



Application Deadline: October 13, 2023

Research Grant Program Guidelines

Mission of the BCECM

Established at Memorial University of Newfoundland through a generous benefaction, the Bruneau Centre for Excellence in Choral Music (BCECM) promotes research and community projects that seek to understand, encourage and enhance the powerful impact that choral singing can have on individuals and communities. The resources of the Centre assist in the realization of projects that have the potential to stimulate excellence in community music-making at local levels both across the province of Newfoundland and Labrador and on national and international levels. It is understood that, in accordance with the wishes of Drs. Angus and Jean Bruneau, funds may be disbursed in support of research and scholarship inside and outside the university community. Administrative support for this competition is provided through the School of Music.

The BCECM supports research projects that fulfill our mandate, including:

- The encouragement and facilitation of theoretical and applied research, national and international in scope, on the dynamics of community music-making, with particular attention to choral and group singing.
- The support of networks and resources which can assist the researcher in furthering the discovery of new knowledge around the practice of choral and group singing in itself and in its societal roles.
- The dissemination of research results which provide theoretical and practical insight into choral and group singing and the community dynamics which grow from and around it.
- Support to commission, publish and disseminate new choral compositions and arrangements that speak universally through the singing traditions of Newfoundland and Labrador.
- Support for initiatives that will enhance choral music making at the University or College level in Newfoundland and Labrador.

Research is understood to encompass a full range of scholarship and critical, creative, professional, or developmental activity, including community engaged projects.

How much money can I apply for?

The maximum amount is \$15,000.00. For grants requiring in excess of \$10,000.00, priority will be given to those that demonstrate support from other sources.

Who can apply:

BCECM research grants are available to graduate students, postdoctoral fellows, and faculty members affiliated with Memorial University of Newfoundland. Projects that include research collaborators from other institutions are welcome, but the principle applicant must be affiliated with Memorial University of Newfoundland. Graduate student research must be conducted under the supervision of a qualified faculty member.

The application must be completed by the principle investigator who will take primary responsibility for the intellectual direction of the research and assume administrative responsibility for the funds. Grant funds are not intended to supplement the salary of the Principal Investigator or Co-Applicants; only research assistants may be paid salary from this funding. Graduate student research must be conducted under the supervision of a qualified faculty member

Eligibility of Expenses:

BCECM research grants are designed to defray the normal direct costs of research including personnel costs, supplies and materials, equipment (to a maximum of \$1,500), technical assistance, research travel, and dissemination and communications.

Adjudication Process:

Applications will be adjudicated by an Award Panel consisting of three faculty members from Memorial University and two members of the artistic community. Recommendations will be forwarded by the Awards Panel to the Board of Directors of the BCECM for their review and approval. It is anticipated that awards will be announced by December 1, 2023.

In the case of two applications of equal merit, where only one of them can be funded, preference will be given to an applicant who has not recently received BCECM funds as well as to those who have demonstrated consideration of [equitable project design \[pdf\]](#).

Terms and Conditions:

1. Only complete applications that arrive by the deadline will be considered.
2. All research grants fall under the regular protocols and policies for research grants held at Memorial University of Newfoundland.
3. Project start date must be after December 1, 2023 and will normally be completed within one year.
4. In order to hold a new BCECM grant, any previous BCECM-funded projects need to be closed.
5. Extensions: requests should be sent in writing to the Board with detailed reasons and proposed new timeline. A one-year extension may be granted at the Board's discretion.

Reporting Requirements:

1. It is the award holder's responsibility to notify the BCECM Board of any deviations to the original proposal. **Any deviations over 10% in a given budget category require prior approval.** Should the scope, budget or timeline of your original proposal change, please submit a written request to the Board requesting a deviation 2–3 weeks in advance.
2. All research grants fall under the regular protocols and policies for research grants held at Memorial University of Newfoundland.
3. A full project report, including a detailed description of how the money was spent and what outcomes were achieved, is due to the BCECM within **60** days of the completion of the project.

4. A brief of this research, its outcomes, and/or findings designed for publication on the BCECM website should be submitted with the final report. Please include publication and/or contact information for anyone interested in further exploration of the research findings.

Application Process:

Applications should be completed using the attached application package submitted to the Bruneau Centre for Excellence in Choral Music to arrive by or on the published deadline.

Applications should be submitted electronically to: Lynette Stoyles, Grants Coordinator, BCECM: choralcentre@mun.ca. For material that cannot be submitted electronically, such as scores or recordings (as applicable), one copy of supporting material should be sent to:

Bruneau Centre for Excellence in Choral Music
School of Music
Memorial University of Newfoundland
St. John's NL A1C 5S7

If you have not received confirmation of receipt within two business days of the application deadline, please contact Lynette Stoyles (choralcentre@mun.ca).

