

## 2025 Research Junction Development Grant - Application Form

Please review the *Research Junction Development Grant Guidelines*.

The full application includes:

1. The signed application form.
2. A 2-page letter of support from the participating City of Saskatoon department outlining their interest and role in the project and their resource contributions (ie. data, personnel, or funding) and anticipated outcomes. See details on page 2 of this form.
3. A 2-page biosketch of the Principal Investigator. See details on page 3 of this form.
4. A research proposal (5 pages maximum). See details on page 3 of this form.
5. A budget and justification (1 page maximum). See details on page 3 of this form.

Submit applications to UnivRS by 16 May 2025 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 18 months)**

**Funding Request: (\$10,000 to \$30,000)**

**Principal Investigator (USask)**

Name:

Email:

Department:

**Lead Collaborator (City)**

Name:

Email:

Department:

**Approvals required (check all that apply):**

Human Ethics

Animal Care

Biosafety

None

**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 2 pages)**

The letter of support must outline:

- a. The intellectual and financial contributions that the City of Saskatoon will make to this 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. Anticipated outcomes and how they will inform and impact decisions, policies, strategies and programs.

**2. Research Proposal Details (maximum 5 pages)**

- a. Lay Summary of Proposed Project (max 100 words)
- b. Project Description
  1. Describe the objectives of the project and its fit with the City of Saskatoon's research priorities.
  2. Outline the methodology, timeline and milestones.

3. Provide an overview of how this project will build capacity for trainees (HQP) and their role in the project.
- c. Research Team
    1. Describe the strengths of the co-leads and their expertise in this area.
    2. Describe this partnership. Is it a new partnership? If not, explain how it takes an existing partnership in a new direction.
    3. Describe the research team, including USask researchers, trainees (HQP) and City members as well as other partners, and their contributions to the project.
    4. Describe the value of a partnered approach to this project.
    5. Describe the plan for communication between partners (ie. frequency of meetings, how research progress and feedback will be shared, etc.).
    6. Describe how this team is well positioned to be successful in this area.
  - d. Outcomes
    1. Describe long-term goals for the partnership.
    2. Describe the knowledge mobilization/transfer plan. What are the anticipated deliverables and how might they influence city policy or practice.
  - e. Future Opportunities
    1. Research Junction grants are intended to position research teams for success with other granting agencies. Please indicate which agencies you will apply to after the 18 months.
    2. Please indicate if you plan to apply for a Mitacs grant to leverage up to 50% of Research Junction funding.

### **3. Biosketch of Principal Investigator (maximum 2 pages, written in narrative)**

- a. Name
- b. Education/training (include only current and/or completed degree programs)
- c. Employment/Affiliations (current position and other academic and professional experience)
- d. Research Funding (sources of support held in the past four years)
- e. Most Significant Contributions (that relate to the proposed research project)

### **4. 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.