 **College of Education**

**John Ranton McIntosh**

**Research / Partnership Grant (for Staff)**

**Guidelines for Applicants**

**Deadline to Apply: December 1 and May 1**

Early in 1987, the University of Saskatchewan received a generous bequest from the late Dr. John Ranton McIntosh to be used for furthering the work of the College of Education. Awards and benefits will be appropriately publicized each year in memory of Dr. McIntosh and to further the work of the College.

The John Ranton McIntosh **Staff Research Grants** are intended to enable college staff to begin a new project and/or to use as matching funds for other grants, to accomplish a research project and/or expansion of college partnerships. Generally, these awards fund preliminary research/partnership activities, including international engagements and travel facilitating international partnerships and mobility.

**Amount of award:** up to5000 per grant

**Number of awards:** up to 3 grants per year

**Eligibility**

* All College of Education staff members may apply.
* Applicant(s) may receive only one John Ranton McIntosh Research Grant per year.
* Preference will be given to applicants who(se)
  + have not received a JRM Research Grant within the previous two years, and/or
  + work aligns with the priorities and signature areas of research and/or partnership development of the College, and/or
  + have recently completed a research project, and/or
  + are initiating a new area of research/partnership.

**Application and Deadlines**

**Application deadline is December 1 and May 1 (Note: When the competition deadline falls on a weekend, the applications will be due on the next working day.). Notification of the award will be provided within 4–6 weeks of the competition deadline. The term of the award is 1 year. Any unused funds at the end of the term of the award will be returned.**

* Submit your application including 1) one completed JRM Research Grant application (PDF copy), 2) A signed letter of support from the applicant’s People Leader on institutional letterhead, and 3) an up-to-date CV of the applicant to the Associate Dean Research ([edadr@usask.ca](mailto:edadr@usask.ca)) by the competition deadline.

**Application Components**

Applications for the JRM Research Grant must include a(n):

* brief description of the planned research and/or partnership project,
* detailed budget and justification of costs,
* timeline (including a plan for the research project and/or partnerships beyond the seed funding),
* considerations of equity, diversity and inclusion in conceptualization/design of the project as well as the research team, where applicable,
* explanation of the importance, originality, and anticipated contribution of the proposed research and/or partnership, and
* brief description of relevance to the College of Education Strategic Plan 2025 and USask Strategic Research Directions

**Conditions of Award**

JRM Research Grant recipients are required to provide tangible evidence of their work in the form of a final report (note: the template for the final report can be found after the application) to be submitted to the ADR.

**Evaluation Criteria**

Applications for the JRM Research Grant are assessed on the basis of the following criteria:

* the strength of the proposal, the contributions, and the student training plan, as applicable,
* the feasibility of proposed timeline and budget expenses, and
* relevance to the College strategic plan and USask strategic research directions.

**Eligible and Ineligible Expenses**

The committee will consider all expenditures for research fellowship activities fully justified and appropriate, subject to compliance with the eligible expenditure guidelines listed in the [Tri-Agency Financial Administration Guide](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp), and University of Saskatchewan rates.

Travel costs to attend conferences are eligible up to a maximum amount of $2000.

**Extensions**

All grants are eligible for a 1-year extension. Applications for extensions must be made within four weeks of grant end date. At the end of the extended year, all remaining funds will be returned to the John Ranton McIntosh Fund to be included for the next competition.

**Over Expenditures**

Over expenditures of grants are not permitted and will become the recipient’s personal liability.

**Future and Complementary Grant Opportunities**

While preparing their external grant applications or journal manuscripts, the applicants should also consider taking advantage of the other USask internal funding opportunities, for example **International Travel and Project** grants by USask International Office.

**For further information please contact:**

**Dr. Sanjukta Choudhury**

**Research Facilitator**

**Office: ED 3053**

**(306) 966-1736**

[sanjukta.choudhury@usask.ca](mailto:sanjukta.choudhury@usask.ca)

***JRM Research Grant (for Staff)***

* Deadline: **December 1 and May 1**
* Email a pdf electronic version of the complete application to: [edadr@usask.ca](mailto:edadr@usask.ca)
* **Late or incomplete applications will not be considered.**

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| Name: | |
| Email: | Telephone: |
| Department: | |
| Position: | |
| Name of Co-Applicant (If Applicable): | |
| Department: | |
| Email: | |

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| Title of Project: |
| Total Funds Requested: |
| Have you received funding from the John Ranton McIntosh Fund previously?  No  Yes  If yes, briefly describe the previous John Ranton Grant you held. Please include the date of award and completion. |
| Does this project require:  Human Ethics Certificate  Biosafety Certificate |
| The Use of Saskatoon Health Region (SHR) Facilities:  Yes  No |
| Signature of Applicant: |
| Date: |

