

The Harris Centre MMSB Waste Management Applied Research Fund 2017-2018 Guide and Terms of Award (Updated September 2017)

Fund submissions deadline: 4PM NST November 10, 2017

General Information

This guide contains the information you need to enter the competition for 2017 Harris Centre - MMSB Waste Management Applied Research Fund. This document constitutes Leslie Harris Centre of Regional Policy and Development official policy and it applies to all applicants and award recipients unless specifically amended or declared void by the Harris Centre.

This guide is revised annually. Please read the information provided before preparing your application.

If you have any questions after reading this information guide you may contact Mandy Strickland at the Harris Centre: Ph. 709-864-2919; mandys@mun.ca

This fund has been made possible by support from the Multi Materials Stewardship Board (MMSB).

About the Leslie Harris Centre of Regional Policy and Development

Named in honour of scholar and former Memorial University president, Dr. Leslie Harris - The Leslie Harris Centre of Regional Policy and Development was established on October 1, 2004, when the former Public Policy Research Centre and the Centre of Regional Development Studies merged.

Dr. Harris is known for his integrity and independence while making a practical contribution to Newfoundland and Labrador. The Harris Centre continues this commitment in coordinating and facilitating Memorial's educational, research and outreach activities in the areas of regional policy and development. In brokering these activities the Harris Centre will, in some situations, take a leading role while in others the role will be that of a partner, supporter, or facilitator.

The final product offered to the community, whether in the form of research, teaching or outreach, is based upon the independence and integrity of Memorial's faculty, staff and students in applying their professional expertise in contributing to regional policy and development in Newfoundland and Labrador.

About the Multi-Materials Stewardship Board

The Multi-Materials Stewardship Board (MMSB) is a provincial Crown agency responsible for developing, implementing, and managing waste diversion programs in Newfoundland and Labrador. MMSB works with stakeholders throughout the province to develop and implement recycling and waste diversion programs to help keep Newfoundland and Labrador healthy, clean, and green. These initiatives include recycling programs for beverage containers, tires, oil, and household hazardous waste, the Waste Management Trust Fund, research and development as well as public education and information programs for recycling and waste reduction.

To learn more, please visit <http://www.mmsb.nl.ca>

Program Details

The Harris Centre MMSB Waste Management Applied Research Fund will be administered by the Harris Centre according to agreed-upon criteria and processes with the funders. The program will normally be limited to a single allocation of no greater than \$15,000, with proposals of \$5,000 to \$10,000 encouraged. The funding is limited to a one year time period.

Objectives

The Harris Centre and MMSB wish to fund relevant projects relating to solid waste management issues in Newfoundland and Labrador.

The objectives of the Waste Management Fund are:

- To stimulate research in solid waste management issues;
- To incorporate community needs in research projects;
- To provide research evidence for public policy makers;
- To assist community groups in their local decision-making;
- To build a network of interested partners representing a diversity of sectors; and
- To make a difference in the lives of Newfoundland and Labrador people.

Below is a list of research topics that may help guide the preparation of research proposals:

- Construction and demolition waste
- Household waste
- Petroleum-based product waste
- Paint and coating waste
- Paper fibre waste
- Industrial, commercial and institutional waste
- Organic waste
- Inorganic waste
- Reduction, Reuse, Recycling, Energy Recovery
- Composting, biofuels, biogas
- Waste diversion
- Community and youth engagement
- Education
- Governance
- Health
- Evaluation of existing waste management practices
- Waste management infrastructure
- Waste management processes
- Waste management innovation
- Provincial competitiveness and productivity
- Sustainable waste management
- Attitudes and perceptions towards solid waste management
- Household hazardous waste management issues
- Recycling or repurposing various materials
- Composting
- Waste audits

Research should relate to the management of waste and be relevant to Newfoundland and Labrador. **Projects must clearly demonstrate how the project can assist in real-world problems and challenges.**

Eligibility

All eligible research costs associated with your project can be requested. **Please note that travel to conferences, conference registration, and salaries for Memorial faculty and staff are NOT eligible expenses. For clarification on eligible costs, please contact the Harris Centre.**

We encourage proposals for new research initiatives as well as proposals that leverage an applicant's existing research funding.

