



Office of Research Services

Grant Type	Project Grant	Application Deadline	
Print Date			
Application Status		Submit Date	
Proposal ID			

Scholarship at MacEwan University is eligible for funding through the project grant. Activities need to fit within long-term scholarly goals and further knowledge in your discipline.

Max. Grant Amount: \$7000. Grant funds must be expended between April 1, 2024 and Sept. 30, 2025.

Deadline to apply: March 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. 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

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

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	\$7,000.00
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?	
*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 have an international component?	
*Does your proposal involve students?	

***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

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				
Human Ethics Review				

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

Project Team / Contributors Information

Please list all Project Team Members/Contributors (if applicable).

Contributors	
Project Role	
Contributor Name	
Organization Name	

SAMPLE

Merit of the Activity

Detailed Criteria

- Excellence of the aim and importance of the endeavor
- Originality, significance, and expected contribution knowledge
- Clarity of objective
- Appropriateness of the theoretical approach or framework
- Appropriateness of the methods/approach
- Potential influence and impact of the research
- Potential to secure future external funding

Scored out of 30 points.

Summary of Proposed Activity

Provide an overview of the scholarly activity to be undertaken.

Describe the significance of the proposed work for your field of interest. What are the underlying theories or principles that are the basis of your inquiry? What is the specific question that you are addressing and how does it further knowledge in your discipline?

The reviewers should be able to clearly understand the objectives, general procedures involved, and expected outcomes of the proposed activity.

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 attach a list of citations in the "Application Attachments" section.

Response Type:
Long Text

Max Char: 11500

Required: Yes

Project Plan

Describe the project details, including the methods to be used.

What is the contribution of each team member listed in this application to the different aspects of the project?

Please attach cited references to methods and procedures to demonstrate their suitability to the proposed application within the "**Application Attachments**" section.

Response Type:
Long Text

Max Char: 11500

Required: Yes

Feasibility

Detailed Criteria

Proposed timeline:

- Appropriateness of timeline
- Probability that objectives will be met

Faculty member(s)'s capability or expertise to succeed, including:

- 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

Scored out of 20 points.

Describe the project timeline. 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.

Response Type:
Long Text

Max Char: 5000

Required: Yes

Describe the capability of yourself, and each member of your project team's capability or expertise to carry out the project. Include evidence of past activities and contributions as indicated in the detailed criteria.

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: 5000

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 your project, along with the results/products will benefit MacEwan students.

Will students be actively engaged members of the project team as [Highly Qualified Personnel](#)? If students are not included in this project, explain why.

How will this project benefit the student experience (curriculum development, teaching, learning)?

Response Type:
Long Text

Max Char: 3800

Required: 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 10 points.

Dissemination/Knowledge Mobilization Plan

Describe what will be achieved from the project activity. How will your results be used and by whom?

Provide clear plans to disseminate your scholarly work within your discipline and/or the community that extends beyond MacEwan University (e.g., artistic juried exhibition or performance, peer-reviewed publications, conference presentations, workshop development, etc.).

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 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.

SAMPLE

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 is evaluated in conjunction with the following Budget Summary section.

Scored out of 10 points.

Provide a brief rationale for all activity expenditures, including those to be funded from other internal or external sources- to what extent will this project proceed without this additional funding?

Include rationale for funding of capital equipment over \$1000. Is it essential to the project? Where will it be located and how will it be used after the end of the project?

Include a rationale for unique requests (e.g., out-of-town travel vs videoconference for collaboration meetings).

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 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 found 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%). Consult 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		\$7,000.00
Shortfall		(\$7,000.00)

Application Attachments

The following attachment types **must** be uploaded for the application to be submitted:

- Abbreviated CV
- Cited References

The following attachments should be included, if applicable:

- REB/AREB approval
- Letter(s) of confirmed partnerships and collaborations
- Letter(s) of confirmed financial support from internal/external partner organizations
- Budget Items including:
 - Estimated travel costs
 - Estimated quotes for major expenses

Ensure all relevant attachments are included here.

Please combine attachments 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 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.

Approval Status

Role	Name	Status Date	Action	Comments
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