## Community Partner Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the community partner organization**  |  | **Contact person at the community Partner organization**  |  |
| **Telephone**  |  | **Email**  |  |

## Research Ethics

1. **Will research for this project involve clearance from the** [**Office of Research Ethics**](https://www.yorku.ca/research/research-ethics/) **(ORE) (e.g. human participant research)?**

YES [ ]

NO [ ]

1. **If you responded “YES” to Question 1, please indicate the status of your ethics application:**

[ ]  This project has received ORE approval. A copy of the approval certificate is attached to this application.

[ ]  This project has not received ORE approval and an application is in process OR is to be submitted pending the outcome of this application. If this application is successful, a copy of the approval certificate will be provided by email to the Research Office at Research@glendon.yorku.ca. Funds for approved projects will not be released until ethics clearance has been provided.

## Research Proposal

## Project Description

* *Describe in the box below the proposed project (no more than 750 Words). Write your proposal in clear, plain language. Avoid discipline-specific jargon, acronyms and highly technical terms when writing your proposal. Organize your proposal according to the following headings (headings not included in word count):*
	+ *Objectives of the Project*
	+ *Rationale of the project and relationship to existing research*
	+ *Research Plan and Methodology*

|  |
| --- |
|  |

*Describe in the box below the nature of the collaboration. This section has no word limit.*

**Nature of the collaboration**

## Budget

Please complete the budget sections below. Additional rows in tables may be inserted as needed. Refer to section-specific guidelines when completing the budget and justifications for each subsection category, as relevant to your project. Only Direct Project costs as defined by the Glendon Research Grant guidelines will be considered eligible.

**Ineligible Expenses**

* participation in conferences or workshops
* course preparations
* administrative projects
* typing and word-processing
* salary of the applicant
* purchase of books and magazines
* office supplies

**Eligible Expenses**

* salary of research assistants, consultants, technicians, and participants in experiments, in accordance with University Policy
* software and computer peripherals as per University Policy on Procurement of Goods
* meals and accommodation for Research.
* the most economical fares for transportation (mileage allowance for applicant’s own car at the applicable rate)
* transcription, translation and interpretation fees
* language training directly connected to a research project
* Other justifiable research expenses
1. **PERSONNEL**. Please complete the table and justification for personnel costs, if applicable to your project. If certain cost categories are not applicable, enter “NA”.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Personnel Title**  | **Task Type(s)** | **Hourly Rate**  | **Number of hours** | **Total salary** | **Vacation Pay (%)** | **Benefits (%)** | **Total Cost (salary + vacation + benefits)**  |
|  |  | $ |  | $ |  |  | $ |
|  |  | $ |  | $ |  |  | $ |
|  |  | $ |  | $ |  |  | $ |
|  |  | $ |  | $ |  |  | $ |
|  |  | $ |  | $ |  |  | $ |
|  | **TOTAL (PERSONNEL)** | $ |

**Justification – Personnel**

**Describe in the space below the duties that will be assigned to each listed person above. Justify the amount of time that has been estimated for the completion of duties associated with each individual. Include a justification of hourly rates proposed. This section has no word limit.**

|  |
| --- |
|  |

1. **RESEARCH TRAVEL: TRANSPORTATION**. The vehicle allowance rate at York is $0.45/km.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Departure Point**  | **Destination** | **Estimated Departure Date** | **Number of Days** | **Method(s) of Transportation** | **Cost (lowest available rate** |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  | **TOTAL (TRANSPORTATION)** | $ |

**Justification – Transportation**

**Justify the method(s) of transportation listed above. This section has no word limit.**

|  |
| --- |
|  |

1. **RESEARCH TRAVEL: RESEARCH & ACCOMMODATION**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Destination** | **Number of Days**  | **Per diem rate (meals only, $65 CAD for travel within Canada, $65 USD for travel outside of Canada as per York Policy)** | **Accommodation estimate (lowest available rate)** | **Total per trip** |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  | **TOTAL (Per diem + Accommodation)** | $ |

1. **OTHER ELIGIBLE EXPENSES**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item**  | **Estimated Purchase Date**  | **Cost in Canadian Dollars** | **Justification** |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  | **TOTAL (Supplies, Services, Equipment)** | $ |  |

**Attachments**

**Please attach:**

* **Partnership support letter**
* **a pdf copy of your most current CV**
* **if applicable; a copy of your ethics clearance (See above, under Research Ethics)**

|  |
| --- |
| **OFFICE USE ONLY** |
| **Total Amount Approved:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signature of Associate Principal, Research and Graduate Studies** |