

## Committee on Research and Publications (CRP)

### CRP.INST.008 | Assistance to Prepare a Large-scale Collaborative Grant

This category of activity implies that Mount faculty are working as a lead partner or in a major role in a large national or international collaborative effort. Applications can be made to obtain assistance to prepare a large scale grant proposal (e.g., secretarial or technical support, research team meetings, and application coordination).

If you have any questions about the policies and procedures for applying for an internal research grant, or the adjudication of the application, please refer to the policies and guidelines on-line (<http://www.msvu.ca/en/home/research/researchservices/grants/internalgrants/default.aspx>) or contact the Chair of the Committee on Research & Publications.

*The Committee on Research & Publications is interdisciplinary. All members may not be familiar with the specialized language of different disciplines. Applicants are strongly encouraged to compose their applications with this in mind.*

**Please Note: The onus is on the applicant to ensure completion upon submission. Incomplete applications will not be adjudicated.**

### Application Instructions/Guidelines

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**1) Project Description**

Please provide a summary of the project being proposed for external funding.

**2) Role in Project**

Describe your research role and/or administrative role on the grant proposal

**3) Purposes and Plans **Max ½ page:****

- a) Briefly state the reason for this application and how this grant will aid in the preparation of the external grant application.
- b) Please provide a description of the proposed activities.

**4) Research Ethics Certification**

Please indicate if research ethics, animal care or other certification/clearances are required for the proposed study. Please note that if certification is required and not complete at the time of opening the grant account with the release of funds form, only a partial release will be permitted. Full release of grant funds will be permitted when confirmation from the University Research Ethics Board has been received by Financial Services. For more information, please visit the [Research Ethics](#) website..

**5) Abbreviated C.V. **Max 2 pages****

Please insert your abbreviated C.V. listing scholarly and professional activity for the last 6 years relevant to this proposal – e.g., research publications, creative works, research reports, professional contributions, projects or conference presentations, as well as a list of all external grants applied for, regardless of outcome.

\*for details on please refer to Article 20.0 of the MSVU Faculty Collective Agreement, specifically, Articles 20.32 and 20.33.

6) **Description of Student Involvement**

The CRP assumes that if possible, the researcher will employ a MSVU student. A rationale is required for inclusion of students that are not attending MSVU. Alternatively, if no students are to be employed through this grant, a rationale for such a decision must also be provided.

- a) Number of students
- b) Detailed description of student role(s)

7) **Budget and Justification**

- Complete the budget justification for **each** section(s)
- **Please note** that all budget items requested must be eligible in accordance with appropriate guidelines: [CRP Budget Management](#); [Financial Services](#); [Tri-Agency Financial Administration](#)
- If you have secured funding from other sources for this project, please list only the budget items to be funded by this internal grant

**Important Notice: For grants that are longer than one year, researchers must spend a minimum of 50% of their grant award in year one.**

a) **Student Personnel**

- i) Undergraduate level (\$12-\$16/hr + 11.75% benefits)
- ii) Graduate level (\$16-\$20/hr + 11.75% benefits)
- iii) PhD level (\$20-\$24/hr + 11.75% benefits)

\*Funds awarded in support of student salaries and benefits are non-transferable and are to be used only for the purposes proposed in the original application and specified in its budget.

**Note: Students may not be paid through an internal grant to conduct research for their own work (e.g., thesis, directed studies)**

b) **Professional Contract Services/Personnel**

Please be specific and provide sufficient detail, justification and backup for reasonable market rate. (e.g. translation, transcribing, web development, software development)

c) **Travel & Related Costs**

- Travel must be essential to the proposed research in this application.
- Expenses for sojourning and for spouse and for family are not allowable
- Applicants are also reminded that faculty conference expenses are not eligible costs on an internal research grant. Please refer these applications to the Dean's Travel Committee in accordance with the procedures outlined in the Collective Agreement.

d) **Non-Disposable Equipment, Computer Hardware & Software**

Please list the specific items.

- The Purchasing Department must be consulted to obtain accurate quotes for Computer Hardware and Software and other appropriate items for any non-disposable capital items costing over \$100.00.
- Also note that items purchased on internal grant funds are the property of the university. Consequently, anticipated purchases of non-disposable equipment such as desktop PCs and

laptops must be reviewed by IT&S for compatibility and for adherence to the Mount's Procurement Policy.

- All non-disposable capital equipment purchased must be registered with IT&S and receive an asset number.
- e) **Materials, Supplies & Incidentals**  
Please list the specific items.
- f) **Other Expenses**  
Please list the specific items.

Proceed to Form: [CRP.FORM.008](#)

### **Submission Process:**

Hard copies will no longer be required, please submit the application package electronically to [research@msvu.ca](mailto:research@msvu.ca)

**Note: a maximum of 2 attachments** are permitted for submission– you may submit only .PDF or .DOC documents in the following manner:

- One attachment containing only the application and one document containing all appendices (if applicable)

**OR**

- One attachment containing both the application and all appendices (if applicable)

All appendices **must** be **clearly** labeled and reflect how they are referenced in the application.