
Mount Royal University Institute for Nonprofit Studies

Applied Research Fund
Application Form

2010 - 2011 application

**MOUNT ROYAL UNIVERSITY
Institute for Nonprofit Studies Research Program
Application for Applied Research Funds**

***[Please refer to and submit with your application the completed
Guidelines for the Research Fund Application as attached]***

**1. Personal Data
(Please attach current curriculum vitae – 2 page maximum)**

Name:

Position:

Department and Program:

Contact information:

e-mail:

Phone:

Please identify other co-researchers for the proposed project:

Name:

Position:

Department and Program:

Contact information:

e-mail:

Phone:

2. Project Proposal:

A completed research project proposal (**four pages maximum**) must include the following:

2.1 Title:

2.2 Focus of research

Policy Governance Sustainability

Focus of research subject

small/rural Alberta national/ international

2.3 Format of final product (e.g. academic paper, non-print resource). Note that copyright will be shared between the investigator(s) and the Institute for Nonprofit Studies.

2.3 Research questions and/or purpose of research:

2.4 Action Plan:

To assist the Institute in its decision-making, please be specific about all aspects of the research proposal, including (where applicable) research and community partnerships; research method; population; timelines; data collection; methods of analysis; and dissemination. If any of these points have not been addressed, please explain why they do not apply to your project.

2.5 Funding Request: (to a maximum of \$7,500) _____

3. Research Ethics

3.1 All proposals must be consistent with their host institution's Ethics of Research Involving Human Subjects, Integrity in Research and Scholarship, and Fiscal Responsibility in the Use of Research Funds.

3.2 Has your research proposal been submitted to a Human Research Ethics Board for review? If yes, please provide date of submission and approval. If no, please explain why it has not been submitted.

4. **Budget Summary:** Summarize your funding request for the scholarly endeavour. Please ensure that all items have been justified in the detailed action plan.

For example:

- **Technical support**
- **Personnel costs ****
- **Office supplies**
- **Secretarial support**
- **Travel costs (for data collection or presentation of results only)**
- **Production costs for final product**
- **Reassigned time if applicable**
- **Literature review/computer searches**
- **Other expenses**

** For personnel, include rates of pay, hours anticipated and total costs.

Budget Note: Research funds are intended to assist with the direct costs of the conduct and communication of research. This includes students' and research assistants' salaries and stipends, prepublication costs for the production of a scholarly edition, secretarial and clerical services, travel and subsistence, technical consultation, research equipment and supplies, and dissemination of findings. (Research Time Stipends are only used for releasing members of the research team from teaching during the period of the award.)

5. **External Funding**

Have you applied to other sources for funding for this project?

Yes _____ No _____

If yes, please indicate the funding bodies/agencies to which applications have been made, the amount of funds requested and any final decisions, if known.

Internal Funding Bodies	Amount	Status
External Funding Bodies	Amount	Status

6. Consultation

From time to time, the Institute has questions regarding the scholarly merit or content of projects. Please provide the name and contact information of a colleague (internal or external) with whom the Institute could consult, if needed:

Application forms are to be submitted to:

Peter Elson, PhD
Senior Research Associate,
Institute for Nonprofit Studies
Mount Royal University
4825 Mount Royal Gate SW
Calgary Alberta T3E 6K6
pelson@mtroyal.ca

Guidelines for Research Fund Applications
CHECKLIST

Applicants: Please use the checklist to ensure that your application for funding is complete.
Attach this completed form with your application

	Yes	No
1. Completed contact information		
2. Curriculum Vitae (two page maximum)		
3. Research/Project (four pages maximum) that includes:		
▪ abstract		
▪ introduction to the study		
▪ statement of the purpose		
▪ research question[s] and/or hypotheses plus theoretical foundation		
▪ methodology [identification of research method and clear and detailed description of method and how it will be carried out]		
▪ data generation [how will data be obtained?]		
▪ analysis [how will the data be analyzed?]		
▪ project timelines		
▪ ethical considerations		
▪ budget with detailed rationale, personnel breakdowns and other sources of revenue		
4. Certification from Research Ethics Review Committee or equivalent indicating		
a. Approvals where applicable		