INDIGENOUS RESEARCH GRANT GUIDELINES AND APPLICATION

# Guidelines

## Purpose

The Faculty of Education recognizes its institutional commitments and responsibilities to Indigenous Scholarship and Indigenous Education. The goal of this dedicated funding opportunity is to support, prioritize, and show commitment to **Indigenous scholars and research** within the Faculty of Education. It creates pathways for emerging scholars to access funding and develop their research programs and goals. These commitments respond to the [**University’s Indigenous Strategic Plan (2016)**](https://indigenous.uwo.ca/initiatives/stratreports/index.html#:~:text=In%202016%2C%20Western%20University%20approved,perspectives%20and%20ways%20of%20knowing)which lays out the following strategic priorities and associated goals: to “nurture an inclusive campus culture that values Indigenous peoples, perspectives, and ways of knowing,” and to “Achieve excellence in Indigenous research and scholarship.”

This funding opportunity builds on and enhances, the Faculty’s own strategic vision to Prioritize Indigenous Peoples’ scholarship and center Indigenous research. The funding opportunity aligns with one of the Faculty of Education’s key strategic pillars which emphasizes the fact that Indigenous Education and scholarship is unique and Sui generis.

This program is designed to support two groups of researchers at the Faculty of Education:

1. **Indigenous researchers** regardless of research area;
2. any faculty member conducting **Indigenous Research**.

Research involving Indigenous peoples in Canada must comply with [**Chapter 9 of the Tri-Council Policy Statement (2022)**](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter9-chapitre9.html) on Indigenous research.

Priority will be given to Indigenous researchers, particularly emerging early-career Indigenous researchers.

These awards are to support the cost of research projects of modest scope - for seed money, one-time requests, and projects of short duration. Applications may be made for new research initiatives. While the main purpose is to provide funds for initiating research, requests to supplement existing funding sources will be considered.

Travel to conferences will **NOT** be considered and should be funded through the conference travel competition.

Separate applications for the same project, over several years, will receive lower priority than new studies.

Amount

The maximum award is **$7000**.

Eligibility

* Applicants **must** be faculty members in the Faculty of Education.
* Faculty members may hold **only one** internal research grant annually as the Principal Investigator.
* The study for a previously awarded Internal Research grant must be complete before being eligible to hold another Internal Research grant;
* Researchers may not hold more than one Internal Research grant concurrently.
* Faculty members who have previously held an internal research grant **must** apply for external funding (the application does not have to be successful) before reapplying for internal financing.
* Faculty members who are retired, part-time or seconded to the Faculty are **not eligible** to apply for these funds.

## Submissions

This competition runs two times per year, in March and October (if funding is still available).

Complete applications, including the applicant’s signature, may be submitted to the Education Research Office via the [**ONLINE SUBMISSION PORTAL**](https://forms.office.com/Pages/ResponsePage.aspx?id=TaaTrQ2tzU6y_eU84Vllvhi9le4B5JFGuLVn6yEljaZUQjA3ODY1SUZPS0xBMDhOOEQ5UlJTSDFZMi4u) by **June 1st and October 1St before 4 pm each year**. Late applications will not be accepted.

It is the responsibility of the applicant to ensure that all conditions are met and that the application is complete and submitted as required.

Kindly note that, do **not** complete a **ROLA** for this application. If successful, a ROLA will be initiated then.

Project Time Period

Grants will be available for **one year**. Upon termination of an award, any unspent balance will revert to the fund. If there are funds remaining in the account as of the end date the grant will automatically be extended for one year.

Extensions may be granted in special circumstances upon written request to the Associate Dean of Research.

Final Reports

## A final report detailing the achievements from the grant, including the impact on the development of HQP, publications, applications for external funding, and collaborations, must be submitted via the [ONLINE FINAL REPORT FORM](https://forms.office.com/Pages/ResponsePage.aspx?id=TaaTrQ2tzU6y_eU84VllvqY-a_X9cIxEglwGJsZzi7BUMUpQMTlJOFJWUkEzVzJES0tFVDJPRTEzQy4u) to the Research Committee within 60 days of the project's completion. Final reports must be submitted before new applications are considered.

Budget Justification

Adequate budget justification is required. Provide estimated costs for eligible expenditures. Ensure that all expenses are aligned with faculty and university pay rates and policies.

* **Eligible Research Expenses:**

<https://www.uwo.ca/finance/forms/docs/research/useofFunds_checklist.pdf>

* **Researcher Toolbox:**

<https://www.uwo.ca/hr/researcher.html>

* **Western's Travel Procedures:**

<https://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_procedure.pdf>

**Personnel costs:**

Salary and benefits for students, postdoctoral fellows, and research staff. Current employee benefit rates can be found in the Benefit Recovery Rates section located on the [**HR Services webpage (Researcher Toolbox)**](https://www.uwo.ca/hr/researcher.html).

**Materials and supplies:**

Provide details, and quotes or advertisements/screenshots showing prices.

**Travel:**

Travel requests must comply with [**Western policies and regulations**](https://www.uwo.ca/finance/procurement/preparing_to_travel/index.html). Original receipts will be required when travel claims are processed.

**Research Travel:** Travel to field sites for data collection is appropriate when justified; provide quotes.

**Conference Travel:** Provide details and attach quotes for transportation, accommodation, meals, and membership/registration fees.

**Dissemination Costs:**

Provide details and quotes for publication costs, user workshops, or other activities.

**Equipment:**

Provide quotes or advertisements/screenshots showing prices.

