

**APPLICATION FOR A CAH RESEARCH AWARD**

**(Updated October 2022)**

**Introduction**

These awards are made available by the Centre on Aging and Health to promote research pertaining to aging at the University of Regina, including the federated colleges. This is not a yearly competition. The decision as to whether a competition will be held at any given year will depend on availability of funds. Moreover, the amount could change from year to year depending on availability of funds.

**Eligibility**

All University of Regina full-time faculty members in term (of two years or more), probationary, or continuing appointments are eligible for these awards. Only one application may be made per competition. The adjudication committee will not entertain applications in any two consecutive years from the same individual.

**Eligible Projects**

These awards are intended to fund pilot projects or other work aimed to lead to the preparation of a major (i.e. >$50,000) national or provincial application in the area of health and aging. These awards may be used for all legitimate research expenses, including (but not limited to) research travel, research assistants, supplies, equipment (including computing equipment), telephone, fax and photocopying costs. The funds may also be used to subsidize teaching release stipends. It is understood that the timing of the teaching release stipend will be decided between the faculty member and his or her dean or department head. The head/dean signature will signify approval of the request for teaching release.

**Application Procedures**

Deadline for receipt of applications is **December 15, 2022.**

Number of Awards Available for 2022: **1**

Amount Available for 2022: **$1,500**

The application is to be submitted to the CAH Administrator, by the above deadline. Late or incomplete applications will not be accepted. Please refer to the Application for a CAH Research Award available at the CAH web site.

All applications must be submitted in electronic form and bear the signature of approval of the applicant's head of department or dean.

Application receipt will be acknowledged by e-mail. If your application is not acknowledged, please contact the CAH Administrator at 306.337.8477

**Consideration of Applications**

The CAH adjudication committee will judge the applications. The committee will consist of two CAH full members and an associate member or trainee.

The Vice-President Research will appoint committee members for 2-year renewable terms. The adjudication committee will report to the office of the Vice-President Research and International and must render its decision within two months from each competition’s deadline.

**Administration of Funds**

Awards will be placed in separate accounts in the names of the recipients. Expenditures may be made only for those specific purposes authorized by the Chair of the CAH awards committee. All financial claims against the account (travel, purchase requisitions, etc.) must be signed for by the recipient of the award and approved by the dean/department head.

Awards will not be placed in accounts until all required ethical clearances have been obtained, if necessary.

Awards will administered by the Office of Research Services on behalf of the CAH.

**Reporting**

Recipients of awards must complete a project report and submit it to the Director of the Chair of the CAH’s Awards Adjudication committee at the completion of the project or within one year of the time that a grant is authorized. These reports are to describe the substantive results of the work for which the grant was made. No further awards from the CAH fund will be considered until the report is received. A copy of the national grant application developed with the aid of the award should also be sent to the CAH Administrator.

**For further information, contact:** cah@uregina.ca or 306.337.8477

**Completing and Submitting the Application Form**

• Complete all sections carefully and provide all required signatures. Missing information will delay consideration for funding and may affect chances of success.

• Use standard letter-quality type (e.g., Times 12-point) and well-spaced formatting on standard 8.5 x 11 inch paper. Single-spacing may be used but at no more than 6 lines per inch. These standards are set to ensure readability for the reviewers.

• Submit an electronic copy of the application to CAH administrator: Kathryn.Smart@uregina.ca

• All required documentation must be attached in the application package.



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| **1. Grant Title:** |

**2. National Competition Targeted:**

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| National Granting Agency: |
| Program Name: |
| Letter of Intent Deadline: |
| Full Proposal Deadline: |
| National Agency Grant Amount: $ /year for years |

**3. Principal Applicant**

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| --- |
| Name: |
| Title/Rank: |
| Department: |
| Faculty/College: |
| University/Institution: |
| Mailing Address (building, street, city, postal code): |
| Phone:  | Fax:  | Email: |

**Note: Provide information about all co-applicants by completing #5 on the following page.**

**4. Acceptance of Terms:**

The undersigned hereby accept the terms and conditions for research funding as outlined in the *CAH Research Award Application* and agree to ensure that any research supported by funds from this award will adhere to nationally accepted ethical standards.

|  |  |
| --- | --- |
| Signature | Date |
|  |  | Principal Applicant |
|  |  | Applicant’s Department Head |
|  |  | Applicant’s Dean of Faculty |

**5. Co-Applicants (copy page as necessary to list all co-applicants):**

The signatures required below indicate the member’s willingness to participate in the proposed project and adhere to the terms and conditions for research funding as outlined in the *SHRF Awards Guide 2011.*

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| Name: |
| Title/Rank: |
| Department: |
| Faculty/College: |
| University/Institution: |
| Phone:  | Fax:  | Email: |

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| Name: |
| Title/Rank: |
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| Faculty/College: |
| University/Institution: |
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**6.1 Budget**

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| --- | --- |
| **Expenditures by Category** | **Totals ($)** |
| 1. Personnel Costs (salaries plus benefits; contracts; etc.) Funds for teaching release stipends may be entered here |  |
| 2. Supplies |  |
| 3. Communications (phone, fax printing, etc.) |  |
| 4. Travel |  |
| 5. Other (please explain below) |  |
| **Total Request (no more than $1,500)** |  |

**6.2 Budget Justification**

Please provide details about the items within each category above, using an additional page if necessary. All staff and expense rates quoted must comply with standard rates at the principal applicant’s home institution. Be sure to:

-relate each item to its role within the research proposal;

-provide the job classification for each personnel position, plus hourly wage, benefits costs, work hours per week, and number of weeks to be worked;

-provide details of any contracts for special services, including required expertise, time to be contracted, and work to be done;

-state reimbursement rates being used for meals, accommodation, and transportation; and

-include all applicable taxes.

**7. Details of Plan**

Using up to four (4) pages, appended after this page, please describe the proposed project. Use easily readable type (e.g., 12-point Times) and well-spaced formatting (no more than 6 lines/inch and 1-inch margins). Be sure to include the following:

-a brief outline of the research to be undertaken with the targeted national grant, including information on how this proposed work will facilitate the national grant application;

-an explanation of the importance and relevance of the proposed research to its field;

-details of the work to be done with this grant, including a timeline;

-a brief description of each team member’s role or lead area in the project;

- a brief description of the research environment, including facilities, collaborative aspects, and student training opportunities.

Reminder: The intent of this program is to support work in developing a proposal to be submitted within a year or sooner, to CIHR, NSERC and SSHRC.

**8. Research and Academic Qualifications of Applicants**:

-Please, attach the C.V. of the principal applicant. The submission of co-applicants’ C.V.s is optional.