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|  **COLLABORATIVE RESEARCH SEED GRANTS (CRSG)****Schulich School of Medicine & Dentistry****Application form**  |

**DEADLINE: 4:00 P.M Wednesday, December 18, 2019**

Application Checklist: Please ensure that your complete application includes the following:

☐ Complete application form, including necessary signatures

☐ Project description (maximum 4 pages, not including references)

☐ Appendices (if necessary, maximum of 3 pages for references, figures and tables)

☐ Budget justification, including quotes for requested equipment costing more than $2,000.

[*NOTE: this award is not intended to support acquisition of major equipment*]

☐ Mini CVs for PI and Co-Investigator(s) (CIHR Project Biosketch or similar brief CV)

☐ Letters of support from collaborators, if applicable

☐ If a resident is listed as a Co-Investigator, attach a letter from the appropriate program director

to confirm that the resident will have sufficient protected time for the project.

If this project will require any certification approvals from one or more of the following offices, please check the appropriate box below. If none of these are applicable to your project, please check N/A.

☐ Human Subjects

☐ Animal Use Subcommittee

☐ Biohazards

☐ N/A

Confirmation of protocol approval will be required if the application is funded.

Note: Reviewers will have appropriate knowledge, but will not be experts in your field. Write in language understandable to those in other disciplines, define terms where necessary, and proofread carefully.

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**1. Project Information**

Project Title:

Total Amount Requested: $

Keywords (max 5):

**2. Principal Investigator**

Name:

Department:

Email:

**3.1 Co-Investigator(s)**

*List all Co-Investigators. Add additional lines if necessary.*

|  |  |
| --- | --- |
| Name:  |  |

Department:

Email:

**3.2 Collaborator(s)**

*List collaborators. Add additional lines if necessary.*

Name: Department:

Name: Department:

**4. Lay Summary (200 words maximum):**

**5 Collaboration (1/2 page maximum) :**

*Describe either (a) how this project is a new collaboration that is needed to carry out the proposed research; OR*

*(b) how this project will leverage the existing collaboration to expand or enhance the research program and carry out the proposed research.*

**6. Project Description**

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| Describe the project in detail and in terms capable of being understood by an academic from another discipline.* **Maximum length of 4 pages, 12 point Times New Roman, minimum 2 cm (3/4 inch) margins.**

Include the following headings:* **Project Goals(s), Specific Aims, Hypothesis and Applicability** – description of the project that includes the purpose, specific aims, hypothesis and applicability to an interdisciplinary approach. Explain how it is appropriate to apply for this seed funding rather than external funding.
* **Background** – discuss how the project builds on previous work by members of the team.
* **Research Team** – describe the experience/expertise of the team members, their role and what each team member brings to the collaboration.
* **Project Design and Methods** – describe the activities to be undertaken by the team during the project. Include plans, methods, and timelines.

**Up to 3 pages of Appendices may be included for figures, tables, and charts, and key references**  |

**7. Future plans (1 page maximum)**

*Describe plans for future collaborations by the team, including external funding opportunities that will be pursued. Include agency, program, expected timelines, and rationale. This may include federal, provincial, non-profit, international, and/or industry support.*

**8. Budget**

Complete the table below, and attach up to one page for budget justification. Additional lines may be added to the table, as necessary. Provide details for any other sources of support for the proposed project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **CRSG $** | **Other Sources $** | **Total $** |
| Salaries / Benefits *(provide detail of personnel in budget justification)* |  |  |  |
| Equipment |  |  |  |
| Supplies |  |  |  |
| Services |  |  |  |
| Other *(provide detail in budget justification)* |  |  |  |
| **Total Budget** |  |  |  |

Ineligible Costs:

* Support for new graduate students
* Support for new postdoctoral fellows/associates.
* Conference travel

Notes:

* Funding for personnel costs will typically be limited to Schulich personnel or Lawson/LHSC/SJHC personnel as appropriate. Exceptions will be considered on a case-by-case basis.
* Funding for costs incurred by Co-Investigators or collaborators from outside of Schulich will generally not be covered. Exceptions will be considered on a case-by-case basis.
* Requests for equipment costing more than $2,000 must be accompanied by quotes.

*[NOTE: this award is not intended to support acquisition of major equipment]*

**9. Signatures**

*Insert lines for additional Co-Investigator signatures, if necessary.*

Signature of Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Signature of Co-Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Signature of Department Chair:  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Date:

**10. Attachments**

1. Brief CV for Principal investigator and Co-investigator(s). (e.g. CIHR Project Biosketch or similar brief CV.) The CV should highlight information relevant to the support of this application including current grants and recent publications.
2. Letters of support from Collaborators, if relevant.
3. Quotes for equipment, if relevant.
4. If a resident is listed as a Co-Investigator, attach a letter from the appropriate program director to confirm that the resident will have sufficient protected time for the project.