

### CALL FOR PROPOSALS

**APPLICATION SUBMISSION DEADLINE: MARCH 1, 2024**

#### GENERAL INFORMATION

University College of the North (UCN) faculty members, instructors, non-instructional staff and Elders are invited to submit applications for seed grant funding for new projects. Interdisciplinary projects between university faculties or between college programs, or between university-college researchers, projects with external partners, and/or projects that involve UCN students, Aboriginal and/or northern communities, and/or Truth and Reconciliation Commission (TRC) of Canada's Calls to Action (CTA) are highly encouraged. Proposals that have anticipated impacts and contributions to Aboriginal and/or northern communities, and other research that will be considered for funding can include but are not limited to:

- Academic research – focused inquiry to advance knowledge in a particular discipline
- Scholarly research – research into teaching and learning in a particular discipline
- Applied research – investigation of a practical problem or process, or that improves or develops a product
- Social innovation research – research directed toward the development of new ideas or the use of existing ideas to find solutions to social challenges
- Action research – an interactive method of collecting information used to explore topics of teaching, curriculum development and student behavior in the classroom

The Office of Research at UCN has budget authority for the seed grant funding. The Seed Grant Committee (SGC) manages the seed grant competition and process.

#### FUNDS AVAILABLE AND DEADLINE

The total amount available in the seed grant program is around \$40,000 (depending on the budget approval). UCN conducts regular seed grant competition in winter months (February/March) every year. If any funds available, after the winter competition, are used for the ongoing seed grant competition. Funding is intended to be a catalyst for new initiatives, not to support ongoing research, and will be awarded through a competitive process vetted by the SGC of UCN's Research, Education and Learning (REAL) Committee. Not all applications received will necessarily be funded, or to the full funding level requested. **Seed grant funds a maximum of \$10,000 per project. An individual can hold, as a Principal Investigator (PI), only one seed grant in a fiscal year (April 1<sup>st</sup> to March 31<sup>st</sup>). There is no limit for number of seed grants held by a co-applicant in a fiscal year.** The successful projects must spend the funds from 1 April 2024 to 31 March 2025. Funds not expended by 31 March 2025 will be returned to UCN, and the unused seed grant funds are not allowed to carry forward to the subsequent year. **If spending on funded projects has not started by 30 September 2024, the award will be terminated.** Grant proposals submitted by applicants, who did not submit their final project reports for their seed grant funded projects in the previous competitions, will not be considered in this competition.

## HOW TO APPLY?

- Complete the Seed Grant Application Form for Seed Grant Competition 2024-2025.
- Ensure that you have completed all sections of the application form with required information.
- Follow the page limit allowed in each section of the application form.
- Save your application as one Microsoft Word file, and include your full name in the filename.
- Scan all your supporting documents as one PDF file, and include your full name in the filename.
- Email your completed seed grant application form (one Microsoft Word file) and supporting documents (one PDF file) before the deadline to Dr. Guru Chinnasamy at [gchinnasamy@ucn.ca](mailto:gchinnasamy@ucn.ca).

## RESEARCH INVOLVING HUMAN PARTICIPANTS AND/OR ANIMALS

All research at UCN that proposes involving human participants must receive ethics clearance from UCN's Research Ethics Board (REB), and any research that proposes the use of animals must receive approval from UCN's Animal Care Committee (ACC). If your research project involves human participants and/or animal use, applicants are required to submit their UCN's Research Ethics Application Form and/or UCN's Animal Use Protocol Application Form along with their Seed Grant Application Form and supporting documents. For these forms, check UCN Research website at <https://ucn.ca/research/> or contact Dr. Guru Chinnasamy at [gchinnasamy@ucn.ca](mailto:gchinnasamy@ucn.ca).

All research projects involving Aboriginal people, or Aboriginal and/or northern communities, need to demonstrate how the principles of Ownership, Control, Access and Possession (OCAP) are being applied in these projects. For more information on OCAP, refer to <https://fnigc.ca/ocap-training/> as well as the UCN Research Ethics Application Form.

## LETTER OF SUPPORT FROM ABORIGINAL AND/OR NORTHERN COMMUNITIES

Getting approvals from Aboriginal and/or northern communities to work with them for research projects generally take more time and need building a well-established relationship with them. Therefore, if you are going to work with an Aboriginal and/or northern community for your research project, it is expected that you have already established a relationship with this Aboriginal and/or northern community where you are planning to carry out your proposed research project. The SGC recommends to include a letter of support from the Aboriginal and/or northern community for your research project.

## BUDGET

Examples of eligible expenditures are listed below. If you are unsure whether or not your expenditures would be eligible, contact Dr. Guru Chinnasamy at [gchinnasamy@ucn.ca](mailto:gchinnasamy@ucn.ca).

- Travel to conduct research or to network related to the project
- Travel to present at conferences
- Computer equipment, including tablet
- Other equipment, supplies
- Hiring a student research assistant

- Honoraria for Elders or Traditional Knowledge Keepers
- Hospitality costs (e.g. to host a focus group)
- Printing
- Contracting with a provider for transcription services

You may find this resource helpful in preparing and formatting your budget

<https://theresearchwhisperer.wordpress.com/2014/10/07/simple-research-budget/>

List all anticipated expenditures and justify clearly each and every requested expenditure/budget item. Quotations from suppliers, estimated mileage and gas costs, UCN per diem rates, letters of support or other quantitative information that provides justification for your budget must be attached.