An application package will consist of:

- o Completed application form
- o Description of Research Project
- o Summary and fit with BCECM goals
- o Budget
- o Budget Justification (itemized breakdown of expenses)
- o Written confirmation from guest clinicians and/or composers/arrangers of their agreement to participate in the project, including a timeline for submission of scores and agreement to fee (if applicable).
- o Human Research Ethics Clearances (if applicable)
- o CVs of Project Applicant and of any co-applicants
- o Supporting materials (if applicable)

Memorial University protects your privacy and maintains the confidentiality of your personal information. All information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7), and is needed solely for the administration and management of your Bruneau Centre for Excellence in Choral Music research/project application. The information will be used for the purposes of assessment (ie. verifying qualifications and adjudicating applications), program planning and administration and will not be disclosed except as required by law. Questions about this collection and use of personal information may be directed to our Centre Coordinator at choralcentre@mun.ca.

Research Ethics

If your project involves collecting data from people for the purposes of research you may be subject to ethics review from the appropriate review body before your funding is released. Please consult us if you have any questions.

Application Form

General Information

Name of Applicant: _____

Affiliation: _____

Position: _____

Mailing Address: _____

_____ Postal Code: _____

Telephone (Office): _____ (Home): _____

(Cell): _____ E-mail address: _____

Are you a first-time applicant to a BCECM grant program? YES NO

If no, please specify:

Period for which grant is requested: (Project must begin after December 1, 2023)

Title of Project: _____

Brief Description: In the space provided below give a brief summary of the proposed project and explain how it falls within the mission of the BCECM. Please note that this will be reviewed by an Awards Panel of three faculty members and two members of the artistic community. If you are awarded a grant we may also use this Brief Description in our communications – for example on our website or in our newsletter.

Description of Research Project

Please attach a copy of your Research Proposal¹ (maximum of 4 typewritten pages, single-spaced, 12 pt. font), including the following headings as relevant:

- a) Title of Research Project
- b) Scope and Objectives
- c) Potential to stimulate excellence in community music-making and choral music
- d) Theoretical Approach or Conceptual Framework
- e) Significance in Relation to Existing Research and Literature
- f) Research Plans and Methods
- g) Schedule of Work (work completed, work in progress and work to be done)
- h) Names and affiliations of any co-investigators or research collaborators.²

¹ Append any questionnaires and other research instruments.

² A co-investigator is a faculty member, post-doctoral fellow or graduate student from Memorial University who is actively contributing to the research project. A research collaborator is either an academic from another institution or a community member who is actively contributing to the research project.

Budget and Justification of Expenses

Please list amounts requested in each budgetary section below. On a separate sheet please provide a detailed breakdown and justification for each item. State the details of other funding sources and whether or not the funding is confirmed. **Any equipment purchased remains the property of the BCECM and will be held at Memorial University once the project is complete.**

Travel \$ _____

Accommodation \$ _____

Subsistence \$ _____

Research Assistance \$ _____

(Student applicants are not eligible to have research assistants)

Other (e.g. artist fees, commissioning fees) \$ _____

Materials \$ _____

Equipment (not to exceed \$1,500) \$ _____

Other (specify) \$ _____

Funding from other sources: \$ _____

Total Expenses \$ _____

Please list any anticipated funding or support from other sources (if applicable). This includes project revenue from ticket sales and/or registrations.

Source	Cash or In-Kind?	Amount	Confirmed?

Total funding from other sources \$ _____

Total Expenses \$ _____

Total request from the BCECM
(Not to exceed \$15,000) \$ _____

Note: In the case of projects that involve research with human subjects, funds will only be released upon receipt of the appropriate research ethics certificate.

Please provide confirmation that any required clearance(s) are in place, or a timeline for submission to the appropriate committee for review.

Human Ethics Clearance: Attached To Follow N/A

Timeline for submission of ethics application (if applicable): _____

APPLICATION CHECKLIST

Each applicant is responsible for ensuring their application is complete. Incomplete and/or late applications may not be forwarded to the Awards Panel.

Name of Applicant: _____

Signature of Applicant: _____

Date: _____

Supervisor (if applying as a graduate student): _____

Signature of Supervisor: _____

Date: _____

Please check the appropriate circles on the left indicating the necessary information and/or materials are included with your application.

- Completed application form
- Brief Description (showing fit with BCECM mandate)
- Detailed Description of Research Project
- Budget
- Budget Justification (detailed breakdown)
- Written confirmation of availability and interest from proposed clinicians, composers, etc.
- Human Ethics Clearances (if applicable)
- CV of Project Leader
- Signature of supervisor (if graduate student applicant)
- Support materials (if applicable)