The principal applicants (principal investigators) can be:

- Memorial University faculty with research privileges;
- Memorial University faculty (teaching term appointment) with a co-investigator with research privileges;
- Memorial University students with an academic supervisor with research privileges;
- Memorial University staff with an academic supervisor or faculty co-applicant with research privileges;
- Post-doctoral fellows at Memorial University with a faculty co-applicant or an academic supervisor with research privileges.

Principal applicants are expected to maintain a MUN affiliation for the duration of the project.

Application Process

The Harris Centre uses an on-line application system (FluidReview) for its applied research funds. We strongly suggest that you start the application process as soon as possible in order to familiarize yourself with the system and ensure that you can meet the application deadline. The system allows you to save your progress and return to your application as many times as needed. Please note that your references also must use this system and we suggest that you ask them to fill in their referral forms as soon as possible.

Visit <https://harriscentre.fluidreview.com/> to access the online application's automated system for this fund. Researchers should submit their applications electronically through the online application system once all components of the application are complete. **You must click the 'Submit' button once you complete all the modules of the application system in order for the application to be considered completed.**

Complete applications must be submitted by 4PM NST November 10, 2017.

The following components comprise the online application package and are required prior to the deadline above:

- Application form, including personal information, list of co-investigators, declaration of appropriate clearances, budget, letters from non-academic partners (if applicable) and a lay description (abstract) and detailed description of your project;
- Three (3) academic reference letters. These referees will need to understand what your proposed project is and/or be familiar with your research history;
- Curriculum vitae
- Signatures page. Signatures are required from the applicant, faculty co-applicant or supervisor (if applicable), department head (if applicable), and faculty dean.

Incomplete applications will not be considered.

Receipt of your application will be confirmed by the system auto-responder e-mail. If you have not received confirmation within two (2) business days of the application submission, please contact the Harris Centre immediately.

Researchers may not hold more than one Harris Centre MMSB Waste Management Applied Research Fund award concurrently. Before an investigator can reapply to the program, they must complete active projects and all required deliverables must be submitted and accepted by the Harris Centre. If an investigator submits multiple proposals to a single competition, a maximum of one (1) proposal may be funded.

Application Management

Application assessment

Applications will be assessed by a selection committee headed by an academic chair and comprised of representatives from the Memorial University, MMSB, Government of Newfoundland and Labrador, Newfoundland Environmental Industry Association, Municipalities Newfoundland and Labrador. Assessment of applications will occur in two phases:

Phase I

Members of the evaluation committee will review and assess applications individually based on the following ranking criteria:

PI Capacity 20%

This is the demonstrated capacity of the principal investigator to carry out the proposed project. Consider: The researcher's demonstrated understanding of the issue and objectives of the fund. Does the researcher outline knowledge mobilization activities? How does the researcher's past work/CV demonstrate key partnerships and other research work that contribute to the proposed project? The applicant's letters of reference confirm the researcher has the qualifications and ability to conduct the research.

Methodology and Organization 20%

How the PI or team proposes to carry out the work and accomplish the objectives. Take into consideration the organization of the application and proposed project and timeframes. Is the researcher's approach logical? Are the methods proposed seemingly sound given the researcher's description of the project and the fund's guidelines? Consider the reasonableness of the proposed methodology. Is this an appropriate fund for this project? Does the researcher note leveraging other funds? Does the researcher take into account existing research/knowledge without reproducing it? Is the project novel in the context of Newfoundland and Labrador?

Team Merit 5%

Consider: Is there a research team or a sole researcher? Should there be a team given the amount of work or because the project is of a multi-disciplinary nature? Alternatively, is the work accomplishable by a single investigator?

Application relevance to NL and Fund priorities 30%

The proposal must have relevance to NL. Take into consideration: the location of the proposed project; if the project will impact part of NL or all of NL; and will it address a real-world issue? Does it address a priority area outlined by the objectives of the fund?

Likely ease/difficulty of implementing the findings of the research project 15%

Consider the difficulty or ease of implementing the proposed research findings in a real-world context. Would the findings require legislative or regulatory approvals? Would the costs be significant? Would they require extensive public consultations or education? Would they require several phases or stages of implementation? Would they require an extensive period of time to implement?

