2024 Research Junction Seed Grant - Application Form

Please review the *Research Junction Seed Grant Guidelines.*

The full application includes:

1. The signed application form.
2. A 1-page letter of support from the participating City of Saskatoon department outlining why this project is important to the City, any City resource contributions (ie. data, personnel, or funding), and the role of the City lead in supporting the project. See details on page 2 of this application form.
3. A research proposal (3 pages maximum). See details on page 2 of this form.
4. A budget and justification (1 page maximum). See details on page 3 of this form.

Submit applications to UnivRS by 6 December 2024 at 4:00pm. All submissions are subject to UnivRS approvals and compliance checks over the following five business days.

Title of Project:

Term of Project: estimated start and end date (maximum 12 months)

Funding Request:(Up to $5000)

Principal Investigator (USask)

Name: Email:

Department:

Lead Collaborator (City)

Name: Email:

Department:

Approvals required (check all that apply):

☐ **Human Ethics**   ☐ **Animal Care**   ☐ **Biosafety**   ☐ **None**

City of Saskatoon   UNIVERSITY OF SASKATCHEWAN

Additional Partners or Co-Investigators

Name: |Email:

Department/Organization:

Name: |Email:

Department/Organization:

Signatures:

Principal Investigator (USask):_____Date: _____

Lead Collaborator (City): _____ Date: _____

Attachment Details

1. Letter of Support from the City (maximum 1 page)

The letter of support must outline:

  a. The intellectual and financial contributions that the City of Saskatoon will make to this seed
      funding project and to the eventual, funded research project, including the role of the City co-
      lead and any resources contributed (data, personnel, space, etc.).
  b. How this research project would align with existing, past, or future projects, and the strategic
      goals or priorities at the City.
  c. Which challenge or opportunity at the City this seed funding project will begin to address.

2. Research Proposal Details (maximum 3 pages)

  a. Lay Summary of Proposed Project (max 100 words)
  b. Project Description
      1. Describe the objectives of the seed funding project, how it will enable a future research
          project, and why it is necessary.
      2. Outline the activities, timeline and milestones of the seed funding project.
      3. Describe the future research project that this seed funding project will contribute to.

c. Research Partnership and Team
   1. Describe the strengths of the co-leads and their expertise in this area.
   2. Describe any additional research team members, including USask researchers, trainees (HQP) and City members as well as other partners, and their contributions to the project.
   3. Describe the nature of the partnership. Is it a new partnership? If not, explain how it takes an existing partnership in a new direction.
   4. Describe the plan for communication between partners (ie. frequency of meetings, how progress and feedback will be shared, etc.).
d. Outcomes
   1. This seed grant is intended to position research teams for success in applying for future research funding. Please indicate which funding program you will apply for, the estimated funding required and include a specific timeline for your application.
   2. Describe the long-term goals for the partnership.

3. Budget and Justification Details (maximum 1 page)

a. List all expenses and, if appropriate, other resources contributing to the project.
b. Provide a budget justification.
c. If planning to hire a student provide the level of study.