**Other expenses:**

Provide a brief explanation and quotes/ads/screenshots for all items.

Adjudication

Applications will be adjudicated by the **Faculty of Education Research Committee** or, if required because of conflict of interest, by an ad hoc committee of full-time faculty members.

Applications that offer a clear rationale for the proposed research, exhibit innovation and contain a budget fully explaining how the money requested will be spent will be given preference.

Priority will be given to probationary faculty members and applicants wishing to start new projects that might lead to external funding applications.

In general, the committee members will consider the following in an application:

* eligibility of the applicants;
* quality of the proposed research project;
* circumstances and justification of the applicant;
* previous support and its utilization; and,
* other sources of funding currently held by the applicant.

Ethics

All research proposals involving human and/or animal subjects must be approved by the appropriate Western Research Ethics Board. Funds will be encumbered and the project may not commence until appropriate approvals are received by the investigator.

## Use of Funds

* Investigators are expected to expend the funds in the manner proposed in the original request.
* If an award is less than the amount requested, the principal investigator is free to move monies from one category to another to make up a shortfall, but not into categories specifically disallowed by the review committee. Approval for new categories may be granted in special circumstances upon written request.
* Applicants are personally responsible for any over-expenditure of the grant.
* All assets purchased with internal grant funds become the property of Western University.

## Surplus

In the event that the funding awarded is less than the amount available in the budget, the Research Committee will consider other options for awarding the funds such as running a second competition during the fiscal year, providing seed funds to those researchers who were unsuccessful in applications for external funding, or other research possibilities.

## Questions

All questions should be directed to the Research Officer, Faculty of Education ([**edu-researchoffice@uwo.ca**](mailto:edu-researchoffice@uwo.ca)).

## Part 1: Applicant Information

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| **Applicant Name(s)**: | |  |
| **Email:** |  | |
| **Rank:** Full Professor Associate Professor Assistant Professor Other: | | |
| **Status:**  Tenured Tenure-track retired other | | |
| **Early Career Researcher:** Yes No | | |
| **ORCID ID** |  | |

| **Funding Sources:** | | | | | |
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| Surname and initial(s) of principal investigator and co-investigators | Project Title or Conference Name/Year/Location: | Project period: Research S*tart and end date or date of conference* | Funding agency or internal funding program | Funds requested or received | Status (i.e., awarded, denied, pending) |
| **a) Current Support:** | | | | | |
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| **b) Support applied for (pending and denied):** | | | | | |
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| **C) Support held in the past 5 years, but now complete:** | | | | | |
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| **Student Supervision and HQP Training:** | | | | | |
|  | **Currently** | | **Over the past five years**  **(excluding the current year)** | |  |
| **Supervised** | **Co-supervised** | **Supervised** | **Co-supervised** | **Total Number** |
| **Undergraduate** |  |  |  |  |  |
| **Master’s** |  |  |  |  |  |
| **Doctoral** |  |  |  |  |  |
| **Postdoctoral** |  |  |  |  |  |
| **Others** |  |  |  |  |  |
| **Total Number** |  |  |  |  |  |

## Part 2: Project Information

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| **Part 2-1** |
| **Name of Project:** |
| **Does this project require:** Human Ethics Animal Use Biohazards |
| **If yes, provide protocol number:** |
| **Keywords (max 5):** |
| **Total Requested budget:** |
| **Part 2-2** |
| **If you were to submit this, which Tri-Council would it be for?** |
| **Did you apply to any internal funding program in the last 24 months?** Yes No |
| **If yes, were you successful?** Yes No |
| **Do you currently hold external research funds?** Yes No |
| **If so, are they related to this application?** Yes No |
| **Part 2-3** |
| **Will the current project support students?** Yes No |
| **If yes, how many and at what level?** |
| **Part 2-4** |
| **Does this project require a partner?** Yes No |
| **If so, please provide the names and locations of the proposed partner(s).** |

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| Part 3: Proposal  |  | | --- | | Please write a **two-page max** (11-point minimum font) description of the proposed project (excluding references). Use the proposal section headings as outlined in the guidelines for the type of grant you are applying for (research project, research group, or conference presentation). | |  | |

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## Part 4: References

Please provide a list of your cited references (**one-page max**).

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## Part 5: Budget and Justification

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| **Description** | **Amount** |
| **Personnel costs (Research Assistants, etc.)** | |
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| **Travel and accommodation (funds needed to carry out research)** | |
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| **Technical Services** | |
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| **Materials and Supplies** | |
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| **Other (please describe)** | |
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| **GRAND TOTAL** |  |

# Part 6: Signature

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| **Signature of Applicant:** |  |
| **Date:** |  |

# Part 7: Attachments

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| **Please attach the supporting documents at the end of this document.**  **Formatting Requirements (for References (including any appendices) & PI CV):**  **All fonts should be 12-point (Times New Roman, Arial, or Calibri are acceptable). Compressed font spacing is not permissible. Margins should be 2.5cm (or 1 inch) on all sides. Please include your name in the header. Line spacing may be anywhere between single to double-spaced.**   1. **Principal Investigator’s CV (Maximum 5 pages)**    1. **CVs must be accurate and up to date. Only 1 CV for the Principal Investigator may be submitted.**    2. **If desired, the Principal Investigator may submit a narrative CV in lieu of the standard CV. Narrative CVs a provides a structured written description of the PI's contributions and achievements that reflects a broad range of relevant skills and experiences, more than can often be seen in a traditional academic CV.** |

[**Submit**](https://forms.office.com/r/9bjYG8EYTH)