

**CANADIAN INSTITUTE OF UKRAINIAN STUDIES
UNIVERSITY OF ALBERTA**

**RESEARCH GRANT APPLICATION FORM
AND GUIDE**

HOW TO APPLY

Applications for research grants should be submitted on the attached form. Before filling it out, please read carefully the guide at the end of this form, which provides information about eligibility, deadlines and other important information for applicants for research grants.

This form has been designed to provide for a wide range of requests. You are asked to complete it as accurately as possible, and where it neglects some essential aspect please improvise as best you can.

**FREEDOM OF INFORMATION AND PROTECTION OF
PRIVACY**

The personal information requested on this form is collected under the authority of the *University Act* and Section 32(c) of the *Alberta Freedom of Information and Protection of Privacy Act* for administrative and financial processing purposes. Certain personal information may be made available to federal and provincial departments and agencies under appropriate legislative authority. Personal Information is protected under the *Alberta Freedom of Information and Protection of Privacy Act*.

PLEASE TYPE YOUR APPLICATION

(OR PRINT LEGIBLY)

Canadian Institute of Ukrainian Studies 430 Pembina Hall University of Alberta Edmonton, AB T6G 2H8 Canada	Tel: 780 492 2972 Fax: 780 492 4967 E-mail: cius@ualberta.ca Website: www.cius.ca
Name:	Initial application Renewal If renewal, give date of initial application:
Institution: Department or Faculty: Telephone numbers: office: home: cellular: Fax: E-mail:	Institutional address:
Academic rank:	Citizenship:
Mailing address, if different from above:	
Names of other investigators, research/student assistants, if any (please attach curricula vitae):	
Short title of project:	Discipline or area:
Topic: Ukrainian Ukrainian-Canadian	Total amount requested:
Date of application: Signature:	Estimated date of completion:

The Canadian Institute of Ukrainian Studies may wish to consult assessors. Please give two references, preferably outside your university: one who is familiar with your scholarship, and one whom you consider to be an expert in your area of research.

References: names, addresses, fax numbers and e-mails	specialist in field	knows my work
A		
B		

DESCRIPTION OF PROJECT:

Please provide in the space below your proposal and research plan (including supporting information, under the following headings, as appropriate) in sufficient detail to permit an informed judgment by qualified assessors:

1. Scope and objectives of the study.
2. Significance and practical importance of the study.
3. Relationship to existing research and related literature.
4. Research plan and methods, including names and roles of participants and consultants and sources of research material.
5. Work already completed and in progress.
6. Copies of questionnaires and other research instruments.

If this request is for a renewal or extension of an existing grant, a progress report and financial statement must be attached.

PROJECT PROPOSAL AND RESEARCH PLAN (add additional pages, if necessary)

PROJECT PROPOSAL AND RESEARCH PLAN (continued)

PROJECT BUDGET

Summary Budget

Personnel costs (specify below)

Travel-transportation and living expenses
(provide details below)

Other expenses (specify below)

Total costs

Funds available
(specify source and explain below)

Grant requested

PROJECT BUDGET DETAILS AND EXPLANATIONS (add additional pages, if necessary)

QUALIFICATIONS AND EXPERIENCE: Please provide below or append to this application form a detailed statement of qualifications and experience (or curriculum vitae), including degrees, academic and administrative experience, academic awards and distinctions, research interests, knowledge of languages (read, write, and speak), and list of publications.

STATEMENT OF QUALIFICATIONS AND EXPERIENCE (add additional pages, if necessary)

STATEMENT OF QUALIFICATIONS AND EXPERIENCE (continued)

GUIDE

Applicants are advised to read this guide to ensure that they fulfil all the requirements in preparing applications and are familiar with CIUS general policies and guidelines concerning grants.

PURPOSE

The primary purpose of the research grants awarded by CIUS IS to encourage and support research on Ukrainian Canadian and Ukrainian subjects in the Humanities and Social Sciences. A research grant is offered in support of a **publishable** project with a clearly stated scholarly objective and a well-defined plan for reaching that objective.

Research grants are intended to support independent research conceived and carried out by a scholar or a group of scholars. An application must be submitted by the principal investigator on his or her own behalf, not on behalf of or in the name of an institution. In projects involving team research, one person must be designated the principal investigator.

Research grants are designed primarily to meet the needs of career scholars in universities or other post-secondary institutions as well as private scholars. They are not offered to support research for a degree or course requirements.

The Institute will entertain research proposals whose primary focus is the development or the preparation of specialized material for teaching purposes at the postsecondary level of education. CIUS supports the preparation of textbooks, anthologies, readers, manuals of instruction, bibliographies, collections of documentary or primary source materials and inventories of archival materials which are intended primarily for use at the postsecondary level of education. Grants are usually not given for work intended primarily for use in public schools.

