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|  **COLLABORATIVE RESEARCH SEED GRANTS (CRSG)****Schulich School of Medicine & Dentistry****Full Application Form**  |

**DEADLINE: 4:00 P.M. Friday December 15, 2023**

**Application Checklist**

Please ensure that your complete application includes the following:

☐ Complete application form, including necessary signatures. Application and attachments are in one single PDF file for submission.

☐ Project description (maximum 4 pages, not including references)

☐ Appendices (if necessary, maximum of 3 pages for references, figures and tables)

☐ Budget justification, including quotes for requested equipment costing more than $2,000.

[*NOTE: this award is not intended to support acquisition of major equipment*]

☐ CVs for PI and Co-Investigator(s) (ORCID ID + 1 page attachment OR CRSG Biosketch)

☐ Letters of support from collaborators, if applicable

☐ If a resident is listed as a Co-Investigator, attach a letter from the appropriate program director

to confirm that the resident will have sufficient protected time for the project.

[ ]  ROLA has been completed and submitted

**Certification Requirements**

*The necessary certification must be met in accordance with Western’s policies. If this project will require certification approvals from one or more of the following, please check the appropriate box below. If none of these are applicable to your project, please check N/A. Confirmation of protocol approval will be required if the application is funded.*

☐ Human

☐ Animals

☐ Biohazards

☐ N/A

***Note:*** *Reviewers will have appropriate knowledge, but will not be experts in your field. Write in language understandable to those in other disciplines, define terms where necessary, and proofread carefully*.

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|  **COLLABORATIVE RESEARCH SEED GRANTS (CRSG)****Schulich School of Medicine & Dentistry****Application form**  |

**1. Project Information**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Total Amount Requested:**  | **$** |
| **Keywords (Max 5):**  |  |

**2. Principal Investigator (s)**

*List the Nominated Principal Investigator and any Co-Principal Investigators (if applicable). Please check the box if the investigator meets the Early Career Investigator Criteria outlined below.*

*\*****Early Career Investigators*** *are researchers who are within five years of the start date of their first eligible academic research appointment. The researcher must be capable of independently publishing, supervising and applying for funding. Eligible leaves will be considered in the calculation of eligibility (i.e. will not count towards the maximum) and should be described in a separate document and appended as an attachment (see section 12).*

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| **Nominated Principal Investigator**  |
| **Name:** |  |
| **Email:**  |  |
| **Department:** |  |
| **Early Career Investigator\*:**  | [ ]  Yes [ ]  No |

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| **Co-Principal Investigator** *(if applicable)* |
| **Name:** |  |
| **Email:**  |  |
| **Department:** |  |
| **Early Career Investigator\*:**  | [ ]  Yes [ ]  No |

**3. Co-Investigator(s)**

*List all Co-Investigators. Add additional rows as necessary. If a Co-Investigator meets the Early Career Investigator criteria outlined above, please check the ECI box beside their name.*

|  |  |  |
| --- | --- | --- |
| **Early Career Investigator\*** | **Name** | **Department** |
|[ ]   |  |
|[ ]   |  |
|[ ]   |  |
|[ ]   |  |

**4. Collaborator(s)**

*List collaborators. Add additional rows if necessary. If a collaborator meets the Early Career Investigator criteria outlined above, please check the ECI box beside their name.*

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| --- | --- | --- |
| **Early Career Investigator\*** | **Name** | **Department / Institution (if not Western)** |
|[ ]   |  |
|[ ]   |  |

**5. Lay Summary (200 words maximum):**

**6. Collaboration:**

**Type of Collaboration:** *(Select one)*

|  |  |  |
| --- | --- | --- |
| [ ]  New collaboration between basic and clinical researchers | [ ]  Existing collaboration between basic and clinical researchers to further enhance/expand their research program | [ ]  New collaboration between faculty members from different disciplines or departments to collaborate in a new area of research or to approach a problem in an innovative way |

**Description (1/2 page maximum):**

*Describe either (a) how this new collaboration is needed to carry out the proposed research; OR (b) how an existing collaboration will be leveraged to expand or enhance the research program and complete the proposed research.*

**7. Project Description**

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| *Describe the project in detail and in terms capable of being understood by an academic from another discipline.** **Maximum length of 4 pages, single spaced, 12-point Times New Roman, minimum 2 cm (3/4 inch) margins.**

*Include the following headings:** ***Project Goals(s), Specific Aims, Hypothesis and Applicability*** *– description of the project that includes the purpose, specific aims, hypothesis and applicability to an interdisciplinary approach. Explain why seed funding is needed rather than applying directly to an external funding source.*
* ***Background*** *– describe how the project builds on previous work by members of the team.*
* ***Project Design and Methods*** *– describe the activities to be undertaken by the team during the project. Include plans, methods, and timelines.* Include Sex and/or [Gender-Based Analysis Plus (SGBA+)](https://cfc-swc.gc.ca/gba-acs/index-en.html) (as appropriate). See [CIHR website](https://cihr-irsc.gc.ca/e/50836.html) on how to incorporate SGBA+ into research.
* ***Research Team*** *– describe the experience/expertise of the team members, their role and what each team member brings to the collaboration*
* ***Anticipated Impact of the Research*** (e.g. outputs, knowledge exchange activities). *For more information and resources on knowledge exchange and impact please go to* [*Western’s Knowledge Exchange & Impact website*](https://uwo.ca/research/services/kex/index.html)

