The Harris Centre MMSB Waste Management Applied Research Fund
2015-2016 Guide and Terms of Award
(Updated May 2015)

Fund submissions deadline: 5pm NDT July 10, 2015

General Information

This guide contains the information you need to enter the competition for 2015-2016 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. Incomplete applications will not be considered.

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.

All eligible research costs associated with your project can be requested. **However, requests for support for travel to conferences, and to fund salary-related expenses (other than student stipends), are not eligible expenses.**

Opportunities to leverage existing research and funding will be encouraged, as will new research initiatives that may be completed with the funding, or which will be able to leverage additional funds based on the initial research completed (a seed fund approach).

Objectives

The Harris Centre and MMSB wish to fund relevant projects relating to 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. **However, requests for support for travel to conferences, and to fund salary-related expenses (other than student stipends), are not eligible expenses.** For clarification on eligible costs, please contact the Harris Centre.

Opportunities to leverage existing research and funding will be encouraged, as will new research initiatives that may be completed with the funding, or research, the result of which, will be used to leverage additional funds based on the initial research completed (a seed fund approach).

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.

**Application Process**
The Harris Centre has adopted an on-line application system 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 new 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 the new system and we suggest that you ask them to fill in their referral forms as soon as possible.**

Complete applications must be submitted by 5pm NDT July 10, 2015.

Visit [http://www.mun.ca/harriscentre](http://www.mun.ca/harriscentre) 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.**

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.

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, and a lay description (abstract) of your project;
• Detailed proposal (maximum of 6 pages);
• Provide 3 academic references (via letters of referral or using the recommendation form within the online application system). These referees will need to understand what your proposed project is and/or be familiar with your research history;
• Provide background material: CV, writing sample, letters from non-academic partners (if applicable);
• Signatures page (signatures are required from the applicant, faculty supervisor if applicable, head of department if applicable, and dean/head of faculty).
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, MITACS, Municipalities Newfoundland and Labrador, and Research and Development Corporation of 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. Reviewers will consider: The researcher’s demonstrated understanding of the issue and objectives of the fund. Does the researcher outline knowledge mobilization activities which will assist in achieving the desired outcomes? Are there clear impacts to NL? 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 confirms the researcher has the training 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. Reviewers will consider: The organization of the application and proposed project and timeframes. Is the researcher’s approach logical? Are the methods proposed seemingly sound given researcher’s description of the project and the fund’s guidelines? Consider the reasonableness of the proposed methodology. Is this the best fund for this project/does the researcher note leveraging other funds? Does the researcher take into account existing research/knowledge without reproducing it?

Team Merit 5%
Reviewers will consider: Is there a research team or a sole researcher? Should there be a team given the amount of work or is the project of a multi-disciplinary nature? Are there non-university research partners?

Application relevance to NL and fund priorities 30%
Reviewers will consider: 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?

Ease of implementation 15%
Reviewers will consider: The difficulty or ease of implementing the proposed research in a real-world context. Think about short-term and long-term implementation of the research results and the affects in NL.

Linkages to stakeholders 10%
Reviewers will 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?

Phase II
The selection committee will review and affirm Phase I cumulative rankings. 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.

Both Phase I and Phase II rankings will be used to assess the top applicants. This is a competitive process and the top candidates will be awarded funding first.
Additional Considerations

Intellectual Property
Intellectual property rights are retained by the researcher(s) in accordance with Memorial University of Newfoundland IP policy: [http://www.mun.ca/policy/site/policy.php?id=143](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/Policies-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. Researchers are not allowed to begin any funded work unless all clearance(s) required are in place. **Delays in obtaining appropriate clearances will delay funding.** Research accounts will not be established if required clearances are not in place. If your clearances are not in place two months from the date on your letter of award notification you may lose your funding.

Administration of the funds
Awardees will have a research account set up with Research Grant and Contract Services and Research Accounting (Financial and Administrative Services), administered through the researchers’ department in accordance with research policies. In the case of graduate students, the awards will be administered through the academic supervisor’s name.

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
The Leslie Harris Centre of Regional Policy and Development
Memorial University of Newfoundland
Spencer Hall, 220 Prince Phillip Drive, A1C 5S7
Mandy Strickland
Coordinator, Yaffle and Funding Programs
Ph. 709-864-2919
mandys@mun.ca
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. The Harris Centre has 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.

- Work with the Harris Centre to develop the most appropriate knowledge mobilization plan based on the final report;

- 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 with subsequent installment released on the receipt of project deliverables.

- The research project must begin within three months of the award of the grant. Grantees **MUST** request change in timelines from the Harris Centre for review and approval.

- Final reports should to be written in clear language, accessible to non-specialist policy and practitioner audiences and structured according to the report template provided on the Harris Centre website. **In accordance with the terms of the award issued by the Harris Centre, final research reports must be accompanied by a “lay summary”, a lay-person’s synopsis of the major research findings.** To see the format of a lay summary visit [http://www.yaffle.ca](http://www.yaffle.ca) and view any of the project summaries. For questions regarding lay summary preparation contact Mandy Strickland (mandys@mun.ca).

Privacy Note: all information provided by the applicant(s), and included in the application package, will be used only for the purpose of the Harris Centre RBC Water Research and Outreach Fund, and will not be used for any other purpose, without the expressed written consent of the applicant(s). If you have any questions about how this information will be used please contact the Harris Centre at 864-3143.

**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.