



Seed Funding Application

Submit your application to Research Management Services by email at info-sgr-rms@uottawa.ca

- ◆ Deadline: January 15 and June 15 of each year
- ◆ Late or Incomplete applications will NOT be considered

Please confirm that you:

Hold a full time tenure or a tenure track position at the University of Ottawa	
Be within their first 5 years as an independent researcher	
Hold no funds from external peer-reviewed sources at the time of application	
Have not held funding from one of the three Canadian Granting Councils (NSERC, SSHRC or CIHR)	
Intend to submit a proposal to one of the agencies within the next 12 to 18 months	
Have not held funding from the Research Development Program in the previous three years	
Have obtained matching contribution from faculty	

Date:

NAME	
EMAIL	TELEPHONE
FACULTY AND DEPARTMENT	
POSITION	
TITLE OF PROJECT	
TOTAL FUNDS REQUESTED FROM YOUR FACULTY and THE OFFICE OF THE VICE-PRESIDENT RESEARCH	

The maximum award for the Seed Funding Opportunity is \$20,000 for one year (\$10,000 from OVPR and \$10,000 from the Faculty). The budget section must describe the budget for the entire research project, including both the OVPR and Faculty matching contribution.

INSTRUCTIONS:

- ❖ Please complete the following sections in the space provided ensuring you have followed the guidelines. **NOTE:** Each section will have a specific number of characters/words indicated in the description.
- ❖ Hand written applications will not be accepted
- ❖ Avoid using acronyms and abbreviations or explain them fully
- ❖ Failure to provide the required information could render your application ineligible
- ❖ The applicant’s faculty must review and approve the application. Applicants must submit **two RE forms** with appropriate signatures one for OVPR and one for the Faculty contribution
- ❖ A letter of support from your Faculty (signed by the Dean, Vice-Dean or Associated Dean) detailing the matching funds is mandatory

ATTACHMENTS:

- ❖ CV in OCGS Format.....
- ❖ Two RE forms (one from Faculty and one from OVPR)....
- ❖ Support letter from Faculty.....

1. **Summary** (): Provide a summary of your research proposal written in clear language so it can be understood by researchers with varied areas of expertise (i.e. minimal academic terminology and reference to methodology)

2. DESCRIPTION OF RESEARCH

a) The Research Question and Context (° 750 wor)

- Describe the problem or issue that you will address
- Clearly indicate the research question(s) that your study will address
- Highlight the originality, innovation of your project and the importance of the expected outcomes
- Situate the proposed research in the context of the relevant literature
- Include conceptual framework when applicable

b) Methodology (750 words)

- Describe the proposed research strategies, key activities and timelines, including methodological approaches and procedures for data collection and analysis that will be used to achieve the stated objectives
- Outline the risks and pitfalls, if any, and explain how they will be overcome and/or outline alternate plans
- Explain what your plans are for the dissemination of the results

c) Student Training (250 wo

Clearly describe the specific roles and responsibilities of students and research assistants, and indicate the duties, especially with respect to research, that they will be undertaking, as well as how these duties will complement their academic training

d) External Funding (Approximately 250 words)

Explain how the seed funding will enable you to undertake and/or strengthen your future application.

Agency:

Competition/Program:

Anticipated Date of Submission:

e) References (Approximately 500 words)

3. BUDGET: (Approximately 250 words per section)

The total budget must not exceed \$20,000. The application must include the complete budget requested from the Faculty and Office of Vice-President Research.

Expenditure	Total OVPR Faculty	Describe how the costs were established for each item in the budget. Ex: 15 hrs. x \$17.50	Justify how budget items are needed to accomplish the objectives.
<u>Research assistants,</u> <u>Student salaries</u>			
Materials and supplies for research			

Research-related travel (PI only) for data collection			
Other direct research costs			
Total			