

FUNDING APPLICATIONS WORKSHOP

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INSTITUTE OF SOCIAL AND ECONOMIC RESEARCH/ J. R. SMALLWOOD FOUNDATION FOR NEWFOUNDLAND & LABRADOR STUDIES

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WORKSHOP TOPICS

- **Eligibility**
- **Funding categories/deadlines**
- **Situating your project & tailoring your application**
- **Paying attention to all elements of an application: example of the Research Grant:**
 - Title; Summary/mandate; Scope & Objectives; Social Relevance/Practical Importance; Theory/Conceptual Framework; Links to Existing Research/Literature; Methods, Plans; Work Schedule; Budgets/Budget Justification; Reference Letters; Research Impacting Indigenous Groups Policy, Ethics, other checklist items**

WORKSHOP TOPICS (CONT'D)

- **Application development**
- **Common pitfalls**
- **Questions?**
- **Further resources**

ELIGIBILITY CRITERIA

Smallwood Foundation Mandate

“... the promotion and support of research in Newfoundland & Labrador Studies in the areas of the Humanities and Social Sciences ... research and scholarship inside and outside the university community.”

<https://www.mun.ca/smallwood/funding-opportunities/>

ISER Mandate

“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. “

Priority given to HSS applicants

<https://www.mun.ca/iser/funding-programs/>

FUNDING CATEGORIES/DEADLINES

Smallwood Foundation

- Research Grants (max \$8,000)
- Conference Grants (max \$5,000)
- Publication Subvention Grants (max \$5,000)
- All due **December 1, 2022**

ISER

- Research Grants (max \$8,000)
- Fellowships (Master's up to \$10,000/annum, PhD up to \$17,700/annum)
- Post-Doctoral Fellowship (up to \$35,000/annum), PhD within 36 months of application due date
- Conference Grants (max \$5000)
- Student Essay Prize (\$500)
- All due **March 1, 2023**

SITUATE YOUR PROJECT: BE CLEAR



THE PERILS OF RECYCLING

DON'T SUBMIT THE SAME PROPOSAL FOR ALL PURPOSES

EXAMPLES:

GRANT APPLICATIONS VERSUS SSHRC FELLOWSHIP APPLICATIONS

GRANT APPLICATIONS VS. DEPARTMENTAL RESEARCH PROPOSAL

TAILOR GRANT APPLICATIONS TO EACH COMPETITION

PAY ATTENTION TO ALL ELEMENTS

READ INSTRUCTIONS

- Title
- Summary and fit with mandate
- Scope and Objectives
- Social relevance/practical importance
- Theoretical approach/conceptual framework
- Significance in relation to existing research/literature
- Research plans and methods (including ethical implications)
- Work schedule
- Budgets and budget justifications
- Research Impacting Indigenous Groups
- Ethics Clearance(s)
- Checklist

TITLE

Think about **length**: concise and precise is preferable

Think about **clarity**: should be self-explanatory, comprehensible outside of your specialty and discipline.

It should **capture the content** of the proposal

It should not promise something that is not done in the proposal.

Avoid being vague and generic.

Avoid using the same title as is used for other funding applications.

Check for accuracy, spelling, and grammar as you would for other text in the application.

SUMMARY AND FIT WITH MANDATE

This is not an easy section to write. Make sure to **budget time** to rewrite it and edit, as needed. It is advisable to write it, or certainly revise it, after everything else is completed in the application.

It is supposed to provide a clear snapshot of the project and plans for this funding application. **It is a crucial part of the application.**

It is synonymous with writing an abstract for an article.

The language should be **accessible** for a multi-disciplinary readership. Use plain, simple language. This is true for the full application.

It should **briefly capture** the **objectives** of the research, **methods, expected findings or potential implications** of the research.

Applicants should **avoid in-depth explanations** of their project. The details should be left for the other sections of the proposal. Applicants should avoid in-depth references to their earlier research.

SCOPE AND OBJECTIVES

In the **scope**, define the context of the research both empirically and intellectually. Provide a brief background to the research that clearly defines the problem and then introduces the **research questions**.

The research questions should be clearly stated and should be specific to your project. They should follow naturally from the **problem statement**.

There should be synergies between the scope of your project, the problems you have identified, and the objectives that you have laid out.

The **objectives must be very specific and feasible** to achieve within the timeframe of the funding being requested and the overall project. A **balance** should be sought between being overly ambitious and underestimating yourself (being too simple or cautious). Challenge yourself but without going too far!

Number of objectives?

Some proposals have one main objective and a series of sub-objectives.

Some proposals have two-five objectives (sometimes with sub-objectives). It is typical to have two or three main objectives.

