Application Form

2024-2025

Lethbridge College

THIS DOCUMENT IS FOR REFERENCE ONLY. THE WEBFORM VERSION MUST BE USED FOR ALL SUBMISSIONS

Instructions

- Applicants should carefully read the **CARIF Guidelines** before starting. *This application must be prepared in accordance with these guidelines.*

- Only applications that have been approved through the **Letter of Intent (LOI)** process are eligible for submission.

- Final reports for previously supported projects must be approved and received by the Centre for Applied Research, Innovation and Entrepreneurship (CARIE) **PRIOR** to the submission of any new CARIF applications. If you did not complete the project, you are still required to submit a Final Report.

- The completed application must be received by CARIE by *4:00 PM on the first Wednesday following Reading Week.* Deadline extensions are not possible due to adjudication timelines .

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Applicant information

Name of Applicant	
Centre or Department	
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 *YES*, please complete the following:	YES	NO
Name of Co-Applicant		
Centre or Department		
School or Unit		
Rationale for submitting a joint application *(200 words)*		

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Project information

Project Title	
Start Date	
End Date	
Describe and state the status of any existing or recent requests for funding (internal and external) for the proposed project.	

Project Overview: *Using lay terms, please describe your project. This will used for communication purposes such as Lethbridge College publications, media releases, and the webpage.*

Are you planning to coordinate this project with an application for SSHRC Exchange or SSHRC Explore?	◯ YES	◯ NO

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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 Selection Criteria found in the **CARIF Guidelines** as the guide. **Attach a detailed description of the proposed project using the subheadings below as the template.**

Do not exceed 5 pages. **A 6th page is permitted for references only**. Charts, graphics, illustrations, and photos are allowed inside the main text. No other attachments are permitted. Please adhere to the style guidelines of: 12pt Arial font, minimum 6 lines of type per inch, and a minimum margin of ¾" or 1.87cm.

1. **Background and literature review –** Clearly define the problem to be solved. 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. **Work Plan** –Detail the milestones, activities, and timeline needed to complete the project (a chart or table is recommended). Identify any potential risks that could delay or impact the project. Describe how these risks will be mitigated.

6. **EDI Integration -** Explain how Equity, Diversity and Inclusion (EDI) has been considered and authentically embedded into the project (avoid generic statements and unactionable outcomes).

7. **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.

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8. **Research Team –** Explain how the knowledge and experience of the applicant and/or co-applicant will contribute to achieving project success.

9. **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*.

10. **Alignment and Potential Partnerships** – Describe how the proposed research contributes toward a long-term vision and plan for research. How does it align with your Centre or Department goals and strategies? How will the proposed research lead to new external or internal partnerships and funding?

11. **Plan for Knowledge Dissemination/Technology Transfer** - Describe the plan to disseminate the research and/or technology.

12. **Benefits to Lethbridge College, partners, and the community** – Describe how the proposed research will specifically benefit Lethbridge College, any partners, and the broader community.

13. **Alignment with SSHRC Explore or SSHRC Exchange** *(If applicable)* – If coordinating with a SSHRC application, describe how SSHRC funds will be used for a SEPARATE and DISTINCT component of the project and include a contingency plan should SSHRC funds NOT BE awarded. Please note that your CARIF application will be shared with the SSHRC Selection Committee to ensure proper alignment and to assist in the adjudication process. *Duplicate CARIF and SSHRC applications will not be approved.*

Ethics and hazards

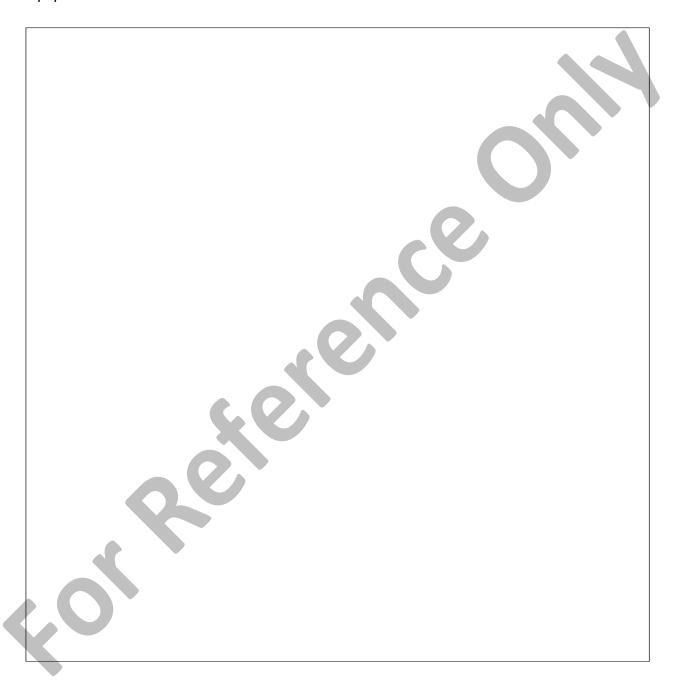|		
Will this proposed project involve human subjects?	◯ YES	◯ NO
Will animals be used in the proposed project?	◯ YES	◯ NO
Will animals be used in the proposed project at any other location?	◯ YES	◯ NO
Will radioactive, biological, hazardous material or lasers be used?	◯ YES	◯ NO

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Budget

Please use the **CARIF Guidelines** as a guide for creating your budget. *The budget must be approved by a Financial Analyst to reflect actual costs of the project.*

Category	Budget Item(s)	Object Code	Cost *(Tax-inclusive)*
Work Coverage *(Instructor Course Release & Staff Back-fill)*			
Salaries *(Student & Professional)*			
Materials & Supplies *(include shipping & taxes)*			
Equipment *(include shipping, renovation, installation, training & taxes)*			
Travel *(Collaboration & Dissemination)*			
Others *(Please Specify)*			
		TOTAL	$ 0.00

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Budget Justification & Explanation*: Provide a <u>detailed justification for EACH budget item</u> and relate it to the objectives and requirements of the proposed applied research project. Please attach quotes and hyperlinks for all supplies, materials, and equipment.*

Suggested reviewers

Are there any changes or updates to the reviewers provided in the LOI? If no, then skip this section.	◯ YES	◯ NO

Please provide any changes or updates for the reviewers identified in your LOI.
Reviewers may be faculty or staff, or they may be external to the College; however, they must not be 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	

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Applicant acknowledgement

☐ I/We hereby accept the terms and conditions as outlined in the **CARIF Guidelines**.

Applicant	Co-Applicant
Date:	Date:
Signature:	Signature:

Approvals

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

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

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

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