Commit



**Committee on Research and Publications (CRP)**

**CRP.INST.009 | Book Launch Research Grant Instructions**

If you have any questions about the policies and procedures for applying for an internal research grant, or the adjudication of the application, please refer to the policies and guidelines on-line (<https://www.msvu.ca/research-at-the-mount/funding-opportunities/internal-grants/committee-on-research-and-publications-crp>) or contact the Chair of the Committee on Research & Publications.

*The Committee on Research & Publications is interdisciplinary.  All members may not be familiar with the specialized language of different disciplines. Applicants are strongly encouraged to compose their applications with this in mind.*

**Please Note: The onus is on the applicant to ensure completion upon submission. Incomplete applications will not be adjudicated.**

# **Application Instructions/Guidelines**

1. **Abstract or Summary** Max ½ page

1. **Rationale, Objectives, Context** Max 1 page

Provide a detailed description of the proposed event, expanding on the abstract/summary.

1. **Abbreviated C.V.** Max 2 pages

Please insert your abbreviated C.V. listing scholarly and professional activity for the last 6 years relevant to this proposal – e.g., research publications, creative works, research reports, professional contributions, projects or conference presentations, as well as a list of all external grants applied for, regardless of outcome.

\*for details on please refer to Article 20.0 of the MSVU Faculty Collective Agreement, specifically, Articles 20.32 and 20.33.

1. **Outcomes from the Last Internal Grant**

Please provide outcomes for your last Mount Internal Grant (if applicable). List only publications, knowledge dissemination activities or conference presentations, as well as any applications for external funding.

1. **Budget and Justification**
   * + Complete the budget justification for **each** section(s)
     + **Please note** that all budget items requested must be eligible in accordance with appropriate guidelines: [CRP Budget Management](https://www.msvu.ca/wp-content/uploads/2011/07/CRP.SOP_.004-Budget-June-202311-Final-2.pdf); [Financial Services](https://intranet.msvu.ca/docs/Document%20Center/Researcher%20Handbook.pdf); [Tri-Agency Financial Administration](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp).
     + Alcohol is **not** an allowable expense
     + If you have secured funding from other sources for this project, please list only the budget items to be funded by this internal grant

**Important Notice: For grants that are longer than one year, researchers must spend a minimum of 50% of their grant award in year one.**

* 1. **Materials, Supplies & Incidentals**

Please list the specific items.

* 1. **Other Expenses**

Please list the specific items.

Proceed to Form: [CRP.FORM.009](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.msvu.ca%2Fwp-content%2Fuploads%2F2019%2F01%2FCRP.FORM_.009-Book-Launch-Jan-2024.docx&wdOrigin=BROWSELINK)

**Submission Process:**

**Hard copies will no longer be required, please submit the application package electronically to** [**research@msvu.ca**](mailto:research@msvu.ca)

**Note: a maximum of 2 attachments are permitted for submission– you may submit only .PDF or .DOC documents in the following manner:**

* **One attachment containing only the application and one document containing all appendices (if applicable)**

**or**

* **One attachment containing both the application and all appendices (if applicable)**

**All appendices must be clearly labeled and reflect how they are referenced in the application.**