Linkages to stakeholders 10%

Consider if there are plans to work with a community, government, industry or other non-academic partner. If so, are partners already identified? Has the researcher gained cooperation from the partner already? Does the researcher acknowledge local/community knowledge bases?

No other criteria can be considered in the evaluation process. The sum of the criteria scores, adjusted by the weightings, determines the top-ranked proposals.

Phase II

The selection committee will review and affirm Phase I cumulative rankings. They will then proceed to discuss the top-ranking proposals and decide on final results based on the above listed criteria. This is a competitive process and the top candidates will be awarded funding first.

It is the responsibility of all applicants to clearly illustrate how the proposals relate to the objectives and assessment criteria of the fund. The applicants are also responsible for clearly outlining the impact their research could potentially have on the province of Newfoundland and Labrador.

Additional Considerations

Intellectual Property

Intellectual property rights are retained by the researcher(s) in accordance with Memorial University's IP policy: <http://www.mun.ca/policy/site/policy.php?id=143>

Notification and acceptance

Upon receiving a notification of award, recipients must return a signed acknowledgment form to the Harris Centre indicating their decision to accept or decline the award.

Required research clearances

All research applications submitted to the Harris Centre must meet the **Tri-Council Policy and Guidelines** (http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Politiques-Politiques/certaintypes-typescertaines_eng.asp) requirements for certain types of research.

Applicable clearance(s) (animal care/ethics/biosafety) can either accompany the application submission or be forwarded upon notification of award.

Administration of the funds

The research account is established through Research Grant and Contract Services (RGCS) and Financial and Administrative Services (Research Accounting) and administered through the researchers' department in accordance with research policies.

Knowledge mobilization

All participants must state clearly in the application section entitled "Knowledge Mobilization Methods Proposed" how the researcher, or team, will mobilize the results of the research project. Knowledge Mobilization, for the purposes of this funding, is processes that build a flow of communication between academic researcher(s) and community groups/organizations, providing avenues to share knowledge, for the betterment of society. When completing the knowledge mobilization section of the application process, it may help if the applicant answers questions such as: What is the non-academic audience for this research? What is the best way to reach them? What am I planning to do to ensure that my research results are available to those who can use them in their day-to-day work? The Harris Centre will work with researchers to develop an appropriate knowledge mobilization plan for their findings.

Contact Information

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Terms of the award

If awarded Harris Centre MMSB Waste Management Applied Research funding, the researcher agrees to the following grant conditions:

- Provide an interim progress report no later than eight months from the start date of the project.
- Provide a final report and knowledge mobilization plan **no later than the project end date**. The Harris Centre will provide researchers with a template Table of Contents for final report and Knowledge Mobilization activity plan guide;
- The Harris Centre retains the right to post the final report to its website and/or print copies for distribution, or to work with the principal investigator to mobilize the knowledge in new ways.
- As a condition of funding the Harris Centre may wish to receive input on the final draft of the report from one academic peer and one community practitioner. The comments will not focus on methodology or quality of the written piece, but suggest ways the information can be mobilized and presented to appropriate stakeholders.
- Provide copies of any written materials (including journal articles, theses, etc.) resulting from the grant.
- The funding is limited to one year time period as defined in the application submission.
- Deviations from the approved budget categories must be pre-approved by the Harris Centre. Conference travel and salary-related expense for faculty or staff are **NOT** eligible expenses.
- The funding allocation will be dispersed in two installments. 70% of the funding will be released upon the receipt of a signed acknowledgment form and a **Yaffle lay summary, a 700-word lay-person's synopsis of the project**. The subsequent installment released on the receipt and acceptance of project deliverables.
- The research project must begin within two months of the date of award. Grantees **MUST** request any change in timelines from the Harris Centre for review and approval; project extensions will only be entertained in extenuating circumstances;

Access to Information and Protection of Privacy

The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to assess your application to the Harris Centre Applied Research Fund Program. If you have any questions about the collection and use of this information, contact harriscentre@mun.ca