**Submission Instructions**

The application process consists of the following steps:

1. Complete a ROLA proposal by no later than **June 19th, 2024**.
2. Complete this Petro-Canada Young Innovator Application form (maximum 5 pages including this instruction page), with the required additional attachments including the proposal description (maximum 5 pages), references (maximum 2 pages), budget justification (maximum 1 page), letter of support, and current CV (maximum 5 pages). Please find more information on the required attachments for the application at the end.
3. Submit complete application materials to the [appropriate faculty contact](http://www.uwo.ca/research/about/adr_facilitator_contacts.html) for review and approval by Department Chair and Faculty Dean, by the internal faculty deadline. Please note that where the Chair or Dean is the PI on the application, an acting Dean or Chair must provide approval.
4. Submit completed application to the Schulich Research Office via the [online submission portal](https://forms.office.com/r/BVq8ZjZu5c) **by 3:00 PM on June 24th, 2024**. Application should be submitted as a single PDF document. Only electronic submissions will be accepted; no hard copies should be submitted. Quotes should be copied into the last page of your application.  *The Schulich Research Office, in consultation with an Associate Vice-President (Research) reserves the right to exclude from competition any submissions that are incomplete, inconsistent, or if a ROLA proposal submission has not received Faculty approval. Excluded applications will not be presented to reviewers for consideration.*

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| 1. **Applicant Information**
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| Full Name:  |   |
| Email:  |  |
| Department: |  |
| Faculty: |  |
| Rank (e.g. Prof., Associate Prof., Assistant Prof., etc): |  |
| Status (e.g. Limited term, Tenure-track, Tenure. etc): |  |
| Date of first appointment at any University: |  |
| Date of first appointment at Western University: |  |
| 1. **Project Information**
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| Project title: |  |
| Total requested amount: |  |
| ROLA proposal ID: |  |
| Program Stream: |  Western [ ]  Robarts [ ]  |
| 1. **Certification information**
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| *If this research will involve any of the following certifications, place an* ***X*** *in the appropriate boxes, and corresponding Approval # if known. The necessary certification must be met in accordance with Western’s policies. If approval is being sought, it is the PI’s responsibility to provide a copy of the approval to Western Research. The university shall release research funds only after receiving confirmation that researchers have obtained all required certifications or approvals required by Western. If this is not applicable to your project, please check N/A. For more information on the certification approval process, please visit the relevant* [*Ethics*](http://www.uwo.ca/research/ethics/)*,* [*Animal Use*](http://www.uwo.ca/animal/website/) *or* [*Bio Hazard*](http://www.uwo.ca/hr/safety/topics/biosafety/) *websites. This selection should match certifications selected on the ROLA proposal.*  |
| Human: |  | Animal: |  | Biohazard: |  |
| Approval #: |  | Approval #: |  | Approval #: |  |

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| 1. **Project Summary**
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| In plain language, summarize the proposed research, including: proposed activities, objectives, and anticipated outcomes. If successful, this may be used for media releases. **Max. 200 words.**  |
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| 1. **Proposed budget**
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| Provide the total requested budget, broken down by expenditure type. The proposed expenditures should be described in the attached Budget Justification. Consult the program guidelines for eligible and ineligible expenses. Expenses must be in Canadian currency and should match ROLA budget totals. Applicants are required to attach quotes for equipment to the application.  |
| **Expenditure type** | **Additional Details** | **Amount** |
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| **Total Request** |  |  |
| 1. **Student Supervision and HQP Training**
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|  | Currently | Over the past 5 years(excluding current year) |  |
|  | **Supervised** | **Co-Supervised** | **Supervised** | **Co-Supervised** | **Total** |
| **Undergraduate** |  |  |  |  |  |
| **Master’s** |  |  |  |  |  |
| **Doctoral** |  |  |  |  |  |
| **Postdoctoral** |  |  |  |  |  |
| **Others** |  |  |  |  |  |
| **Total Number** |  |  |  |  |  |
| **Description of HQP Development** |
| Explain the project’s contribution to the development of Highly Qualified Personnel in language suitable for non-experts. Describe concrete practices that encourage EDID within the research team. **Max. 300 words.** |
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**Application Requirements: Attachments**

Prepare all attachments following the guidelines below.

* Language should be suitable for reviewers who may not be experts in the discipline.
* Pages must be 8 ½” x 11”, with margins of at least ¾” (1.87 cm)
* Text must be single-spaced, no smaller than 11-point font (Arial, Times New Roman or similar)
* The name of the project leader should be in the header
* Images and figures are allowed, within the stated page limits below.

**Part A: Proposal Description (Maximum 5 pages)**

Must include:

1. **Objectives and Hypothesis:** provide the objectives and underlying hypothesis
2. **Present State of Knowledge:** describe the context of the proposed research.
3. **Methodology:** describe the research design, including methods, analysis and criteria for evaluation.
4. **EDID:** Describe EDID initiatives/considerations (including Indigenous research practices, SGBA+, if applicable) in the research design, address identified systemic barriers, detail inclusive and engagement practices of diverse groups throughout the research.
5. **Research Impact and Dissemination:** explain the significance for your field of study and the knowledge dissemination plan.

**Part B: References (Maximum 2 pages)**

List any literature references cited in the application.

**Part C: Budget Justification (Maximum 1 page)**

Must include:

1. Detailed explanations for costs itemized in the budget table above. Applicants should include written quotes for equipment when submitting the application.
2. Specific justification why support is being requested from this funding source, i.e. why other funds, currently held or potentially available, cannot be used. If additional funding is being sought for this project, it must be disclosed here.

**Part D: Letter of support**

Letter from the Faculty Dean is strongly encouraged or from a well-recognized referee from the applicant’s field of research. Referees are **not** required to be “arm’s length”.

**Part E: Current CV (Maximum 5 pages)**

Any format, five-page limit.