

### USRI Dissemination Grant Application

This application is to apply for funding to attend dissemination activities occurring between November 1, 2025 and April 30, 2026. The deadline for applications is **October 1, 2025**. Late or incomplete applications will not be considered.

#### Application Process

1. Refer to the [USRI Grant Funding Guidelines](#) for general award and eligibility information.
2. Submit the completed application form and attachments as **one PDF** to your faculty mentor one week before the deadline.
3. Ensure that your faculty mentor submits your application into MacEwan's Online Grant Application System by the deadline.
4. Notices of Decision will be sent to applicant approximately 4-6 weeks after the deadline.  
**Note** – students who have elected to not utilize their @myMacEwan.ca email address as their preferred method of communication within My Student Portal **will not receive award outcome letters** generated by the Office of Research Services.

#### Part 1 – Identification

Applicant Name:	_____	Student ID Number:	_____
Department:	_____	myMacEwan Email:	_____
Program of Study:	_____	Year of Study:	_____
Graduation Date:	_____		

Faculty Mentor:	_____	Email Address:	_____
Department:	_____	Faculty:	_____

If applicable,

Faculty Co-Mentor:	_____	Email Address:	_____
Department:	_____	Faculty:	_____

Title of Presentation: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Note: All travel outside of Greater Edmonton requires travel authorization granted by your faculty.  
Prior approval is not required to submit this application.

Type of Activity (Conference/Workshop/Installation/Performance/Other): \_\_\_\_\_

Role Type (Speaker/Poster/Performer/Other): \_\_\_\_\_

Does the project being disseminated require human or animal ethics approval? (Y/N): \_\_\_\_\_

If Yes, state REB/AREB Status (Approved/Have Applied/Will Apply): \_\_\_\_\_

Note: Ethics approval certificates must be provided prior to grant activation.

Have you received a USRI award within the past two years? (Y/N): \_\_\_\_\_

If Yes, which award(s)? (Project/Dissemination): \_\_\_\_\_

Year(s): \_\_\_\_\_

Total amount requested in this application (max. \$1500): \_\_\_\_\_

***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.***

## **Part 2 – Knowledge Mobilization (Scored out of 50 points)**

### **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

Describe the suitability of the event to your discipline (e.g., size, attendees, exposure, etc.). Indicate the importance of this specific work and why this research/project/creative activity should be disseminated. Provide a link to the event website, if available.

250 word maximum.

Identify your primary roles and responsibilities at this event (e.g. poster presentation, oral presentation, performance, showcase of your creative work) and include any preparatory work to be done. Include in **plain language** a description of the research/creative activity that you will be disseminating (e.g. data that you collected, cases investigated, artwork created), and its significance in your field.

Attach your accepted (or submitted) abstract/submission if available. **Do not copy and paste your abstract here.**

250 word maximum.

### Part 3 – Student Development (Scored out of 20 points)

#### 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

#### Student Statement

Include a personal statement describing your experience, knowledge, previous successes, and qualifications that will enable you to successfully complete the proposed activity. Discuss what new skills will be learned, how shortcomings will be overcome, and how this will benefit your academic development or future goals.

250 word maximum.

### Faculty Mentor Statement

Faculty mentors must provide a personalized statement of support, outlining the benefits to the student in engaging in the dissemination activity described in this application. Elaborate on the merit of the activity, the role of the student in the scholarly work being disseminated, the role of the student in the dissemination activity, and their ability to successfully complete the activity. Identify any connections this dissemination activity has with your broader scholarly agenda. Briefly describe your general mentorship outlook in developing undergraduate students as Highly Qualified Personnel and how this activity will contribute to this training.

Will you be attending this activity with the student? Y/N: \_\_\_\_\_

250 word maximum.

## Part 4 – Justifiable Budget (Scored out of 20 points)

### Detailed Criteria:

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

Review [university guidelines and policies](#) regarding eligible expenditures.

Contact [ExpenseServices@macewan.ca](mailto:ExpenseServices@macewan.ca) (780-497-5670) for current per diem rates.

Note: Partial funding may be awarded.

Provide a detailed description of all costs to be incurred for this activity. Verification must be provided whenever possible (e.g. conference registration, hotel quotes, travel quotes, rental quotes, etc.). Applications with no verification of costs will not be considered.

Itemize all sources of funding (internal and external) that have been awarded or will be sought for this activity. Estimate additional costs of taxes, booking fees, and price fluctuations (up to 10%). Activity costs being covered by other internal/external funders should be listed in the rationale section but may be grouped together in this table. Include letters of confirmation of support from other sources.

### Budget Summary

Category	Description	Cost (\$CAD)	Expected date of expenditure (MM/YY)
Activity			
Travel			
Accommodations			
Meals			
Supplies			
Equipment			
Professional/ Technical Services			
Other (Specify)			
<b>Total</b>			

Other sources of funding (describe in justification). This includes support from Faculty, Student Association, other scholarships.

Source #1: _____	Confirmed? (Y/N): _____	Amount: _____
Source #2: _____	Confirmed? (Y/N): _____	Amount: _____
Source #3: _____	Confirmed? (Y/N): _____	Amount: _____

### Budget Justification

Provide a brief rationale for all activity expenditures, including those to be funded from other internal or external sources. To what extent will this activity proceed without this additional funding? How will budget shortfalls be handled? Provide cost comparisons where appropriate. Identify other applicant(s) if you are cost-sharing expenses (e.g. hotel, transportation, etc.).

150 word maximum.

### Part 5 – Overall Quality (Scored out of 10 points)

Detailed Criteria:

- Overall quality of entire application
- Provided required attachments
- Completed each required section of the application

The application will be judged on how well it has been written, with attention to clarity, grammar, and spelling.

### Part 6 – Attachments (must be included as part of the application PDF)

- Conference/event acceptance, if available
- Conference abstract or summary of activity as accepted by event organizer, if available
- Estimates/quotes for all budget items (screenshots may be embedded but do not use links)
- Letter(s) of confirmed financial support from other sources, if applicable
- Reference list of citations, if applicable

## Part 7 – Declaration

**Student Declaration:** By signing this document, I certify that:

1. The information provided in this application is accurate to the best of my knowledge.
2. I have written the application myself and have read and accept the USRI guidelines.
3. 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.
4. I am required to submit a final report to the Office of Research Services within 30 days of the completion of the activity.
5. I will adhere to the Responsible Conduct of Research and Creative Activity policy, the Student Code of Conduct, and disclose any conflicts of interest except where explicitly described within the application.

Do you consent to the use of non-identifying portions of your application by the Office of Research Services for training purposes? (Y/N): \_\_\_\_\_ (This will not affect your application).

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Faculty Mentor Declaration:** During the online grant application process, faculty mentors will be asked to certify:

1. I have reviewed this USRI application and confirm that this application is unique, well written, and meets the criteria required to be considered for funding.
2. As the faculty mentor, I confirm that I fully support this application and believe it to be meritorious.
3. I have read and accept the USRI guidelines.
4. I am aware of, and will adhere to, all required MacEwan University policies and procedures.
5. If this grant is awarded, I will abide by conditions set forth in the Letter of Award, and will submit a final report to the Office of Research Services within 30 days of the completion of the activity as required.