SOCIAL RELEVANCE/PRACTICAL IMPORTANCE

This section offers applicants the opportunity to tell readers about the **importance of their project**.

In clear prose, tell your readers how your project will be beneficial. Some projects have clear **practical, societal implications** or a **broader social relevance**. These **need to be articulated** by applicants rather than assume it is obvious to the readers.

Projects that are **highly theoretical** in nature **also have social relevance** in terms of potentially **modifying how we think about things**. Applicants for such proposals should explain what they think the **intellectual relevance** of their project is at a broad level.

This is a challenging part of the application. It forces you to think about this question early on in your project. We advise you to leave enough time to write and rewrite this section and not leave it to the end.

THEORY/CONCEPTUAL FRAMEWORK

This is a section that requires applicants to articulate which **theoretical concepts** and/or **conceptual frameworks** and/or **perspective** their work is embedded in.

These must be **clearly stated and explained**. Applicants should avoid rather relying on simply using theoretical terms in the proposal without demonstrating that they understand them.

Do not assume your readership knows the theoretical/conceptual literature or sets of cultural knowledge (e.g. Indigenous) you are drawing on.

Applicants must show how theoretical/conceptual terms are relevant to their specific projects and why they have chosen these.

There should be some text that shows how these are important for the work.

Do not substitute the broader literature review (e.g. other empirical studies on the project topic) for a discussion of the theoretical or conceptual questions. In this section, cite any theoretical texts or type of knowledge informing your research perspective.

LINK TO EXISTING RESEARCH/LITERATURE/BIBLIOGRAPHY

In this section, applicants should demonstrate their knowledge of existing literatures, relevant to their projects.

This might be relevant empirical literature about the same or other regions, the same or other time periods, etc. or literature from specific topical subfields.

In citing this literature, applicants can establish the importance of their project and how it fits into the larger body of academic work.

Cite recent as well as older works. Follow a consistent citation style.

Applicants are encouraged to think outside narrow canons (e.g. range of literatures) to situate their project within global conversations.

Note: There is no page limit on the Works Cited that is attached to the proposal.

METHODS, PLANS

This is also a very important section of the proposal that clearly **outlines how the research will be done and the objectives will be achieved**. This section **should not be too short**. Don't assume your readers know what you will do methodologically.

Which data, information, or sources will be used, depending on your project (e.g. material culture, participant-observation, interviews, literary texts, archival documents)? **Explain how this plan is feasible**.

Will you be **generating new data** and/or **consulting existing sources**?

How will you be **accessing** the data or sources? What are the **tasks** involved? Use **bullet points or subheadings**.

What will you do with the data or sources? Which **types of analysis** will you use? If applicable, discuss your sampling method and the size of your samples. Discuss the **specific techniques of analysis or interpretation (quantitative, qualitative)** to be used.

Discuss the **ethical implications (e.g. human participants, projects impacting Indigenous groups or the environment)** of the work.

WORK SCHEDULE

In the plans, lay out a **realistic schedule**. Depending on your preference and available space, either use text in paragraphs or use tables.

What you plan to do and **when**.

Ensure that the planned work schedule is **feasible**.

Be economical and realistic with regard to the dates when tasks will be accomplished. For e.g., it would not normally be expected that an applicant for a one-year funding grant take numerous field trips to the same location to achieve their goals.

CO-INVESTIGATORS/TEAM

If there are any co-investigators, indicate their names and affiliations.

In the **methods section**, explain specifically **how** co-investigators and/or other **team members (e.g. research assistants)** are involved in the project.

In the methods section, don't forget to explain what the (principal) **applicant** (you) is doing on the project versus any team members!

BUDGETS, BUDGET JUSTIFICATIONS

There is a **connection between the methods** applicants plan to use **and the funding they need** for different purposes.

The budget should look back to the different elements of the methods and account for **what is needed to achieve the stated objectives**.

The budget should be **economical** in all elements. There should be a strong justification provided for your choices, sometimes with evidence (e.g. indicate where airline prices come from).

Nor should the budget underestimate the necessary costs (e.g. not accounting for the true costs of travel or impacts of exchange rates). **Don't use old budgets**, given current **inflation** costs!

There is a budget sheet in the application form and also the expectation that additional justifications are provided for categories of expenditures. Applicants may attach a Word file if that is easier to use than inserting the justifications on the budget sheet.

BUDGETS, BUDGET JUSTIFICATIONS (CONT'D)

Ensure that all requested **expenditure categories** are **eligible**. **Read the instructions** and consult the ISER/Smallwood Office or your Grants Facilitators (if relevant) if you are not sure about something. For example, equipment is not eligible.

Personnel costs or contract services (e.g. lab tests) should only be included if **absolutely necessary and properly justified** in both the methods section and budget justification. Student applicants should read the section on when they may include research assistants, which is only under specific conditions.

