



Past President's Research Award Application Guidelines

Grant Application Guidelines

The written grant application will be the basis by which the ASAC Grants Committee assesses the proposal. A narrative style should be used in writing the proposal. Care should be taken to avoid specialized language and technical jargon since all reviewers may not be familiar with the terminology. Explanation of terms should be provided in the narrative. In general, the proposal should describe briefly the plan for carrying out the research project, proceeding from theoretical and/or conceptual considerations to a description of the specific project to be conducted and culminating in a budget that describes the resources required to complete the project. The proposal is restricted to 1000 words maximum. While the content and organization of the proposal may vary according to the nature of the project, the following essential sections should be included:

1. objectives of the research, including the relationship of the research to existing research and literature;
2. potential theoretical and practical significance of the proposed research;
3. theoretical/conceptual framework guiding the research, and where applicable, the research hypotheses;
4. methods and procedures to be used;
5. resources that are required, with particular emphasis on those for which funding is sought and which are included in the budget;
6. timetable for the completion of the proposed research;
7. how this proposal relates to plans for future applications to national granting councils;
8. reference list of cited materials (not included in the page count).

Preparing and Justifying the Budget

The budget quantifies the research plan in terms of personnel, materials, supplies, and other requirements. Accordingly, it is essential that the link between the research proposal and the budget be clear. All budget items must be essential to the conduct of the research and a brief, clear justification for each budget item must be provided. The following general guidelines are provided for each of the major budget categories.

Travel: The specific details regarding the purpose of the trip, destination and length, mode and cost of travel, must be provided. This grant program is designed to support project travel expenses. Conference travel is restricted to \$500.

Personnel (research, technical, professional): The details regarding the nature of the tasks to be carried out, the level of responsibility, the period of employment and the proposed rate of pay (hourly, monthly)

must be specified. Fringe benefits and payroll levy must be included in the calculation of salaries for research personnel as appropriate.

Materials and Supplies: Costs for any materials or supplies needed for the project need to be included. When requesting essential research equipment costing over \$200 per item, the applicant must confirm that he/she has made efforts to determine if the needed equipment is already owned by the host university and, if so, whether it is available for use. For items over \$500, quotations must be provided.

Application Procedures

The application form follows. The completed form and all supporting documentation should be emailed to Dr. Patricia McLaren, ASAC President (pmclaren@wlu.ca).

The application receipt deadline date is May 3, 2023.

**ASAC Past President's Research Award
Application Cover Sheet**

Name:	
Title of Proposed Research:	
Amount Requested:	
PhD Completion Date:	
Current Employer:	
Email Address:	
Ethics Review Requirement:	If your research involves animals, human participants, or biohazards, you must provide proof of ethics approval by your institution's Research Ethics Board before any funds will be released. You can include the approval with your application if you already have it, or you can send it at a later time.

APPLICATION CHECKLIST

Required

- Completed application cover sheet
- Description of proposed research (max 1000 words)
- Budget and budget justification
- CV

If applicable

- Proof of ethics approval
- Quotation for equipment over \$500/item

Budget

Add rows as needed.

Travel – Describe purpose of travel in budget justification below.

Total Costs:

Dates of Travel	Place	Mode
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Accommodations

Cost per Day	Number of Days
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Meals

Allowance per Day	Number of Days
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\$70

Personnel Costs - Describe roles and expectations in budget justification below.

Rate per Hour	Number of Hours	Benefits
		14%

Materials/Supplies

Other Expenses (Specify nature, rate and total of each)

TOTAL \$ (may not exceed \$5,000)

Budget Justification

For each item listed above, give a brief justification in terms of the needs of the research. Justify the number of students hired relative to the objectives of the proposed research. Equally important is the justification for budget costs for research assistants or associates who are not students. These expenditures must be fully justified in terms of the needs of the research.