# George Brown College Office of Research and Innovation

Application for GBC Collaborative Applied Research Funds

# Instructions

Before filling your application, read all competition requirements. All the program information is available at our [research funding website](http://www.georgebrown.ca/research/funding/).

\*Mandatory fields

| LEAD FACULTY/STAFF RESEARCHER (Principal Investigator) \* |
| --- |
| Name: |
| Title: |
| Department / Division: |

| CO-INVESTIGATORS |
| --- |
| Name:  Title:  Department/Division:  Add more co-investigators if required: |

Attach a CV for each investigator. CVs to be no more than 2 pages long each.

| DIVISION SUPPORT\* |
| --- |
| Academic Manager (Chair, Director, etc)  Name:  Title:  Phone and email:  Division finance representative (Person responsible for day-to-day financial management/transactions):  Name:  Title:  Phone and email: |

| EXTERNAL COLLABORATOR \* |
| --- |
| Name:  Title:  Organization:  Phone and email: |

| 1. PROPOSED RESEARCH PROJECT\* |
| --- |
| Title: |

| PROPOSED RESEARCH DATES\* | | | |
| --- | --- | --- | --- |
| START  DATE: |  | END  DATE: | (no later than December 31st, 2018) |

| 1. SUMMARY/ABSTRACT OF RESEARCH PROJECT\* (250 - 300 words) |
| --- |
|  |

| BACKGROUND \* (300 words) |
| --- |
| Context, current state, problem or need addressed |

| PROJECT/RESEARCH METHODOLOGY \* (250 – 300 words) |
| --- |
| Please outline your methodology (e.g. qualitative, quantitative). Provide references where appropriate. The Research office strongly recommends discussing your methodology with our office in advance of submitting this proposal. |

| WORKPLAN, DELIVERABLES, TIMELINES \* Please provide a detailed work-plan, including dates, activities, personnel required, and deliverables and/or end results.  You will be required to submit regular status reports to the Research office. The reports will be based on this work plan. | | | |
| --- | --- | --- | --- |
| DUE DATE OR DATE RANGE | ACTIVITY | PERSONNEL | DELIVERABLE / OUTCOME |
| e.g. Dec 1-15,2017 | Develop an on-line survey for students and faculty | Student RA  PI | On-line survey |
|  |  |  |  |
|  |  |  |  |

| RISK \* Identify any potential or actual risks for the project and how you will address them. E.g. unsecured funds, personnel changes, insufficient number of survey respondents. | | | |
| --- | --- | --- | --- |
| RISK | SEVERITY  (H/M/L) | LIKELIHOOD OF OCCURRENCE  (H/M/L) | ACTION PLAN |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| BUDGET \* Complete attached budget spreadsheet. You will be required to report against your budget in regular status reports. |
| --- |
| Have you applied for or received any other funding for this project? Describe:  Do you anticipate expanding this study and seeking additional, external (to GBC) funding? Describe: |

| EQUIPMENT AND INFRASTRUCTURE NEEDS: Describe any major equipment or infrastructure needed for the research to be carried out. Please include any Information Technology, Learning Resources Centre or college facilities required and confirm that these departments have been contacted in advance and agree to participate. |
| --- |
| Obtain signature from Campus Manager, ITS Manager or other appropriate person for the use of college facilities and resources:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [name] SignatureDate |

| RESEARCH ETHICS Does this project require research ethics board approval – if yes, application must be made within 30 days of notification of award. For more information, visit the ethics website: [www.georgebrown.ca/research/ethics.aspx](http://www.georgebrown.ca/research/ethics.aspx) |
| --- |
| \_\_\_ Yes. Planned date of submission\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_ No.  \*please note that, on average, the GBC REB takes 26 business days to approve an expedited application. Take into consideration when planning your project. |

| SIGNATURES | | | |
| --- | --- | --- | --- |
| APPLICANT |  | DATE: |  |
| ACADEMIC MANAGER | I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understood this project proposal and agree to the resource commitments required, including faculty release time. | DATE: |  |

| Checklist |  |
| --- | --- |
| All sections of application form completed (and word limits adhered to) |  |
| Budget spreadsheet completed |  |
| Academic manager’s signature on application form (scan signature page and attach as PDF) |  |
| Collaborator Letter of Support attached. Letter must include statement of expected benefits to collaborator and statement of support provided by collaborator (cash and in-kind) |  |
| Electronic copy of application (application form, budget spreadsheet, letter/s of support) submitted via Researcher Portal |  |
| Research policies read and memorandum signed and submitted via Researcher Portal |  |
| All workshop dates noted (funding will not be released unless PI attends post-award workshop) |  |
| Academic Manager has approved faculty release time and other resources, where applicable (scan budget signature page and attach as PDF) |  |
| Appendices attached – up to 2-page CV for each researcher and other appendix materials up to 2 pages’ total |  |