

# PRINCIPAL'S RESEARCH FUND (PRF) GRANT APPLICATION

## Guidelines

**Please note: Applications must be completed on the form using the allotted space and following the eligibility requirements. Failure to do so may render an application ineligible.**

1. Eligibility: To be eligible for support from the Principal's Research Fund, an applicant must be an academic staff member, as defined in the MUNFA/MUN Collective Agreement or NLNU for WRSON faculty.
2. Value of the grants: The maximum individual grant is \$1000; applications for lesser amounts are encouraged. Collaborative and/or interdisciplinary research grant applications, which may be receiving funding from other sources, are also encouraged.
3. Eligible expenses: Travel directly relevant to the proposed research (e.g., field trips, travel to archives, etc.) is eligible for support. **Travel to conferences will not be funded.** However, travel to improve qualifications, techniques or specializations may be eligible for support, depending on the application and the individual circumstances.
4. Eligible expenses cont'd: In general, the purchase of books, journal subscriptions, and computer hardware, or the payment of publications fees will not be funded. Such items will, however, be considered for funding if the applicant can demonstrate a direct relevance to the proposed research.
5. Application form: An electronic version of the application is available on the SWGC Research website or via e-mail from the Principal's Office. **Applications must be typed on the form and the hardcopy submitted to the Principal's Office.**
6. Deadline: **The deadline for applications is October 1.** Applicants can expect to receive notification of the status of their applications in November.
7. Research requiring ethics review: **If an ethics review is required, the awarded funds will only be released once ethics approval is obtained.** In order to ensure that account funds can be established in a timely manner, successful applicants are urged to submit their ethics review request immediately upon notification that their application was successful. **Information on the Research Ethics Board and policy on research involving human subjects can be found at:**  
<http://www.swgc.mun.ca/research/ethics.html>  
[http://www.mun.ca/research/researchers/human\\_subjects1.php](http://www.mun.ca/research/researchers/human_subjects1.php)  
<http://pre.ethics.gc.ca/english/policystatement/policystatement.cfm>  
**Applicants should also be aware of the Tri-Council ethics policy on research ([http://www.nserc.gc.ca/institution/framework\\_e.htm](http://www.nserc.gc.ca/institution/framework_e.htm)).**
8. Capital item purchases become the property of Sir Wilfred Grenfell College when the applicant leaves the employment of the university.

9. Supporting information: An abbreviated Curriculum Vitae (no more than five pages) OR a document outlining a research profile and philosophy must be submitted with the application (no more than five pages).

10. The criteria for assessment will be: clarity of the proposal, the demonstration of the significance of the proposal for the field or discipline, the feasibility of the project, the provision of sufficient detail on process and budget, meeting all of the criteria of the application guidelines.

11. In making a new application, previous PRF grant holders must submit a Research Report of the last PRF grant held with a new application. **The Research Report is not required for successful grant holders prior to 2005.**

12. Additional information: Dr. Wade Bowers, Associate Vice-Principal (Research), or any member of the Research Committee may be contacted for information or questions related to the research application.

Final Research report: Successful applicants are required to submit to the Principal's Office a one-to-two page written **research report**. This report should outline the research progress and accomplishments, explain any variances from the proposal and provide examples of student mentorship/training where appropriate. **The deadline for submission of the research report is September 30, 2009.**

**PRINCIPAL'S RESEARCH FUND (PRF)  
GRANT APPLICATION**

**Please print information within the selected boxes. If you exceed the text box in the electronic application the excess information might be lost. The form must be used.**

**Applicant's Name:**

**Applicant's Division and Unit:**

**Title of the Research Proposal:**

**Amount of Funding Requested:**

Are you already in receipt of funds from other sources for this project?

Yes

No

If "Yes," please outline all other sources of funding, the agencies providing the funding, and the amount of funding from each source.

Have you applied for support for this proposal from any other sources from which you may still receive funds?

Yes

No

If "Yes" please outline all other sources applied to, the agencies applied to, and the amount of potential funding from each source.

Does your research involve human or animal subjects, or biohazardous materials?

Yes

No

Will this research need to be vetted by the Ethics Review Committee?

Yes

No

### **Research Proposal**

In the space provided, clearly outline the proposed research project, its **significance and methodology**.

(continued on next page)

**Research Proposal (continued):**

**Research Budget:**

Please provide a budget proposal indicating specifically how the grant will be disbursed, including each item to be purchased, the source (company, catalogue number, etc.), and the cost, including applicable taxes. Do not exceed the dimensions of the text box.

**Applicant's Signature:**

**Date:**