If you plan to hire a student research assistant, contact Janis Fjermestad in HR at [jfjermestad@ucn.ca](mailto:jfjermestad@ucn.ca) to determine the current rate that the student would be paid and hiring requirements, procedures and timelines. Also refer the UCN Pay Scales for 2023-2024 at <https://ucn.ca/>. **Ensure that you also factor benefits at a rate of 16% into your total.**

## TIMELINE

**October 3, 2023** – Call for proposals goes out

**March 1, 2024** – Deadline for the submission of seed grant application form

**March 1, 2024** – Deadline for the submission of UCN research ethics application form and/or UCN animal use protocol application form if your proposed research project involves human participants and/or animal use

**March 2 – 26, 2024** – SGC reviews and scores proposals

**March 27 – 29, 2024** – All applicants are notified

**April 1, 2024 to March 31, 2025** – Seed grant funded projects are conducted by awardees

**September 30, 2024** – Deadline to start the funded projects and start spending funds

**April 30, 2025** – Deadline to submit the final project report

## REPORTING AND KNOWLEDGE MOBILIZATION

Successful applicants are required to submit a Final Project Report using the template provided to the Chair of SGC by April 30, 2025. Applicants who fail to submit their final project reports will not be eligible to apply for future UCN Seed Grant competitions.

Successful applicants are expected to do knowledge mobilization in Aboriginal and/or northern communities, and/or to other stakeholders or external partners. In addition, successful applicants will be expected to disseminate their research findings at internal UCN research-focused events (e.g. conferences, symposia, workshops) during current and subsequent academic years.

You may find the following links helpful.

For the Social Sciences:

Social Sciences and Humanities Research Council of Canada (SSHRC): [http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/knowledge\\_mobilisation-mobilisation\\_des\\_connaissances-eng.aspx](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/knowledge_mobilisation-mobilisation_des_connaissances-eng.aspx)

For the Medical/Health Sciences:

Canadian Institutes of Health Research (CIHR): <http://www.cihr-irsc.gc.ca/e/795.html>

For Natural Sciences and Engineering:  
Natural Sciences and Engineering Research Council of Canada (NSERC): [https://www.nserc-crsng.gc.ca/Institutions-Etablissements/InstCollProg-EtabCollProg\\_eng.asp](https://www.nserc-crsng.gc.ca/Institutions-Etablissements/InstCollProg-EtabCollProg_eng.asp)

## REVIEW OF APPLICATIONS

Answers to all 16 questions in the Ongoing Seed Grant Application Form will be rated against the review criteria below using the following numerical scale from 1 to 5:

- 1 = Poor
- 2 = Satisfactory
- 3 = Good
- 4 = Excellent
- 5 = Outstanding

### Review Criteria for Seed Grant Application:

1. Research questions are clearly and succinctly stated.
2. Explains how the proposal relates to the UCN Strategic Plan and/or UCN Academic and Research Plan 2021-2025. If your proposal also relates to the Truth and Reconciliation Commission (TRC) of Canada's Calls to Action (CTA), explain details.
3. Project objectives are clearly stated.
4. Anticipated outcomes of research are clearly stated.
5. Research design and methodology are clear enough to permit adequate evaluation.
6. Project timeline including key dates and associated project milestones is feasible/reasonable to complete the project fully and successfully.
7. Clearly states anticipated impacts and contributions to Aboriginal and/or northern communities, and other research in one or more of the following:
  - Existing literature and advancing knowledge in the discipline
  - Industry/business practices and operations
  - Social change/quality of life
  - Benefits and usefulness to UCN students
8. Clearly describes how research outcomes will be used in teaching/work at UCN.
9. Indicates whether or not human participants will be recruited or animals will be used in the research. If proposed seed grant project involves human participants and/or animal use, whether applicant has submitted UCN's Research Ethics Application Form and/or UCN's Animal Use Protocol Application Form along with this Seed Grant Application Form and supporting documents?
10. Includes plans/strategies for knowledge mobilization in Aboriginal and/or northern communities, and/or to other stakeholders or external partners.
11. Clearly outlines how requested seed funding will help to leverage external research funding and resources to carry forward the research project in future.
12. Project budget is realistic, well thought out and properly justified. It includes quotes from suppliers, estimated mileage and gas costs, letters of support or other quantitative information that would support the request.
13. Has completed UCN Tutorial on Responsible Conduct of Research.
14. If the research project involves an Aboriginal and/or northern community, the applicant has clearly stated that a relationship with this community has been already established to carry out the proposed project. The proposal explains how this Aboriginal and/or northern community will be involved in the proposed project. A letter of support from the Aboriginal and/or northern community for the proposed research project is included.

15. If the proposed research project involves the participation of Aboriginal people, or Aboriginal and/or northern communities, the applicant has explained how he/she will apply the principles of OCAP in the project.
16. The contingency plans and options to complete the proposed research project within the project timeline are well-explained if external factors (e.g. pandemic situation, harsh environmental conditions, etc.) prevent the visits to Aboriginal and/or northern communities and other project locations.

## **CONTACT**

Guru Chinnasamy, PhD  
Chair of Seed Grant Committee  
Manager, Office of Research  
Directorate of Academic Research and Innovation (ARI)  
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Updated on October 1, 2023.