**Killam Research Fund (Social Sciences, Humanities, Fine Arts)  
Research Operating and Cornerstones Grant Program**

All applicants are advised to carefully read the Guidelines prior to completing an application. Failure to review the Guidelines is likely to result in the failure of an application.

**All conditions on awards (for example, ethics approval) must be cleared within 6 (six) months from the award date, unless an exemption from this requirement is sought and obtained from the Killam Research Fund Committee. If this requirement is not met, the award is forfeited.**

|  |
| --- |
| A new Proposal Request must be created in PeopleSoft and submitted for department and faculty approvals a minimum of 5 business days prior to submitting the application to the Killam Research Fund. (instructions can be found [HERE](https://cloudfront.ualberta.ca/-/media/research-services/forms/qrg-request-new-application-proposal-project-with-online-approval-june-2019.pdf)).  Submit one copy electronically (application, SSHRC CCV, and relevant documents) to [killamresearchfund@ualberta.ca](mailto:killamresearchfund@ualberta.ca) after all approvals have been obtained in PeopleSoft. Ensure the ADR and Research Facilitator for your Faculty are included in this email.  **Please Note**: Applications received that are not complete will be returned. Attachments must be appended *to the end* of the application.  In any given fiscal year, researchers may apply to only *one* of the following funds: Research Operating Grant, Cornerstone Grant, or Research Connection Grant. If successful, no applications may be made to any of these funds for 2 years from the date of the award. Please review Program Guidelines for eligibility requirements. |

|  |
| --- |
| **1. General** |

**Funding Program** (check one):

Cornerstone Grant (<$50K)

Research Operating Grant (<$7K)

Will you also be applying to the Teaching and Learning Enhancement Fund (Project or Research) for this project? Yes  No

|  |  |  |
| --- | --- | --- |
| 1. **Applicant’s Name:** | | 1. **Application Date (dd/mm/yy):** |
| 1. **Proposal ID#: RES** | | |
| 1. **Position held at the University of Alberta:** | | |
| 1. **Initial date of current position at the University of Alberta (mm/yy):  Continuing paid appointment? Yes  No  If No, please specify:**   ***Note: An applicant who does not hold a continuing or tenure-track paid faculty position receives a lower priority and must attach a letter of support from the Chair of Department or Dean of Faculty clarifying exceptional circumstances and accepting responsibility to administer the grant account.*** | | |
| 1. **Department:** | 1. **Faculty:** | |
| 1. **Campus E-mail:** | 1. **Phone Number:** | |
| 1. **Amount requested for Operating Grant incl. travel for research:** $   **Short Title of Proposed Research:**  **Project Start/Completion Dates (mm/yy): From:**  **To:** | | |
| 1. **Curriculum Vitae: As an attachment, provide a completed** [**SSHRC CCV**](https://ccv-cvc.ca/loginresearcher-eng.frm)**.**   ***Note: For funding awards currently held or applied for, you must attach budget and project summary pages. The CCV must be finalized and not in “draft” form.*** | | |
| 1. **Please describe up to four of your most significant contributions to date in your career, and indicate how they have shaped your academic field(s). In your response, please reference appropriate and valid indicators of your work’s impact on this field (e.g., rankings of publication/dissemination venues, citations, external reviews, etc.) (300 words maximum).** | | |
| 1. **Have you applied for support from the Killam Research Fund in the last six years:**   **Yes ☐ No ☐ If Yes, please list the grant(s) you have applied for:**   |  |  |  |  | | --- | --- | --- | --- | | **Type of Grant** | **Date of Application**  **(dd-mm-yyyy)** | **Awarded**  **(Yes or No)** | **Total Amount**  **(if Awarded)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |

|  |
| --- |
| **2. Project Outline** |

|  |
| --- |
| 1. **a) Using non-technical language, provide a one-paragraph summary of your project and its significance to your academic field (250 words maximum).** |
| **2.1 b) As an attachment, with a maximum of 5 double-spaced pages, provide a research proposal that addresses:**   * **the rationale, objectives and transformative potential of the proposed project;** * **the research’s anticipated significance for, and impact on, your academic field;** * **why it is important to pursue this project at this time;** * **how the proposed project complements or differs from on-going work in your discipline (i.e., its distinctive or novel contributions);** * **general methodology or research plan that indicates the duties that will be performed by the PI (e.g. mentorship) and those performed by the graduate assistants, postdoctoral fellows and other assistants; and** * **a budget justification that clearly shows how and why requested items are *required* to enable you to complete the proposed research.** * **references can be on an additional page**   **Note:** All proposals should be free of typographical and budgeting errors and avoid using unnecessary disciplinary jargon. Applications must use an easy to read font, size 12 point, with six lines per inch and no condensed font or spacing. |
| 1. **a) Please describe how the anticipated outcomes of this project have the potential to be transformative with respect to your specific academic area and your research career (250 words maximum).** |
| **2.2 b) Please identify the funding agency(ies) and program(s) to which you will apply to fund a research program that builds on your anticipated outcomes. Please also address how the program seeded by this project aligns with the strategic focus of the funding agency(ies) (250 words maximum).** |
| 1. **Does your proposal require Human Ethics Approval? Yes ☐ No ☐**   **Does your proposal require Animal Care Certification? Yes  No** |

**Project Budget**

1. **Anticipated Revenue: Please list all partners and their monetary contributions towards the total cost of the collaboration. The amount being requested from the Killam Research Fund should be included in anticipated revenue.**

|  |  |
| --- | --- |
| **Source** | **Amount** |
| Killam Research Fund |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Salaries, including Graduate Student Remuneration (*state clearly in the Project Outline the duties of each)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Qualifications** | **Employment Period** | **Proposed Rate** | **$ Expense** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Field Trips/Travel (*travel to conferences for PI is not eligible. Travel for team members to disseminate results is eligible)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Destination** | **Travel Mode and Cost** | **Vehicle Mileage** | **Number of Days** | **Subsistence Rate** | **$ Expense** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Minor Research Equipment, Materials and Supplies *(itemize)***

|  |  |
| --- | --- |
| **Items** | **$ Expense** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Other required expenditures *(itemize)* and submit equipment quotations for items costing more than $2,000**

|  |  |
| --- | --- |
| **Items** | **$ Expense** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 1. **Total Expenses** | **$** |

|  |
| --- |
| **3. Attachment Checklist** |

Be sure to check off **each** item below:

|  |  |  |
| --- | --- | --- |
| **Attached** | **Not Applicable** | **Required Item** |
|  |  | Chair or Dean Letter of Support, if required for applicants who do not hold a continuing or tenure-track paid faculty position (see Application Form – Section 1.5) |
|  |  | Chair or Dean Letter of Support when significant cost-sharing and Department/Faculty support is expected (can be combined with above, if required) (Cornerstone Grants and Research Connection Grant – see Guidelines) |
|  |  | Detailed Outline of Proposed Research for Operating Grant Application  (see Application Form – Section 2.1.b) |
|  |  | Quotations for any Equipment Requests Costing More Than $2,000  (see Application Form – Section 2.7) |
|  |  | Airfare Quotation for Travel, if appropriate |
|  |  | Curriculum Vitae – SSHRC CCV is required, must be finalized and not in “draft” format |
|  |  | Budget and project summary pages for all funding currently held or applied for  (see Application form – Section 1.11) |