**Committee on Research and Publications (CRP)**

**CRP.FORM.010 | CN Student Research Internship**

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. Check below to ensure a complete application**

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| **Date:** | Click or tap to enter a date. |
| **Name(s) of Applicant(s):** | Click or tap here to enter text. |
| **Department/Faculty** | Click or tap here to enter text. |
| **Title of Study:** | Click or tap here to enter text. |
| **Term of Internship\***  ***Select only one option below***  **Summer Internship (FT)**  **Fall/Winter Internship PT)** | **Proposed Dates of Work:**  **Start date** Click or tap to enter a date.  **End date** Click or tap to enter a date. |
| **Total Amount Requested**  ***See Section 5 (p.4) for Maximum Internship amounts.*** | **$** Click or tap here to enter text. |

**\* Term of Internship/Deadline to Apply:**

* 1. **Summer Internship**: 35 hours per week for four months - Total = 560 hours (no less than 312 hours) in the months of May, June, July, & August **(Deadline: March 1st)**
  2. **Part-time Placement (Fall/Winter)**: Up to 12 hours per week per academic semester September – April. **(Deadline: September 1st)**

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| Signature of Applicant  (click below to upload your digital signature) | Date:  Click or tap to enter a date. |

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| 1. | **Faculty Eligibility** |
| Rank of faculty member: Click or tap here to enter text.  Date of last Student Research Internship award:  Click or tap to enter a date.  Not Applicable | |
| 2. | **Research Internship Eligibility Requirements**  Provide information on *all* sections of Requirements found in Item 2- a, b, c, and d, including detailed plans for section d) Research Project Design and Creation. Relevant ethics protocols apply, if appropriate. |
| Click or tap here to enter text. | |
| 3. | **Student eligibility -** faculty are required to identify the proposed student and clearly demonstrate student eligibility/compliance with this section. |
| Click or tap here to enter text. | |
| 4. | **Reporting Requirements** |
| **Faculty Internship Verification** -Faculty applicants are required to report on success indicators of Research Construction and Design skills chosen. The student will be required to sign this document.  Agreement signifies faculty compliance with reporting requirements:  Yes or No | |
| **Student Internship Verification -** Student agreement both to participate and to report on their experience is a requirement. The student may be asked for an interview on their experience.  Agreement signifies faculty compliance in advising to student applicant of reporting requirements:  Yes or No | |
| 5. | **Budget for Student Research Internship** |

*\*please note that the table below will expand to appear as an excel spreadsheet and will automatically calculate the total – double click to access the table*

\*Note: Full-time hours: 312-560 hours for Full-time based on 32.5 hours worked per week; Part-time may be up to 312 hours for Fall+Winter semesters, with no more than 12 hours per week.

**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.**

Equity, Diversity, Inclusion, and Accessibility

**Dear Applicant:** As you know, MSVU released its Senate approved 5-year Research Strategic Plan (2023-2028) in January 2023. Our research strategic plan, as well as our overarching institutional strategic plan, are foregrounded in the principles of Equity, Diversity, Inclusion and Accessibility (EDIA) and the Truth and Reconciliation recommendations. In addition, MSVU is now a member of the Dimensions program which is also aimed at advancing EDI. The MSVU Research Office is interested in understanding how our researchers are responding to these institutional priorities. The information you provide will help the Research Office offer the best possible support for meeting these institutional priorities.

[MSVU Research Strategic Plan](https://www.msvu.ca/research-at-the-mount/about-us/research-office-strategic-plan)

[Truth and Reconciliation](https://www.msvu.ca/about-msvu/university-profile/strategic-plan/themes/truth-and-reconciliation/)

[MSVU Dimensions Action Plan](https://www.msvu.ca/research-at-the-mount/equity-diversity-and-inclusion-in-research/)

As an MSVU researcher, we are inviting you to voluntarily answer the following questions. Your responses to these questions will not be used to determine the outcome of the grant adjudication process. Rather, the responses will be anonymized, used to provide additional supports such as training, and will be included in our annual report to Senate.

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| In the space provided below, please explain how your research proposal incorporates EDIA  (e.g., the inclusion of historically underrepresented populations on the research team).  Not Applicable |
|  |
| In the space provided below, please explain how your research proposals incorporates one or more of the Truth and Reconciliation recommendations (e.g., considers Indigenous ways of knowing).  Not Applicable |
|  |
| **Our Senate-approved MSVU Research Strategic Plan includes 5 strategic research pillars.** Please check the box beside the research pillar(s) that your research proposal involves (check all that apply) |
| **Pillar 1:** Gender, Sexuality, and the Advancement of Women and Girls, and other Historically Underrepresented populations. |
| **Pillar 2:** Intersectional Ways of Knowing and Knowledge Mobilization. |
| **Pillar 3:** Health, Wellness and Social Justice Across the Life course. |
| **Pillar 4:** Life, Computational, and Physical Sciences. |
| **Pillar 5:** Supporting the Research Lifecycle. (e.g., access to infrastructure, promotion of best practices) |

Thank you for your input!