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| **Instructions:**   * Please complete the following Sections ensuring you have followed the guidelines * Handwritten applications will not be accepted * Text must be single spaced; font must be 11 point * Avoid using acronyms and abbreviations or explain them fully * Failure to complete the application and provide all the required information will render your application ineligible |

1. Detailed Description: Provide a description of the proposed research and/or partnership (including the objectives/goals, relevant literature, and methodology, as applicable. (max. 1000 words)
2. Timeline: Provide a timeline of the proposed research/ partnership project (including your plans beyond the seed funding).
3. Student Training: Describe your plans for student training and roles/responsibilities (as applicable).
4. Significance: Explain the importance, originality, and anticipated contribution of the proposed research/partnership.
5. Describe how the research/partnership project is relevant to the College of Education Strategic Plan 2025 and the University of Saskatchewan’s strategic research direction.
6. Describe how considerations of equity, diversity and inclusion will be addressed in conceptualization/design of the project as well as the research team.

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| **Please provide a detailed budget (provide a clear detailed budget by type and amount in the space below):** | |
| **Personnel Costs** |  |
| **Travel (research)** |  |
| **Travel (dissemination)** |  |
| **Other (including equipment, software, supplies, etc.)** |  |
| **Total funds requested from JRM Fund** |  |

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| **Budget justification: Please fully justify the proposed expenditures. Expenditures must be warranted in the context of the research/ partnership outlined. For travel expenses breakdown your request further i.e. accommodations, per diem costs (meals), transportation (airfare/mileage), conference fees, etc. For personnel and student support, include the rate of pay per hour, the number of hours per week, the number of weeks needed and the required benefits (CPP, WC, EI, vacation).** |

***JRM Research Grant (Staff) Final Report***

* Deadline: **One year post-award**
* Email a pdf electronic version of the complete application to: Associate Dean Research ([edadr@usask.ca](mailto:edadr@usask.ca))

1. **Summarize what you accomplished over the course of the JRM Research Grant.**
2. **Describe your next steps for continuing this research and/or partnership****.**

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| Signature of the applicant: |
| Date: |

**Adjudication Rubric for John Ranton McIntosh Awards**

**Applicant name:**

**Title:**

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| Eligibility |

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| **Sub-criteria** | **Eligible** | **Ineligible** |
| **1.** Education Staff |  |  |
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| Challenge: The aim and importance of/need for the proposed research and/or partnership |

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| **Sub-criteria** | **N/A** | **Poor** | **Satis-factory to good** | **Good to very good** | **Very good to excellent** |
| **1.** Clear research and/or partnership plan |  |  |  |  |  |
| **2.** Originality of the research/partnership is clearly articulated |  |  |  |  |  |
| **3.** Strong argument is presented for the significance of the research/partnership |  |  |  |  |  |
| **4.** Expected contribution(s) to knowledge/partnership is clearly explained |  |  |  |  |  |
| **5.** Methodology/ partnership plan is systematically described and relevant to objectives |  |  |  |  |  |
| **6.** Quality of training/mentoring to students or HQP (if applicable)  **7.** Considerations of equity, diversity and inclusion |  |  |  |  |  |
| **Please provide detailed feedback, focusing in particular on those aspects that need improvement:** | | | | | |

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| Feasibility: The plan to achieve excellence |

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| **Sub-criteria** | **N/A** | **Poor** | **Satis-factory to good** | **Good to very good** | **Very good to excellent** |
| **1.** Probability of effective and timely attainment of proposed objectives |  |  |  |  |  |
| **2.** Budget appropriateness and justification of costs (if applicable) |  |  |  |  |  |
| **3.** Strategies/timelines for the design and conduct of the activities |  |  |  |  |  |
| **Please provide detailed feedback, focusing in particular on those aspects that need improvement:** | | | | | |

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| Technical Assessment |

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| **Sub-criteria** | **N/A** | **Poor** | **Satis-factory to good** | **Good to very good** | **Very good to excellent** |
| **1.** Overall written quality of the proposal (e.g. technical, grammar) |  |  |  |  |  |
| **2.** Provides a convincing/impactful rationale for the research/partnership at the outset of the proposal (e.g. clear message, problem or need) |  |  |  |  |  |
| **3.** Budget aligns with the various tasks/activities described in the proposal |  |  |  |  |  |
| **Please provide detailed feedback, focusing in particular on those aspects that need improvement:** | | | | | |

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| Preference |

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| **Sub-criteria** | **Preferred** |
| **1.** Have not received a JRM Research Grant (Staff) in the previous two years |  |
| **2.** Work aligns with the College signature areas and research plans |  |
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| **3.** Answer, as applicable: |  |
| a. Are new staff |  |
| b. Have recently completed a research project |  |
| c. Are initiating a new area of research/partnership |  |
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| Overall score and ranking |

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| **Score** | **Rank** |
| /15 | \_\_\_ out of \_\_\_ |