

## FUND GUIDE

2024/2025

### Leslie Harris Centre of Regional Policy and Development

### *The Cabot Martin Award for Research in Regional Policy and Development*

#### **General Information**

This guide contains the information you need to enter the 2024/2025 competition for the Cabot Martin Award for Research in Regional Policy and Development administered by the Leslie Harris Centre of Regional Policy and Development. Please read carefully the information provided here before preparing your application.

If you have any questions about the fund, its purpose or the application process, please contact Bojan Fürst, Manager of Knowledge mobilization, at [bfurst@mun.ca](mailto:bfurst@mun.ca). If you encounter any technical issues with the application portal, please contact Ruby Fewer, Contracts and Funds Coordinator, at [rafewer@mun.ca](mailto:rafewer@mun.ca).

#### **About the fund**

The Cabot Martin Award for Research in Regional Policy and Development was established by generous donations from friends and family of Cabot Martin. The award honours the many contributions and major impact Cabot made in his home province. Passionate about Newfoundland and Labrador and public policy, Cabot Martin left a legacy of visionary approaches to fisheries, offshore oil and gas policy and was a vocal proponent of local approaches to economic development and strong democratic processes and institutions. The Award is created to encourage practical applied research into the challenges facing Newfoundland and Labrador and is intended to cover a wide range of governance and policy issues which were so central to Cabot's thinking, writings, and public commentary.

#### **Program Details**

One annual award of up to \$20,000\* will be awarded to a Memorial University faculty, staff, or student. The funding allocation will be dispersed in two installments. 80% of the lesser of the requested amount or \$18,000 will be awarded up front with the remaining 30%\* to be paid out after the public lecture and final report submission. The project must be completed within 12 months of accepting the award and the lecture must be delivered in March of the year following the initial award with the project end date and final report submission to be determined in consultation with the awardee.

*\*\$2,000 of this award is reserved in order to support a mandatory accompanying lecture and other knowledge mobilization activities. Should any of this reserve funding remain after the lecture, the*

*awardee will work with the Harris Centre to plan knowledge mobilization activities with the remaining funding, which may be transferred to the awardee with the final payout.*

### **Priority Areas**

**Proposals must clearly demonstrate how the project can assist in responding to real-world problems, challenges or knowledge gaps in public policy in Newfoundland and Labrador.**

The research must relate to the broad definition of regional policy and development and be relevant to Newfoundland and Labrador. Research projects can be in the broad regional policy and development categories of health, social, economic, or environment policy, but must clearly demonstrate how the project can assist policy and decision-makers in addressing regional issues. The projects can address any sector from natural resources management to manufacturing, from health to environmental stewardship and climate change, from health to education.

Of particular interest is research relating to maximization of economic benefits from natural resource development in Newfoundland and Labrador, the public policies and governance processes relating to natural resource development, the measurement of costs and benefits of resource development, issues relating to natural resource development contributions to public finances, and other topics relating to maximizing positive impact of natural resource developments for the benefit of Newfoundlanders and Labradorians.

In addition, is research relating to natural resource management such as: the cost-benefit analysis of resource development, public policies and governance processes relating to natural resource development, and maximizing positive social and economic impacts of natural resource developments.

It is the responsibility of all applicants to clearly illustrate how the proposals relate to the objectives of the Fund.

### **Eligibility and eligible costs**

All research costs associated with the project can be requested. **Please note that travel to academic conferences, conference registration, and salaries for Memorial faculty and staff, including postdoctoral fellows and sessional faculty are not eligible expenses.** Graduate and undergraduate students may use the funding as a stipend.

The principal applicant can be:

- Memorial University faculty member with research privileges;
- Memorial University faculty (teaching term appointment) with a co-investigator with research privileges;
- Memorial University student with an academic supervisor with research privileges;
- Memorial University staff with a faculty co-applicant with research privileges;
- Postdoctoral fellows at Memorial University with a faculty co-applicant with research privileges.

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

### **Application process**

#### ***STEP 1:***

Prior to applying for the Harris Centre applied research funding, applicants must create a project entry in ROMEO system managed through the Research Initiatives and Services. They must add Ruby Fewer, Contracts and Funds coordinator with the Harris Centre, as a team member ([rafewer@mun.ca](mailto:rafewer@mun.ca)). All the necessary approvals and clearances will be managed through ROMEO system.