**Up to 3 pages of Appendices may be included for figures, tables, charts, and key references. Formatting for Appendices:** * 12-point Times New Roman (text in figure and tables can be smaller as long as legible at 100% view)
* single spaced
* minimum 2cm (3/4”) margins
 |

**Please append the project description in the attachment section.**

**8. Equity, Diversity, & Inclusion Considerations (1/2 page maximum)**

*Describe, as appropriate, equity, diversity, and inclusion plans, processes etc. as it relates to the research proposal, research team, dissemination of findings, anticipated impact etc. Information and resources about incorporating EDI in research can be found on Western Research Website* [*here*](https://www.uwo.ca/research/services/resources/edi.html)*.*

**9. Future plans (1 page maximum)**

*Describe plans for future collaborations by the team, including external funding opportunities that will be pursued. Include agency, program, expected timelines, and rationale. This may include federal, provincial, non-profit, international, and/or industry support.*

**10. Budget**

*Complete the table below and attach up to one page for budget justification. Include in justification brief explanation about other sources of funding (i.e. amount and what source is). Please round to the nearest $100 for each item and Total Budget. Additional lines may be added to the table, as necessary. Provide details for any other sources of support for the proposed project.*

**Please append the budget justification in the attachment section.**

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| --- | --- | --- | --- |
| **Item** | **CRSG $** | **Other Sources $** | **Total $** |
| **Salaries / Benefits** *(provide detail of personnel in budget justification)* |  |  |  |
| **Equipment** |  |  |  |
| **Supplies** |  |  |  |
| **Services** |  |  |  |
| **Other** *(provide detail in budget justification)* |  |  |  |
| **Total Budget** |  |  |  |

***Ineligible Costs:***

* *Support for new postdoctoral fellows/associates (\*Funding will only be provided to postdocs currently employed at Western or Lawson at the time the application is submitted)*
* *Conference travel*

***Notes:***

* ***NEW!*** *Funds can be used to support new graduate students (\*Funding for new graduate students will only be provided if they are enrolled in a Schulich graduate program by the end of the same year as the project award date).*
* *Support for graduate students, postdoctoral fellows/associates and personnel will only be provided for those integral to the proposed research project and must be described in the budget justification.*
* *Funding for graduate students will be limited to those individuals enrolled in a Schulich graduate program and who are supervised by a faculty member with a primary academic appointment in Schulich. Exceptions will be considered on a case-by-case basis.*
* *Funding for postdoctoral fellows/associates will be limited to those individuals employed by a faculty member with a primary academic appointment in Schulich.*
* *Funding for personnel costs will typically be limited to Schulich personnel or Lawson/LHSC/SJHC personnel as appropriate. Exceptions will be considered on a case-by-case basis.*
* *Funding for costs incurred by Co-Investigators or Collaborators from outside of Schulich will generally not be covered. Exceptions will be considered on a case-by-case basis.*
* *Requests for equipment costing more than $2,000 must be accompanied by quotes.*

*[NOTE: this award is not intended to support acquisition of major equipment]*

**11. Signatures**

*Insert lines for additional Co-Investigator signatures, if necessary.*

**Principal Investigator**

**Print Name: Signature:** **Date:**

**Co-Principal Investigator** (*if applicable)*

**Print Name: Signature:** **Date:**

**Signature of Co-Investigator:**

**Print Name: Signature:** **Date:**

**Signature of Department Chair:**

**Print Name: Signature:** **Date:**

**12. Attachments**

**All attachments should be included with the application form as a single PDF document. Applications with separate and/or multiple PDF attachments will not be accepted. Please append attachments in the order listed below.**

**Formatting Requirements for Attachments:**

* 12-point Times New Roman
* single spaced
* minimum 2cm (3/4”) margins.
1. *Project Description and Appendices*
2. *Budget Justification*
3. *Curriculum Vitae (CV) for Principal Investigators and Co-Investigators (CVs from collaborators not required)*
* ***Option 1 (new):*** *Submit document with your* ***ORCID ID in place of a CV and up to one-page document (max) that includes information not found in ORCID you feel is important to include*** *(e.g. Trainee supervision). Your ORCID should highlight information relevant to the support of this application including current/previous grants (last 7 yrs.) and recent publications (last 7 yrs.). If you do not have an ORCID, go to* [*https://orcid.org/*](https://orcid.org/)*, and check out* [*https://support.orcid.org/hc/en-us*](https://support.orcid.org/hc/en-us) *for support. Contact Lee-Ann Briere at* *lbriere2@uwo.ca* *should you have any questions regarding ORCID.*
* ***Option 2: CRSG Biosketch (****max. 5 pages****) or CIHR Biosketch***
1. *For ECR (if applicable): Leave of Absence attachment – Provide information on any leaves of absence or delays that affected your research activities and/or dissemination of research results within the first five years of the start date of your first eligible academic research appointment. Please include start and end dates.*
2. *Letters of support from Collaborators, if relevant.*
3. *Quotes for equipment, if relevant.*
4. *If a resident is listed as a Co-Investigator, attach a letter from the appropriate program director to confirm that the resident will have sufficient protected time for the project.*

**Please do NOT append any extra attachments outside of what is outlined above. Additional attachments beyond what is requested above will be removed.**