Applicants awarded funding will not necessarily receive the maximum they requested. Reductions might result from efforts to ensure more excellent projects are funded. They may also result from applicants including ineligible expenses or budgets evaluated to be bloated.

Budget: Summary of Expenses

Please list amounts requested in each budgetary section below, plus a justification for each (Attach extra Word documents as needed). **Capital expenditures and conference travel are not allowed as per the Foundation mandate.**

Expense	Amount
Travel	\$ <input type="text"/>
Travel Justification <input type="text"/>	
Accommodation	\$ <input type="text"/>
Accommodation Justification <input type="text"/>	
Subsistence (Per diems should not exceed the allowable rate for Memorial University. The allowable rate is reduced by 50% for travel over 30 days)	\$ <input type="text"/>
Subsistence Justification <input type="text"/>	
Student Research Assistance	\$ <input type="text"/>
Student Research Assistance Justification <input type="text"/>	
Other Assistance / Technical Services	\$ <input type="text"/>
Other Assistance / Technical Services Justification <input type="text"/>	
Materials	\$ <input type="text"/>
Materials Justification <input type="text"/>	
Other	\$ <input type="text"/>
Other Justification <input type="text"/>	
Total Expenses (Not to exceed \$8000)	\$ <input type="text"/>

RESEARCH IMPACTING INDIGENOUS GROUPS POLICY

<https://www.mun.ca/policy/browse-or-search/browse-policies/university-policy/?policy=457>

<https://www.mun.ca/research/indigenous-research-at-memorial/memorials-policy-on-indigenous-research/>

“The conduct of research that impacts Indigenous communities, cultures, and lands must be grounded in ethical conduct and respectful, ongoing engagement with Indigenous groups.”

Often “requires collaboration and partnership”.

Purpose: “To ensure Researchers carry out and continue to carry out appropriate engagement with Indigenous collectives ...starting at the research design phase.”

Applicants planning to do research impacting indigenous groups must submit an “Agreement in Principle” with their applications. Questions to IndigenousResearch@mun.ca

RESEARCH ETHICS BOARDS, OTHER CHECKLIST ITEMS

In the case of research involving human participants, applicants affiliated with postsecondary institutions must indicate that they have or will be submitting ethics applications for their projects to Research Ethics Boards. At Memorial, includes the Interdisciplinary Committee on Ethics in Human Research (ICEHR), the Health Research Ethics Board (HREB), or the Grenfell Campus Research Ethics Board (GC-REB).

Ensure that you review and complete our checklists and add any relevant items that do not appear there.

Checklist items:

For those requiring it, ensure that you have requested that a confidential Letter of Appraisal be sent to our office by the deadline. We strongly suggest that applicants follow up with their referees before the deadline to make sure the letter has been submitted. Perhaps ask the referee to indicate once they have sent in the letter.

DEVELOPING A STRONG APPLICATION

Start early.

Be certain you know the submission steps and timelines.

Develop and follow personal deadlines.

Seek advice.

Multiple drafts: standing back from your own work.

Proofreading.

COMMON PITFALLS

Avoid submitting:

“Premature” (insufficiently developed) applications.

Overly ambitious applications.

Applications that do not attend to all elements.

Use of key conceptual terms without explanation, without linking to project.

Lack of clarity.

Contradictions.

Over-reliance on a “gap” argument or an inaccurate “gap” argument.

Not legible to a multi-disciplinary readership.

QUESTIONS?

Main office:

Heather Patey, iser@mun.ca, 1-709-864-8156

Director: dirisersmallwood@mun.ca

<https://www.mun.ca/iser/contact/>

FURTHER RESOURCES

Memorial's Policy on Research Involving Indigenous Groups:

<https://www.mun.ca/research/indigenous-research-at-memorial/memorials-policy-on-indigenous-research/>

Memorial's Research Ethics Boards:

<https://www.mun.ca/research/research-integrity-and-ethics/research-with-human-participants/research-ethics-boards/>

Memorial's Travel Policy:

<https://www.mun.ca/policy/browse-or-search/browse-policies/university-policy/?policy=317>

FURTHER RESOURCES

Memorial's Schedule of Reimbursable Expenses:

<https://www.mun.ca/finance/travel/schedule-of-reimbursable-expenses/>

Faculty of Humanities and Social Sciences Research Services - Budget

Help: <https://www.mun.ca/hss/faculty-and-staff/research-support-services/resources/documents/>

Provincial Archaeology Office:

<https://www.gov.nl.ca/tcar/artsheritage/culture/archaeology/provincial-archaeology-office/>

Books or other documents about proposals considered helpful in your discipline.