

## UNIVERSITY OF ALBERTA AND EDMONTON POLICE SERVICE SEED GRANT PROGRAM

### Terms of Reference and Application Process

#### Introduction

The Office of the Vice-President (Research and Innovation) (OVPRI), the Kule Institute for Advanced Study (KIAS), and the AI4Society Signature Area (AI4S) at the University of Alberta, in partnership with the Edmonton Police Service (EPS), are pleased to announce the competition for year two of our seed grant program is now open for applications. A total funding commitment of \$30,000 each year for three years (\$90,000) is available to fund projects arising from this collaboration.

#### Purpose of Fund

These grants provide support for the co-development of research collaborations between University of Alberta researchers and members of Edmonton Police Service. The program will fund up to three projects per year. Grants are capped at a maximum of \$10,000 each, are to be carried out over a period of 18-months, and should focus on one or more the following areas:

- Policing among marginalized populations
- Police legitimacy and racism
- Use of data and analytics in policing
- History of Colonialism and the impacts on policing today
- Evaluation of Edmonton Police Service training initiatives

#### Eligibility

All continuing paid faculty members at the University of Alberta are eligible to apply. To confirm eligibility to apply for funding see University of Alberta Policies and Procedures Online (UAPPOL) document entitled "[Eligibility to Apply for and Hold Research Funding Policy](#)".

Successful seed grant program applications should demonstrate the following attributes:

- Proposed activities should build on, and integrate knowledge by, interdisciplinary researchers and the EPS. An EPS collaborator must be sought prior to applying for the seed grant, and must be named in the application. Please contact [uofaepsgrant@ualberta.ca](mailto:uofaepsgrant@ualberta.ca) if you wish to be connected with a member of the EPS to facilitate this collaboration.
- Applications should address:
  - Relevance of the research topic. *Are the research questions relevant? Do they fit the priorities noted above?*
  - Suitability of the research plan. *Is the scope of work to be done manageable given the resources and duration of the project? Is the project methodology appropriate for the goals?*
  - Collaborative capacity development. *Will the project position the team for further research? Will the team apply for funding from other sources at the end of the grant to*

*continue the collaboration? What is the plan for such applications?*

- Teams should be diverse and align with the University's [Strategic Plan for EDI](#).

### **Application Process**

Applicants are required to create a new Proposal Request through the Researcher Home Page in PeopleSoft and submit it for Faculty and RSO approval a minimum of five (5) business days prior to application deadline along with the following documentation as a single PDF:

- Project Title and Public Summary (150-200 words, size 12 font, no condensed/narrowed fonts)
  - The project summary should be written using lay language for a non-technical audience, as it will be shared with the public as part of a media announcement
- Description of team (max. 1 page, size 12 font, no condensed/narrowed fonts)
  - Names and affiliations of team members with a brief discussion of how their expertise advances the work of the team.
- Project description (max. 3 pages, size 12 font, no condensed/narrowed fonts)
  - Discussion of research objectives, activities that will be undertaken, deliverables, and expected outcomes.
  - Applicants are encouraged to take into account, when applicable, diversity (gender, sex, age, culture, religion, mental and physical disabilities, etc.) in the proposed research from its design to the analysis of the research findings. Incorporating the principles of [Gender Based Analysis Plus \(GBA+\)](#) in research has the potential to increase the rigour and usefulness of the research.
- Timeline (can be a Gantt chart, or other graphical format, or bullet points - size 12 font, no condensed/narrowed fonts)
  - Successful projects are expected to start in March 2022 and to finish within 18 months.
  - Successful applicants are expected to present a progress report in December 2022 in a seminar style setting.
- Budget (max. 1 page including justification, size 12 font, no condensed/narrowed fonts)
  - Budget items should be related to the direct costs of research only.
  - Funding may not be requested for non-research related travel, such as travel to Conferences. Travel costs directly related to the project will be considered on a case-by-case basis by the review committee.
  - Funding may not be requested for faculty salary support. Salary support for research personnel and lab technicians is permitted.

### **Selection Process and Criteria**

Proposals must be submitted in PeopleSoft through the Researcher Home Page a minimum of five (5) business days prior to submission to the Office of the Vice-President (Research and Innovation).

Proposals will be adjudicated by a joint review committee consisting of members from the OVPRI, KIAS, AI4S, EPS, and members from the University's research community who are suitably representative of the diversity that exists across the institution.

Each application will be rated on the following criteria:

- Significance and impact of the multidisciplinary research (50%)
- Approaches, methods, and plans for future funding (25%)
- Expertise and experience (25%)

The Office of the Vice-President (Research and Innovation) will announce the recipients of the funding by the end of January 2022.

### Grant Administration

Grants are awarded for a maximum of 18-months, with no extensions granted except under exceptional circumstances (such as major illness or parental leave).

All conditions on grants (for example, ethics approval) must be cleared within 3 (three) months from the award date, unless an exemption from this requirement is sought and obtained from the Office of the Vice-President (Research and Innovation). If this requirement is not met, the award is forfeited.

A seminar style progress report is to be done in December 2022. Details on the event will be sent to the grant recipients two months in advance.

A final report must be submitted to [uofaepsgrant@ualberta.ca](mailto:uofaepsgrant@ualberta.ca) within three months following the project end date. This report should be no more than two pages in length and describe the outcomes of the research and any future advancements on the research topic/program. It should also provide a brief description of how the budget was used to accomplish the outcome.

Failure to meet these commitments precludes future funding through this seed grant program.

### Deadline

Applications are to be submitted to Leslie Parsad at [uofaepsgrant@ualberta.ca](mailto:uofaepsgrant@ualberta.ca) by **4:30 p.m., Friday, December 10, 2021**. Applicants must ensure that the application has been approved by all levels in PeopleSoft and is at the “waiting for sponsor decision” stage prior to emailing the application to [uofaepsgrant@ualberta.ca](mailto:uofaepsgrant@ualberta.ca). Incomplete applications and applications that have not been approved in PeopleSoft will be deemed ineligible and not reviewed.

*Records from this competition will be managed in accordance with the Alberta Freedom of Information and Protection of Privacy Act.*