**Instructions**

1. **Guidelines**

It is important to read the Internal Grants Guidelines document before you fill out this application. For help with grant budgets read the Internal Grants Budget Advice document. Both documents are found on the same web page as this application under the Internal Grants Manual heading (<https://www.twu.ca/research/research-services/funding-opportunities/internal-research-grants>).

1. **Eligibility to Apply**

In order to submit a new application as a principle investigator, previous internal grants received (i.e. SIG, FRG, PRG) must be either:

* completed, with the account closed and a report submitted to the Research Office; or
* for grants currently in their automatic extension year, all funds must be spent by the end of the extension year (March 31st of this year). If you receive a grant in this competition, you will not be able to submit a request for an additional year past the automatic extension year to use any funds remaining after March 31st, as you can only hold one internal grant at a time.

If you are a co-investigator on a current internal research grant, you may submit an application as a Principle Investigator in this competition, or be a co-investigator on an application submitted in this competition.

1. **Formatting**

All attachments should be formatted as follows:

* ¾ inch margins
* Times New Roman, 12 font
* Single spaced

1. **Tips**

The maximum lengths given for answers to questions are also an indication of about how much information is expected in answer to the question.

Pay attention to requirements for quotes for certain budget items. These must be attached to your application as your application will be considered incomplete without them.

1. **Submission of Application**

Provide information using the form fields in the application. Do not put “see attached” and attach separate documents as it makes your application awkward to read for the reviewers. Attach separate documents only when the application states that you should do so, or if there are scientific symbols or figures/images, etc. that won’t paste into the form field.

Faculty can be the principle investigator for only one grant application in this competition (that includes all applications on Form A, B or C). They can however be a co-investigator on another faculty member’s grant in the same competition.

All applications must be signed by the applicant(s) and department head. If the applicant is the Department Chair, then the Faculty/School Dean should sign as the department head.

A complete application is made up of this form, all required attachments, CVs of the principle investigator and all co-investigators listed, and the corresponding Budget Details form.

Submit your application by emailing one signed copy of the application and attachments to Sue Funk at [sue.funk@twu.ca](mailto:sue.funk@twu.ca). To sign, print the application to PDF and then use your digital signature.

**A. Basic Data**

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal Applicant Surname First Name Initials** | | | **Date of Application** |
| **Position/Rank\*** | **Department/School** | | **Date of Appointment to TWU** |
| **\*If not a tenure track faculty member, please explain your status:** | | | **Citizenship**  **Are you:** Click to view options |
| **Co- Applicant Surname First Name Initials** | | | **Citizenship**  **Are you:** Click to view options |
| **Co- Applicant Surname First Name Initials** | | | **Citizenship**  **Are you:** Click to view options |
| **Co- Investigator Surname First Name Initials** | | | **Citizenship**  **Are you:** Click to view options |
| **Title of Research Project** | | **Anticipated Start and End Date of Project**  **Start:**       **End:** | |
| **Regulatory Requirements**  **1. Does your project involve the use of human subjects?**  Yes  No  **If “yes,” have you applied to the TWU Human Research Ethics Board for Certification?**  Yes  No  **2. Does your project involve the use of animal subjects?**  Yes  No  **If “yes”, have you applied to the TWU Animal Research Committee for Certification?**  Yes  No  **3. Does your project require biosafety certification?**  Yes  No  **If “yes”, have you applied to the biosafety officer for certification?**  Yes  No | | | |
| **Total Amount Requested**  **$** | | | |
| I declare that the information contained in this application is accurate and complete to the best of my knowledge and that the funds are required to support my own research. I agree to abide by the research grants policies of Trinity Western University. I am aware that if I receive a grant and the expenses submitted total more than the grant was awarded for, the over expenditure at the end of the grant term will be charged to my department/school.    **(Signature of Principal Investigator) (Date)**    **(Signature of Co-Investigator) (Date)**    **(Signature of Co-Investigator) (Date)**  I am aware that if this applicant receives a research grant, any over expenditures existing in the grant account at the end of the grant term will be charged to my department/school.    **(Signature of Department Chair/Faculty or School Dean) (Date)** | | | |

**B. Name of Proposed Research Conference/Symposium**

**C. Description of Purpose and Intended Audience (At least two paragraphs)**

**D. Date and Location**

**E. Partner Institutions (if any)**

**F. List of Anticipated Participants and Audiences**

**G. Description of Student Involvement**

**Provide the number of students involved, the nature of their tasks in assisting with the conference, degree level of the students, and the educational benefit to them.**

**H. Conference Results**

**List anticipated results coming from conference in terms of papers, publications, etc.**

**I. Other Funding Sources**

**Identify what other avenues of funding are anticipated.**

**J. Budget Justification (One page maximum.)**

**1. Provide a justification in the space below for each expenditure itemized in the budget. Provide quotes for travel expenses (i.e. a printout representing costs at the date of travel at a competitive economic rate).**

**If you will be using funding from other sources (e.g. matching funding, conference fees), indicate which budget items you are seeking to fund from this application. Also indicate if the matching funding is expected or secured.**

**2. Budget Details**

**Complete the Excel spreadsheet “Form C – Budget Details” and attach to your application.**

**K. Curriculum Vita**

**Please attach either the CCV appropriate to your discipline (e.g. SSHRC, NSERC, CIHR), or the TWU CV from Faculty 180 (link is in the menu at** [**https://www.twu.ca/research/**](https://www.twu.ca/research/)**). CV’s are required for both the Principle Applicant and all Co-Applicants named on the application.**