation about how essential such equipment would be to carry out the project. Provide details about where it will be located and how it will be used after the end of the project.
- For unique requests (e.g., out-of-town travel vs videoconference for collaboration meetings), a rationale must be provided.
- Explain how funding will be expended with 18 months of the award start date.

Response Type:
Long Text

Max Char: 3500

Required: Yes

Knowledge Mobilization Plan

Detailed Criteria

- Quality, appropriateness, and merit of knowledge mobilization plans
- Effective dissemination, exchange, and engagement with community partner(s) and the community
- Broad consideration for knowledge mobilization with stakeholders within and/or beyond the research community, if applicable
- Reach of dissemination plan (e.g., local, regional, international)
- Impact of dissemination activity

Scored out of 10 points.

Describe your knowledge mobilization plan for this project, including the following:

- Description of how the community partner and other community organizations will be involved.
- Description of how students will be involved in knowledge mobilization activities.
- Identifying who is the target audience for knowledge mobilization activities, such as specific groups, practitioners, organizations, and governments.
- Specific outline of what types of items will be produced by the research team and community partner(s) to support knowledge mobilization (e.g., needs assessment, program evaluation, workshop, media outreach, community lecture, blog, open access article).
- Budget items listed and described for knowledge mobilization.

Please note that a plan to archive and share works arising from this project in Research Online at MacEwan (RO@M) is encouraged.

Response Type:
Long Text

Max Char: 2500

Required: Yes

Budget Summary and Justification

Review [university guidelines and policies](#) regarding eligible expenditures. In particular, be sure to review the "Responsible Conduct of Research and Creative Activity" policy.

Provide a detailed description of all project costs to be incurred for this activity. Include costs to be covered from other sources.

For Research Assistant rate of pay, consult the information on the Hiring a Research Assistant document on the [Post-Award Management website](#).

Travel must be directly related to the activity (e.g., field work, archival visits, etc.). Estimate additional costs of taxes, booking fees, and price fluctuations (up to 10%). Contact expenseservices@macewan.ca for current per diem rates for domestic and international travel.

Itemize ALL sources of funding (internal and external) that have been awarded or will be sought for this activity. Activity costs being borne by other internal/external funders should be listed in the rationale section but may be grouped in this table. Attach letters of confirmation of support from other sources in the **"Application Attachments" section**.

Contact research@macewan.ca if you have any questions regarding acceptable budget items.

Budget Summary

Proposal Budget Details			
Budget Category	Description	Attachments Included	Amount

Note: Include any supporting documents as attachments

Other Sources of funding (Describe in Justification)		
Description	Confirmed	Amount

Total of Proposal Budget		\$0.00
Total of Confirmed Sources of Funding		\$0.00
Total Amount Requested		\$5,000.00
Shortfall		(\$5,000.00)

Application Attachments

The following attachments **must** be included in your application to be submitted:

- Confirmation of collaboration - from the community partner. Ensure this letter or other form of documentation (including email) includes the mandate and mission of the organization. This confirmation is not required to be on the partner's letterhead and an email will suffice.

The following attachments should be included, if applicable:

- REB/AREB approval
- Letter(s) of confirmed financial support from internal/external partner organizations
- Budget items, including, but not limited to:
 - Estimated transportation and accommodation costs (screenshots are fine but do not include links)
 - Estimates/quotes for major expenses
- Cited references if referred to in the project description
- Any documentation to support the project description or timeline

Ensure all relevant attachments are included.

Please combine attachment types into a single PDF attachment when possible and appropriate.

You must provide an attachment type and description before attaching the file

Attachment Type	Description	Filename	Datetime
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Declaration

Do you consent to the use of non-identifying portions of your application by the Office of Research Services for training purposes?	
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I certify that the information provided within this application is true and accurate to the best of my knowledge. I acknowledge that I am aware of and will adhere to all required MacEwan University policies and procedures, as well as conditions set forth in the Letter of Award. I also acknowledge that for internal grants I will be required to submit a final report to the Office of Research Services within 30 days of the completion of the activity. I further confirm to be free of Conflict(s) of Interest and/or Conflict(s) of Commitment as per the [Employee Code of Conduct](#) and the [Responsible Conduct of Research and Creative Activity policy](#), except where explicitly stated within the application.

Finish

Congratulations! You have submitted your grant application.

Your application has been sent to your Department Chair and Dean for review and approval, and then to the Office of Research Services for final review. If your Department Chair and/or Dean have questions, they will send your application back to you for updates. If your application is sent back, you will receive an email notifying you of this, and you will be able to access your application to make changes within "My Grant Applications" in the Research tile.

All changes must be made and approved by the approval deadline. Applications must be approved by your Dean by the faculty approval deadline and by the Office of Research Services to move forward to adjudication.

If you have any questions regarding the status of your application, or feedback to provide on the grant application process, contact research@macewan.ca

Approval Status

Role	Name	Status Date	Action	Comments
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