#### ***STEP 2:***

The Harris Centre uses an online application system called Survey Apply for all of its applied research funds. You can access the portal at <https://publicengagementmemorial.smapply.io>.

The system will guide you through the entire application and we strongly suggest that you start the application process as soon as possible in order to familiarize yourself with the system and ensure you can meet the application deadline. The system allows you to save your progress and return to your application as many times as you need to. Once you complete all of the application components you must press the submit button to finish the application process. Once you submit your application you will not be able to make any additional changes.

**You must complete and submit your application electronically through the application portal [here](#).**

The application form will ask you a series of question to help you craft your proposal. Each answer has a maximum word limit. You will be asked to provide basic contact information for the principal applicant and any co-applicants on the project. You will then be asked to provide an abstract (250 words), define scope and objective of the project (500 words), explain relevance and practical importance of your project to Newfoundland and Labrador public policy and/or regional development issue (600 words), briefly describe the theoretical approach you are proposing (400 words), situate your research within the existing literature (400 words), describe your research plans and timelines (800 words), outline your knowledge mobilization plan (400 words), and describe team competences (or PI competences if a single investigator) (300 words).

Next, you will be asked to provide budget details for the project for up to \$18,000. (Additional \$2,000 will be used to cover the costs of the mandatory public lecture and any remaining funds can be used for further knowledge mobilization efforts).

You will also be asked to upload the PI's CV and given an opportunity to upload any other relevant documentation.

**The application deadline is March 8, 2024.**

## **How will the applications be assessed?**

Applications will be assessed by an evaluation committee comprised of academic and non-academic members. Assessment of applications will occur in two phases:

### **Phase I**

The members of the evaluation committee will assess the proposals individually ranking them using the Harris Centre application and evaluation portal. The proposals will be ranked based on the following rubric:

- *Principal Investigator Capacity* and Team Merit (if applicable) [25%] (education, experience, number of publications, ranking of journal with published work, etc.);
- *Methodology and Organization* [25%] (how the PI or team proposes to carry out the work and accomplish the objectives);
- *Relevance to Newfoundland and Labrador* [35%] (how does the proposal reflect policy or development needs in the province); and
- *Mobilizing the Knowledge* [15%] (how do you plan to exchange your knowledge with policy and decision-makers so that the research evidence has benefit to society?).

### **Phase II**

The evaluation committee will hold one meeting where they will discuss the proposals, their individual rankings and determine the final awardee.

It is the responsibility of all applicants to clearly illustrate how the proposal relates 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.

## **What happens next?**

You will receive the notification of the evaluation results no later than four weeks upon the submission deadline. If your application has been awarded the funding, you will be asked to sign and return your Letter of Award. Upon the receipt of the letter, the funding will be transferred into the specified research account (either PI or faculty supervisor or co-applicant where appropriate).

## **Contact Information**

For question about the Cabot Martin Fund contact Bojan Fürst, Manager of Knowledge Mobilization, at [bfurst@mun.ca](mailto:bfurst@mun.ca).

For questions about the application process, contact Ruby Fewer Contracts and Funds Coordinator, at [rafewer@mun.ca](mailto:rafewer@mun.ca).

## **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>

### **Application Process – Internal Deadlines**

Applicants are responsible for understanding and following their respective department's internal application processes and requirements. The Harris Centre encourages applications to consult with their Grant Facilitation Officers if they have any questions regarding internal deadlines.

### **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](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.

If the proposed research is with, by, for, and/or on Indigenous peoples, please review Memorial University's new Research Impacting Indigenous Groups policy (<https://www.mun.ca/research/Indigenous/>).

### **Administration of the funds**

The research account is established through Research Initiatives and Services (RIS) and Financial and Administrative Services (Research Accounting) and administered through the researchers' department in accordance with Memorial's 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 is

available to work with researchers to develop an appropriate knowledge mobilization plan for their findings.

**Visit this [link](#) for more info on Cabot Martin.**

### **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.