



APPLICATION FORM
2020 – 2021

General Instructions

1. Applicants should carefully read the **CARIF Guidelines**. *The application must be prepared in accordance with these guidelines.*
2. When completing this application form, please ensure you are opening this document from within *Adobe Acrobat*. If you are working from within a web browser, you will not be able to save your progress and attach your proposal & signature page.
3. Prior to submission, applications must be approved by the respective: (a) Associate Dean, (b) Centre Dean or Ops Leader and (c) Business Analyst (or equivalent) for the Centre.
4. Final reports for previously supported projects must be received and approved by CARIE prior to the submission of any new CARIF applications.
5. The completed application must be received by CARIE by **4:00 PM on the Wednesday following Reading Week**. There will be no deadline extensions.

Application Checklist

- Complete all applicable sections of the Application Form
- Attach the Main Proposal as a Word or PDF document (see instructions in Part B)
- Print the Signature Page, and obtain the required signatures
- Scan the Signature Page and attach to the Application Form (see instructions in Part G)
- Email the Application Form to CARIE by clicking *Submit Application* in Part H.

PART A - Applicant Information

Name of Applicant(s)	
School or Unit	

Have you previously submitted a CARIF application?	YES	NO
In which YEAR did you submit your previous application?		
What was the PROJECT TITLE of your previous application?		
Was your previous application awarded CARIF funding?	YES	NO

Does this application include a co-applicant? If <i>YES</i> , please complete the following:	YES	NO
Name of Co-Applicant		
School or Unit		
Rationale for submitting a joint application <i>(200 words)</i>		

PART B – Project Information

Project Title	
Start Date	
End Date	
Status of any existing or recent requests for funding for the proposed project <i>Specify nature of funding received/applied for from other sources in support of project</i>	

Are you planning to coordinate this project with an application for SSHRC Exchange or SSHRC Explore?	YES	NO
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Project Overview: *(100 words max, in lay terms, to be used for communication purposes such as on the CARIE Website or an LC News Release)*

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If applicable, please indicate the type(s) of external partners involved in the project:

	Industry		Non-Profit
	Federal Government		Provincial Government
	Other Government		Other (Ex. Post-Secondary)
Please specify the names of all partner agencies and/or organizations			

Main Proposal:

Use the CARIF Selection Criteria found in the [CARIF Guidelines](#) as a guide. Attach a detailed description of the proposed project using the subheadings below as a template. **Do not exceed 6 pages. A seventh page is permitted for references only.** No other attachments are permitted. Style guidelines: 12pt font, minimum 6 lines of type per inch, and a minimum margin of ¾" or 1.87cm.

1. **Background and Context** – Clearly define the problem, provide any relevant background information, and situate the proposed research within the current scholarly literature, identifying the relevant knowledge / research gaps;
2. **Objectives** – Describe the objectives and purpose of the proposed research;
3. **Methodologies** – Describe the framework and methodologies to be used;
4. **Outcomes/Deliverables** – Describe the anticipated outcomes and deliverables;
5. **Data Management Plan** – Detail the collection, use, storage, security, and dissemination of all data as per Appendix A: Applied Research and Scholarship Procedures in the Applied Research and Scholarship Policy.
6. **Alignment with Centre Research Plan/College Strategic Priorities** – Describe how the proposed research fits with your Centre’s Research Plan and the College’s strategic priorities;
7. **Student Involvement** – Describe how students will be involved as research team members and the resulting benefits to their education. *If students are not involved, please provide an appropriate justification;*
8. **Work Plan** –Detail the milestones, activities, and timeline needed to complete the project;
9. **Potential Partnerships** – Explain how the proposed research may lead to new external or internal partnerships;
10. **Plan for Knowledge Dissemination/Technology Transfer** - Describe the plan to disseminate the research and/or technology;
11. **Benefits to Lethbridge College, partners, and the community** – Describe how the proposed research will specifically benefit Lethbridge College, any partners, and the broader community;
12. **Alignment with SSHRC Explore or SSHRC Exchange (If applicable)** – If coordinating with a SSHRC application, describe how SSHRC funds will be used and include a contingency plan should SSHRC funds not be awarded.



To attach your Main Proposal, please *click* on the *Attach* button below.
To review the attachments, please *click* on the *Review* button below.

PART C - Budget



Budget must be approved by a Business Analyst to reflect actual costs of the project.

For further assistance, please refer to **Appendix B – How to Write a CARIF Budget and Budget Justification** in the [CARIF Guidelines](#).

Budget Item	Detailed Explanation	Object Code	Cost (Tax-inclusive)
Work Coverage <i>(Instructor Course Release & Staff Back-fill)</i>			
Salaries <i>(Student & Professional)</i>			
Materials & Supplies			
Equipment			
Travel <i>(Collaboration & Dissemination)</i>			
Others <i>(Please Specify)</i>			
TOTAL			

Budget Justification & Explanation: *Provide a detailed justification for each budget item and relate it to the objectives and requirements of the proposed applied research project.*

PART D - Ethics Review

(Please answer YES or NO):

Will this proposed project involve human subjects?	YES	NO
Will animals be used in the proposed project?	YES	NO
Will animals be used in the proposed project at any other location?	YES	NO
Will radioactive, biological, hazardous material or lasers be used?	YES	NO



If you have answered YES to any of these questions, please consult with CARIE prior to submitting your project proposal.

PART E - Additional Comments for the Review Panel

Please include any additional comments for the Review Panel:

PART F - Suggested Reviewers



If the proposed project is to include animal use, you may **NOT** suggest reviewers, in accordance with the [Canadian Council on Animal Care \(CCAC\) Guidelines](#).

Please provide the name and contact information for up to two potential reviewers for your application. **Reviewers may be faculty or staff or they may be external to the College, however, they must not have been used as a resource or consulted during the application process.** Their expertise and value as a reviewer for this application must also be stated. It is at the CARIF Review Panel's discretion to use any reviewers suggested by the applicant.

Name of Reviewer #1	
Title and Organization	
Contact Information	
Rationale For Use as a Reviewer	

Name of Reviewer #2	
Title and Organization	
Contact Information	
Rationale For Use as a Reviewer	

PART G - Signature Page Attachment



Please print the following Signature Page and obtain all of the required signatures. Next, scan the page and attach it to the Application Form using the *Attach* button below.

PART H - Submission

To submit your application, please click the *Submit Application* button below.

Signature Page



By signing below, the Centre Dean, (or Ops Leader), Associate Dean acknowledges that Course Release/Backfill can be accommodated if requested in the application. They also commit to monitoring the project's progress and providing mentorship to the applicant. The Business Analyst acknowledges that the application has been vetted for compliance with College financial policies and procedures.

Applicant's Associate Dean	Co-Applicant's Associate Dean
Date:	Date:
Name:	Name:
Signature	Signature

Applicant's Centre Dean (or Ops Leader)	Co-Applicant's Centre Dean (or Ops Leader)
Date:	Date:
Name:	Name:
Signature	Signature

Applicant's Business Analyst	Co-Applicant's Business Analyst
Date:	Date:
Name:	Name:
Signature	Signature

Applicant Acknowledgement

I hereby accept the terms and conditions as outlined in the [CARIF Guidelines](#).

Applicant #1:	Co-Applicant:
Date:	Date:
Signature:	Signature: