

ISER



Institute of Social
and Economic
Research

Application for ISER Research Grant

Deadline Date: March 1

ISER Research Grants (up to \$8,000 each) are available to graduate students, faculty members or non-affiliated scholars from within Memorial University of Newfoundland or elsewhere to help defray the costs of such items as travel, subsistence, research assistance and materials and supplies for carrying out an approved research project; capital expenditures are not covered. **Applications for travel to conferences and its related expenses will not be accepted as this is not the mandate of ISER.**

Applications are evaluated by an Awards Panel according to their relevance to the ISER mandate and the merits of the proposals and the applicants. The Awards Panel recommends which applicants to fund and in what amounts. The recommendations are made to the Executive which makes the final decisions.

- Notes:
1. Normally, the same applicant will be limited to a maximum of two research grants over a three-year period.
 2. Applicants for ISER Fellowships who are applying for a research grant to complement their research may use the fellowship application form. There is no need to submit a separate research grant application.

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 Institute of Social and Economic Research (ISER) application. The information will be used for the purposes of academic administration (i.e., 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 Administrative Assistant at 709-864-8157.

Memorial University of Newfoundland Policy and Procedures for Ethics of Research Involving Human Participants

Research at Memorial University is subject to ethical approval granted by the Interdisciplinary Committee on Ethics in Human Research. For the most recent information on Memorial University's ethics policies and procedures, please check the university's website www.mun.ca/research/ethics

Policy and Procedures For Biosafety Certificate Application

Health Canada (Health Protection Branch - Laboratory Centre for Disease Control) has issued Laboratory Biosafety Guidelines edition, 2004. According to these guidelines, any persons wishing to use Biohazardous agents must submit an application for approval. For more information on Memorial University's Biosafety policies and procedures, please check the university's website www.mun.ca/health_safety/biosafety. There is a link to the right of this page, under Related Content, where you will find the Biosafety Certificate Application 2009. This application must be completed and approved should the use of Biohazard materials be used in research

General Information

Name of Applicant: _____

Department: _____

Position: _____

Mailing Address: _____

_____ Postal Code: _____

Telephone (Office): _____ (Home): _____ (Cell): _____

E-mail address: _____

Name of Supervisor: _____

Supervisor's Contact Information: _____

Signature of Supervisor: _____

Period for which Research Grant is requested: _____

NOTE: Extensions will not be accommodated under any circumstances.

Title of Research Project: _____

Description of Research Project

Please attach a copy of your Research Proposal * (maximum length should be the equivalent of 6 typewritten pages, single-spaced, 12 pt. font), including the following headings:

- a) Title of Research Project
- b) Scope and Objectives
- c) Social Relevance and/or Practical Importance
- 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 affiliation of any co-investigators

* Append any questionnaires and other research instruments.

ISER Mandate

The Purpose of the Institute shall be to undertake, sponsor and publish social and economic research within such disciplines and in such parts of the world as are deemed of relevance to Newfoundland and Labrador and the broader Atlantic world. Without limiting the generality of the above, research pertaining directly to social and economic development in Newfoundland and Labrador shall be of special importance.

In the space provided below, give a summary of the proposed research and explain how it falls within the ISER mandate. Please note that this will be reviewed by an Awards Panel of five faculty members from different disciplines.

Budget and Summary of Expenses

Please list amounts requested in each budgetary section below, plus a justification for each.

Please note that capital expenditures are not covered. Applications for travel to conferences and its related expenses will not be accepted as this is not the mandate of ISER.

Travel \$ _____

Justification: _____

Accommodation \$ _____

Justification: _____

Subsistence \$ _____

Justification: _____

Student Research Assistance \$ _____

Justification: _____

Other Assistance/Technical Services \$ _____

Justification: _____

Materials \$ _____

Justification: _____

Other (specify) \$ _____

Justification: _____

Total Expenses (not to exceed \$8,000)

\$ _____

Other Awards

Have you presently applied for, or are recipient of, an award to support this project that might be held concurrently with a Research Grant from this Institute? ___ Yes ___ No

If yes, please give details and submit evidence of any such applications. _____

References

List three referees (with titles and addresses) who have provided confidential letters of appraisal (in sealed envelopes) appended to this application or have sent them directly to ISER. **These letters must be received by the deadline date.**

1. _____

2. _____

3. _____

Please send all materials (see attached checklist) to:

**Institute of Social and Economic Research
Memorial University of Newfoundland
Arts and Administration Building, Room AA-4081
St. John's, Newfoundland, Canada, A1C 5S7
Phone: (709) 864-8156 Fax: (709) 864-2041**

Research Grant Application Checklist

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

Each applicant is responsible for ensuring their application is complete.

Description

1. Original, plus six (6) copies of the completed application
2. Original, plus six (6) copies of Research Proposal (maximum of 6 typewritten pages)
3. Original, plus six (6) copies of any questionnaires or other research instruments to be used in the research
4. Original, plus six (6) copies of Curriculum Vitae
5. One (1) copy of a sample of written work
6. For all research involving human subjects, written notification that the ethics process has been initiated included
 not applicable
7. For all research involving the use of hazardous materials, a Biosafety Certificate Application must accompany the application. (Approximately 4 weeks) included
 not applicable
8. Three (3) Confidential Letters of Appraisal. (on forms provided) included
 to be sent directly

Grant Holder's Responsibilities

Please read the following statement and signify your agreement to it by signing below.

If awarded a Research Grant by the Institute of Social and Economic Research, Memorial University of Newfoundland, I agree to:

- be accountable to the Administrative Officer of ISER for the proper disposition of funds and to return original receipts for all research expenses for submission to the Administrative Officer.
- advise the Institute of Social and Economic Research of any other awards held concurrently, so that an appropriate adjustment may be considered in the amount of the Research Grant awarded by the Institute.
- provide a progress report on my research at any time, upon the request of the Director.
- provide a final report on my research within 30 days of completion of the Research Grant.
- provide copies of any written materials (including theses and journal articles) produced as a result of ISER's financial support.

Signature of Applicant

Date

OTHER REQUIRED SIGNATURES, where applicable

Signature of Head or Graduate Co-ordinator
(required for MUN Faculty and Graduate Students)

Date

Signature of Dean of Arts (or delegate)

Date

