

COVID-19 QUICK START FUND FOR PUBLIC ENGAGEMENT

Awards Guide

About the COVID-19 Quick Start Fund (CQS)

Memorial University’s faculty, staff, and students, in partnership with public partners, are working together on ways to help address the impacts of COVID-19 on individuals, groups and organizations.

The COVID-19 Quick Start Fund (CQS) for Public Engagement will offer up to \$2500 for projects, partnerships or initiatives that contribute to addressing immediate and long-term needs of COVID-19 and align with Memorial’s [Public Engagement Framework](#). Proposals will be assessed based on the potential impact and timeliness of the proposed project in addressing and responding to COVID-19 and related challenges.

Timeline and Fund Amount

The fund will open on June 15, 2020. Applications will be accepted on a first come, first serve basis and will be reviewed in small batches until the fund is exhausted. A total of \$25,000 has been allocated for the fund.

Eligibility

Proposals may be initiated by a faculty, staff, or student at Memorial University in partnership with one or more community (external) collaborators.

Applicants must indicate approval from a university supporter for their project. The university supporter agrees, on behalf of the applicant’s organization or unit, to accept administrative responsibility for the fund if awarded. Failure to secure appropriate support will render the application ineligible for funding.

Applicant	Supporter(s)
Faculty	Dean or Department Head
Staff	Director or Senior Administrator
Student	Program Supervisor and Departmental Administrator

Sessional or contract employees may apply for funding as long as the contract end date is no less than three months after the project completion date. This period will allow enough time for final report submission.

Conditions

- Projects must be carried out in adherence with Memorial's COVID-19 guidelines for researchers as noted [here](#).
- COVID-19 Quick Start projects must be completed within one year of award.

Types of projects

The COVID-19 Quick Start Fund supports university-community collaborations that seek to address current issues in relation to the global pandemic, while also aligning with the goals and objectives of Memorial’s [Public Engagement Framework](#). Projects must demonstrate university-community collaboration, mutual contributions and mutual benefit.

Projects that actively engage external groups in project development and implementation are more likely to be funded than those that passively engage the public (e.g. outreach activities such as presentations or demonstrations, publications). The fund does not support: equipment purchases of over 10% of requested funding, ongoing operations, travel to academic conferences or staff/faculty salary or salary-related expenses.

Application

Applicants are invited to submit a short proposal via our on-line submission tool ([insert hyperlink](#)). The system allows you to save your progress and return to your application as many times as needed.

Adjudication

All eligible applications will be reviewed by a committee comprised of faculty, staff, and/or students as well as external community partners. The review committee makes recommendations to the Associate Vice-President, Public Engagement and External Relations, who approves the distribution of funds. Applicants can expect to receive notification two to three weeks after the end of the month in which they submit an application.

Criteria

Applications will be evaluated based on the following criteria:

- genuine engagement with community partners/collaborators (mutual contributions and mutual benefits)
- feasible budget and timeline for the scope of the project
- alignment with at least one of the objectives of the [Public Engagement Framework](#)
- responsiveness to COVID-19 and related issues

Notification and acceptance

Upon receiving a notification of award, recipients must return a signed acknowledgment form (Terms of Award) to the Office of Public Engagement indicating their decision to accept or decline the award; acceptance of the award requires agreement with our terms and conditions.

Administration of the funds

The project account is established in the department of the applicant.

Reporting and Communications

Successful applicants must agree to submit a final report on their work within 30 days of project completion using our [on-line reporting form](#). Applicants will also be required to submit their project information to [Yaffle](#), Memorial's on-line connecting tool.

The Office of Public Engagement reserves the right to publish all or part of the project report or include information from the report in other publications.

Successful applicants must agree to notify the Office of Public Engagement in the event of substantive changes to the funded project.

For Questions about this program, please contact:

Email: engagement@mun.ca