

Huron University College- Faculty of Arts and Social Science

APPLICATION FOR A RESEARCH GRANT

Formatting Instructions:

1. All relevant sections must be completed fully.
2. One (1) electronic copy of your application is to be sent to Lauren Hogg (Lauren Hogg <lkolodzi@huron.uwo.ca>).

****Applications that do not meet these formatting standards will not be considered.****

1. Name of applicant:

2. Date of this request:

3. Start Date for research:

4. End Date for research:

5. Description of the proposed research or travel

(1) The objective of the Research: (maximum 100 words)

(2) The present state of the knowledge bearing on the proposed project: (maximum 500 words)

(3) Research design and procedures, including methods, analyses and criteria for evaluation of the results: (maximum 500 words)

(4) Expected short-term outcomes and long-term outcomes (e.g., publications, presentations, external grants, etc. based on this research project): (maximum 100 words)

6. Below identify anticipated expenses, providing a justification below each line item for each expense.

Applicants are advised to apply for all the anticipated expenses associated with the research project even if this means the amount applied for is likely to exceed the amount the committee will be able to award. Written quotes for air fare, train fare, accommodation, should be attached if available. If travel expenses are involved, provide the rate for the least expensive mode of transportation. Note that the per diem rate will be based on the policy for per diem rates for Huron University College staff and faculty. (N.B., evidence of actual travel, e.g., boarding passes, receipts for taxis, must be provided to ensure reimbursement).

*The per diem policy can be found at <http://huronuc.ca/Academics/Research> under 'Expense Claims'

(1) Research Assistant

Hourly Rate*	Total Hours	Total Payout
\$		\$

* Include 4% on top of allowed rate for vacation pay
See Appendix A for allowable rates

Justification: (maximum 200 words)

(2) Travel Costs, only if relevant and independent of any Conference Grant Application.

Airfare, Railfare, or Mileage Cost \$

(3) Accommodation Cost

Daily Room Cost	Number of Days	Total Cost
\$		\$

*The per diem policy can be found at <http://huronuc.ca/Academics/Research> under 'Expense Claims'

(4) Transfers (e.g., taxis) \$

(5) Per Diem

Allowable per diem	Number of Days	Total per diem
\$		\$

(6) Other – e.g., equipment, photocopying \$

Justification: (maximum 200 words)

7. Total amount requested in Canadian funds:

Appendix A – Minimum Research Assistant Rates. * These rates are based on the College rates of pay for grading assistants.

Type of Assistant	Basic Rate	Basic Rate + 4%
Fourth-year Honours Students	\$11.25	\$11.70
B.A	\$11.50	\$11.96
B.A. and registered in M.A.	\$13.00	\$13.52
M.A. or MSc	\$14.00	\$14.56
M.A. or MSc and registered in PhD	\$15.00	\$15.60
PhD completed	\$16.00	\$16.64

Reminders:

- Grant recipients need to submit a written report via email on their research at the time they submit your expense claim specifying how the disbursed funds were spent and attaching relevant receipts.
- Grant recipients must apply for reimbursement within six weeks of their expenses or return from grant-related travel.