

Committee on Research and Publications (CRP)

CRP.INST.009 | Book Launch Research Grant Instructions

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

- 1) **Abstract or Summary** Max ½ page
- 2) **Rationale, Objectives, Context** Max 1 page
Provide a detailed description of the proposed event, expanding on the abstract/summary.
- 3) **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.*
- 4) **Outcomes from the Last Internal Grant**
Please provide outcomes for your last Mount Internal Grant (if applicable). List only publications, knowledge dissemination activities or conference presentations, as well as any applications for external funding.
- 5) **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](#).
- Alcohol is **not** an allowable expense
- 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) **Materials, Supplies & Incidentals**

Please list the specific items.

b) **Other Expenses**

Please list the specific items.

Proceed to Form: CRP.FORM.009

Submission Process:

Hard copies will no longer be required, please submit the application package electronically to 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.