Research grants are intended to defray actual direct costs attributable to a project, not for overhead costs or for personal income.

ELIGIBILITY OF APPLICANTS

A research grant application may be submitted by a scholar on the faculty of a university or other postsecondary institution in Canada or elsewhere, or by a private scholar.

RESEARCH AND STUDENT ASSISTANTS

Applicants wishing to hire research assistants must demonstrate that their participation is justified by the research needs of the project. Students who are registered in university programmes may be hired as part-time graduate or undergraduate assistants, provided they are employed on a research project in accordance with the policies of the university.

An application requesting funds for a research assistant or student assistant must include a description of the task such assistants will carry out. Applicants for research grants who wish to hire a research assistant must justify the establishment of such a position and include in the application a detailed description of the responsibilities and duties to be performed together with a curriculum vitae and, if possible, a sample of work of the proposed assistant. For a student assistant, it is sufficient to describe the qualifications required for the position.

APPLICATIONS

An application must be submitted by the principal investigator, defined as the scholar who has initiated the project and assumes responsibility for the research. The principal investigator must also take on administrative responsibility associated with holding a grant.

In projects involving more than one scholar, each collaborator should submit a curriculum vitae and confirm that they have read the research grant application submitted by the principal investigator. The application should also state the role and contribution of each collaborator.

In order to allow for a thorough evaluation of a research project, applicants should present a clearly defined proposal in which they carefully describe the plan for accomplishing the proposed research. A review of related literature should be included when applicable. While some types of research can be fully described on the application form, the applicant should use additional sheets as necessary to provide all relevant information. Copies of questionnaires, tests or other research instruments should be included where applicable.

Applicants should provide a statement of the expected duration of a project and an estimate of the total costs involved. If the project for which support is requested forms part of an ongoing or larger proposal, the applicant must describe the entire undertaking in detail. Applicants must inform CIUS of support requested or received from other funding bodies.

It is recommended that applicants submit a sample of previous work related either to the proposed project or to other scholarly activity.

DEADLINES

Applications must be submitted by 1 March.

RESEARCH BUDGET

Ineligible costs include:

- a. stipend, income, or honorarium
- b. contribution to university overhead
- c. cost of travel to attend conferences
- d. travel costs of family members, unless they are members of the research team
- e. general reference books and materials, additions to personal or departmental libraries, teaching material
- f. office equipment (computers, photocopiers, fax machines, etc.)
- g. passports
- h. costs of banking and exchange
- i. child-care expenses
- j. operating and rental expenses of a private automobile
- k. costs incurred before a grant is announced
- l. subsistence allowance not related to work on the project.*

* Subsistence allowances may be applied for to help cover costs spent away from home. They are not expected to cover all living expenses but are intended as a contribution to such costs as accommodation, meals and personal expenses.

CONDITIONS OF HOLDING A GRANT

Grants are made on the understanding that investigators agree to observe the specific conditions in the grant offer and the general policies and procedures outlined in this guide. The Institute reserves the right to withdraw a grant after due notice if it is found that the conditions are not being observed or if the project no longer seems viable.

A research report and an itemized statement of expenditures must be returned to the Institute within six months of the end of the grant period.

A grant will only be awarded after receipt of a signed letter from the principal investigator acknowledging and agreeing to the terms and conditions of the grant offer.

Failure to live up to the terms and conditions of the grant offer shall be just cause for the Institute, if it so desires, to terminate an agreement and to recover from the principal investigator all amounts hitherto advanced.

PAYMENT OF THE GRANT

Grants are usually paid directly to the applicant. Research grants may not be used to cover expenses incurred before the date on which an award is announced.

SUPPLEMENTARY REQUESTS

If the grant holder requires additional funds for a project for use during the period covered by a grant, a request may be presented in the form of a letter, which should clearly justify the need and provide a break down of estimated expenses as well as a current financial statement. *This request should be made before the expenses are incurred.*

REPORTS, MANUSCRIPTS AND RESEARCH RESULTS

Financial Reports:

An itemized financial report is to be submitted no later than six months following the end of the grant period. Original receipts should accompany the report, where relevant (for major expenses).

Report on Research Activities and Manuscripts/Research Results:

A report on research activities must accompany the final report of expenditures. The report should outline the accomplishments of the research work and provide brief explanations if any research goals were not reached. If research or student assistants participated in the project, a brief description of their work must be included. A manuscript/research results should be submitted to CIUS as well upon completion.

FINAL COMMENTS

The Canadian Institute of Ukrainian Studies (CIUS) reserves the right in case of uncertainty to interpret the provisions of this Guide and any conditions attached to the grant offer. Direct all inquiries concerning research grants to the director at the coordinates given on the top of page two of this application form.