USRI Project Grant Application

The deadline for applications is **March 3, 2025**. Late or incomplete applications will not be considered.

Note: USRI project grant funds must be expended between April 1, 2025 and September 30, 2026.

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: _____

Name/Title of Project: _____
Anticipated Start Date: _____ Anticipated Completion Date: _____

Type of Activity (Research/Scholarship/Creative):   _____

Does your activity 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. $3000): _____

Part 2 – Project Team/Contributors (if applicable)

Contributor #1
Name, title: _____
Institution: _____
Project Role: _____
(Student/Staff/Industry/
Community)

Contributor #2
Name, title: _____
Institution: _____
Project Role: _____
(Student/Staff/Industry/
Community)

Contributor #3
Name, title: _____
Institution: _____
Project Role: _____
(Student/Staff/Industry/
Community)

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 3 – Merit of the Activity (Scored out of 30 points)

Detailed Criteria:

- Excellence of the aim and importance of the endeavour
- 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

Summary of Proposed Activity

In plain language, provide a rationale for your project. Explain why the project is important and extends beyond what you have learned in class. Clearly specify your research question or hypothesis, project objectives, goals, and expected outcomes. Describe relevant theories, and research methods. Summarize relevant known literature with citations.

Provide a clear description of your project activities, design, and team roles (including other students if applicable). Your project design should be appropriate for meeting your objectives and include the type of information to be collected or created, methods to be used, and how results will be interpreted. Cite any relevant references for your methods and procedures, if applicable.

A single attachment may be used for all citations in this application.

500 word maximum.

Part 4 – Feasibility (Scored out of 10 points)

Detailed Criteria:

Proposed timeline

- Appropriateness of timeline
- Probability objectives will be met

Include a timeline containing main activities, goals with expected dates of completion (e.g. itemized tasks, mentor meetings, etc.). You may use tables, figures, flow charts, or Gantt charts to illustrate your timeline. Note that any travel included on your timeline that is outside of Greater Edmonton requires travel authorization from your faculty. Prior travel authorization is not required to submit this application.

Describe plans for dissemination and/or other knowledge mobilization upon project completion.

250 word maximum.

Detailed Criteria:

Faculty mentor 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

To be completed by Faculty Mentor: Brief biography of faculty mentor (or faculty mentor abbreviated CV may be included as an attachment)

250 word maximum.

Part 5 – Student Development (Scored out of 40 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 project. 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 how the student initiated the project and the benefits to the student engaging in scholarly activity at MacEwan University. Elaborate on the academic merit of the activity, connection to your ongoing research program, and your experience in this topic area.

Describe the role of the student, and their ability to successfully complete the project. Include resources that will be made available to the student and project (e.g. time, space, equipment, additional expertise, etc.). Briefly describe your general mentorship and training outlook in developing undergraduate students as Highly Qualified Personnel.

250 word maximum.

Part 6 – Justifiable Budget (Scored out of 10 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 (780-497-5670) for current per diem rates.
Note: Partial funding may be awarded.

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

Itemize all sources of funding (internal and external) that have been awarded or will be sought for this activity. For Research Assistant rate of pay refer to the "Information on Hiring a Research Assistant" document.

Travel must be directly related to research (e.g. field work, archival visits, etc.). 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)
Personnel			
Supplies			
Equipment			
Travel			
Professional/ Technical Services			
Other (Specify)			
Total			

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 project proceed without this additional funding? How will budget shortfalls be handled? Provide cost comparisons where appropriate. Include rationale for funding of equipment. Is it essential to the project and not available through faculty mentor resources? Where will it be located and how will it be used after the end of the project? Note that all equipment will remain the property of the university. Include a rationale for unique requests (e.g. travel for meetings vs videoconference).

150 word maximum.

Part 7 – 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 8 – Attachments (Required unless otherwise indicated and must be included as part of the application PDF)

- Reference llist of citations (literature, methods)
- 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

- Research Ethics Board and/or Animal Research Ethics Board approval, if applicable and available
- Supporting documentation related to contingency planning

Part 9 – 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.