



## Office of Research Services

<b>Grant Type</b>	Dissemination Grant	<b>Application Deadline</b>	
<b>Print Date</b>			
<b>Application Status</b>		<b>Submit Date</b>	
<b>Proposal ID</b>			

Upon completion of a scholarly project, the outcomes can be shared with a larger audience through a number of dissemination activities, such as conferences, exhibitions, and performances. This grant helps cover the cost of attending and presenting at a variety of events and activities.

**Max. Grant Amount:** \$2000. Grant funds must be expended between November 1, 2024 and April 30, 2025.

**Deadline to apply:** October 1, 2024.

**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.

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

## Proposal Details

*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.*

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

## Applicant / PI Information

<b>Applicant Name</b>	
<b>Faculty</b>	
<b>Department</b>	
<b>Employee Number</b>	
<b>Email Address</b>	
<b>Position</b>	

## Proposal Information

<b>Title of Proposal</b>			
<b>Formal Title</b>			
<b>Brief Description</b>			
<b>Activity Type</b>			
<b>Role Type</b>			
<b>Total Amount Requested</b>		<b>Max Grant Amount</b>	\$2,000.00
<b>Source of Funding</b>	Internal		
<b>Sponsor ID</b>	MacEwan Internal Funding		

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

Are you an Early Career Researcher?	
Does your proposal have a community engagement component?	
Does your proposal involve working with Indigenous peoples/communities?	
Does your proposal involve working with marginalized communities?	
Does your proposal involve inter- or multi-disciplinary scholarship?	

**\*Have you received an internal grant from the Office of Research Services in the last two years? Do not include awards/grants that were provided by your Faculty/School.**

If yes provide details below

Proposal Type	Year

**Applicants who have not submitted a final report for previously completed internal grants are not eligible to apply for new internal funding. If the final report is not submitted by the application deadline of the new funding opportunity, the application will be denied.**

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](http://macewan.ca/hse) for information about required hazard assessments.

Type of Certificate /Approval	Required	Approval Status	Certificate Number	Expiration Dt
Animal Ethics Review				
Human Ethics Review				

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

### Preliminary Questions

Please answer the questions below. This section is not formally scored.

What is the name/title of the dissemination activity/conference?		
<b>Response Type:</b> Long Text	<b>Max Char:</b> 500	<b>Required:</b> Yes

  

What is the location of the activity?  Please specify city and country.		
<b>Response Type:</b> Long Text	<b>Max Char:</b> 100	<b>Required:</b> Yes

  

What are the dates of the dissemination activity?		
<b>Response Type:</b> Char 50		<b>Required:</b> Yes

  

Has your participation been accepted?  Please provide an attachment demonstrating your acceptance, if applicable, in the "Application Attachments" section.		
<b>Response Type:</b> Yes/No		<b>Required:</b> Yes

## Knowledge Mobilization

### Detailed Criteria:

- Quality, appropriateness, and merit of knowledge mobilization plans
- Effective dissemination, exchange, and engagement with stakeholders
- Consideration for stakeholders within and/or beyond the research community, if applicable
- Identifies reach of dissemination plan (local, regional, international)
- Expected impact of dissemination activity

Scored out of 50 points.

#### **Role of Applicant, Significance of the Dissemination Activity, and Expected Outcomes of the Activity**

*Role of Applicant.* Identify your primary roles and responsibilities at this event. Examples include participating in discussion sessions/workshops, presenting your work (poster/oral), exhibiting works, screening media, etc.

*Significance of the Dissemination Activity.* Describe the suitability of the event to your discipline (e.g., size, attendees, exposure, etc.) and explain how this event is important to your broader scholarly agenda. Provide a link to the event website, if available.

Indicate the importance of this specific work and why this research/project/creative activity should be disseminated.

*Expected Outcomes of the Activity.* Describe the impact of this activity on the advancement of your scholarly interests, if applicable. Describe any direct impact on your curriculum, teaching, or professional development, if applicable. Explain whether this event would enhance the visibility and reputation of MacEwan University.

Will this be the first time that this work is being presented? Please explain if this work has been presented elsewhere and whether it was funded by an internal grant in the past.

**Response Type:**  
**Long Text**

**Max Char: 3800**

**Required: Yes**

## Student Development

### Detailed Criteria:

- Effective research training
- Quality of training and mentoring to be provided to students
- Opportunities for students to contribute
- Influence on teaching and other pedagogical contexts, or if relevant, on professional practice

Scored out of 20 points.

### Importance to Student Development and Teaching or Professional Practice

Describe how this dissemination activity, along with the results/products will benefit MacEwan students. How will this dissemination activity benefit the student experience (curriculum development, teaching, learning)?

Will students be actively engaged members in the dissemination activity?

**Response Type:**  
**Long Text**

**Max Char: 3800**

**Required: Yes**

## Overall Quality

### **Overall Quality of the Application**

I acknowledge that each application will be judged on its overall quality, using the following detailed criteria:

- Overall quality of the entire application
- Provided required attachments and all supporting documentation
- Completed each required section of the application
- Ease of understanding activity details and objectives

Scored out of 10 points.

### Justifiable Budget

#### Detailed Criteria:

- Appropriateness of the requested budget, justification of proposed costs, and, where applicable, other financial and/or in-kind contributions
- Detailed budget

This section, in conjunction with the following Budget Summary section, is scored out of 20 points.

#### **Budget Justification**

Provide a brief rationale for all activity expenditures, including those to be funded from other internal or external sources.

Include costs of alternative options (e.g., modes of travel, lodgings, etc.), if applicable.

Specify exact dates for per diems and provide details.

Explain how budget shortfalls will be handled.

**Response Type:**  
**Long Text**

**Max Char: 3800**

**Required: Yes**



## Budget Summary and Justification

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

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

Travel must be directly related to the activity. Estimate additional costs of taxes, booking fees and price fluctuations (up to 10%). Consult [expenseservices@macewan.ca](mailto:expenseservices@macewan.ca) for current per diem rates for domestic and international travel.

Itemize ALL sources of funding (internal and external) that has 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 together in this table. Attach letters of confirmation of support from other sources in the "**Application Attachments**" section.

### 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		\$2,000.00
<b>Shortfall</b>		<b>(\$2,000.00)</b>

### Application Attachments

The following attachments should be included, if applicable:

- Submitted conference abstract, if available.
- Letter of invitation/acceptance, if available. Do not include open calls for abstracts or presentations.
- Estimated transportation and accommodation costs (You may embed screenshots but do not use links).
- Estimates/quotes for major expenses.

**Please ensure all relevant attachments are included.** Please submit attachments as a PDF whenever possible.

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 Grants 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](mailto:research@macewan.ca).

## Approval Status

Role	Name	Status Date	Action	Comments
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