

**Activate Application Template**

## Title

The title should clearly and simply state the focus of the project in plain language.

## Abstract for Public Release

Provide a project summary suitable for public release (on the SLC website, in the SLC newsletter, on social media, etc.). Use plain, non-technical language. The abstract should not exceed 300 words in length.

The abstract should include:

* Context – the current knowledge or innovation gap; why does this need exist?
* Innovation/Research Question – what is the specific problem or question(s) to be addressed?
* Methods – what is the research method you will be using, what are the project activities, how will they be accomplished, and what is the role of the students?
* Expected Outcomes – define the project goal and main deliverables; how/why will these outcomes be beneficial (e.g. to the partner, the community, etc.?)

Ensure that any partner(s) have approved the abstract prior to submission.

## Project Description

The project description must clearly identify the knowledge or innovation gap to be examined and describe the methodology that will be used. Applicants must provide a detailed work plan and a table detailing timeline and milestones. The description of the proposed project must include the following subheadings:

Problem, Issue, or Opportunity. Define the current knowledge or innovation gap and explain the need for the proposed project. How will the proposed project benefit the partner? State project objectives and/ or questions. Questions and objectives should be well-focused and clearly related to partner needs and gaps.

Literature Review.Include references to published material that supports and validates the proposed project.

Methods, Timeline, and Milestones.Provide detailed methodology that describes how the project will address the objectives and questions and any methods that will be used.

Identify the major milestones of the project, the projected dates of completion for each milestone, and a description of associated activities. An example timeline is included below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Description of Activities** | **Start Date** | **Completion Date** |
| Hire students | Recruit 2 students from a specific SLC program | 2019-09-01 | 2019-10-02 |
| Bi-weekly team meetings | All members of the team will meet every two weeks in person to discuss the progress and identify issues | 2019-10-02 | 2020-05-30 |
| Develop social media strategy | A strategy will be developed that will include timelines and description of target market that identifies the best ways to connect with them | 2019-10-05 | 2019-12-22 |
| Prototype development | Using xx methods, develop the final prototype | 2019-10-05 | 2020-01-15 |
| User testing | Small group of students from a specific course will test the initial product | 2020-01-20 | 2020-02-15 |
| Focus group | Small group of students from a specific course will provide feedback and suggestions in a focus group format | 2020-02-20 | 2020-02-20 |
| Final revisions and testing of prototype | Based on user testing and focus group feedback, revisions to the prototype and a final evaluation with students from a specific class and/or other users that may represent the target market | 2020-02-22 | 2020-05-30 |
| Final report | Prepare and submit final report in collaboration with student(s) and/or other applicants | 2020-05-15 | 2020-06-15 |

Outputs and anticipated outcomes andimpacts. Identify concrete, specific, expected outputs and outcomes from the project for the community, project partners, and/ or the broader state of knowledge.

Knowledge mobilization. Identify plans to disseminate project findings or outputs within and/ or external to SLC.

## Budget and Budget Justification

Use the templates provided below to indicate the requested budget items and explain why the resources requested are necessary and sufficient to complete the project. Refer to the resources on the SLC Research and Scholarship Funding website to ensure you prepare a strong budget that includes accurate, eligible expenses. For example, be sure your budget uses the student wage rates amounts included in the most current version of the student wage rate schedule (found under resources) and includes only eligible travel expenses as per SLC policy (found under resources).

**Budget Template**

| **Budget Item** | **Ignite Fund****Cash** | **SLC****Cash** | **SLC****In-Kind** | **Partner****Cash** | **Partner****In-Kind** | **Other Source****Please specify:** **Cash** | **Other Source****Please specify:** **In-Kind** | **TOTAL** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Salaries and Employer Contribution Costs* |  |  |  |  |  |  |  |  |
| *Professional and Technical Services* |  |  |  |  |  |  |  |  |
| *Operating and Equipment*  |  |  |  |  |  |  |  |  |
| *Knowledge Dissemination and Networking* |  |  |  |  |  |  |  |  |
| *Travel*  |  |  |  |  |  |  |  |  |
| *Other* *(specify):*  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |

Typical eligible expenses include:

* Workload hours (SWF hours) for full-time faculty. SWF hours must be provided in-kind from the full-time faculty member’s department and must be approved by the faculty member’s AD.
* Hourly “Research Project Lead” rate for part time/ partial load faculty or part time support staff. Please contact the Research Office for the current hourly Research Project Lead rate. Research Project Lead hours must be approved by the Research Office.
* Work hours for full-time support staff or admin employees. Hours to be dedicated to the project must be provided in-kind from the employee’s department and must be approved by the employee’s supervisor.
* Student salary – see the student researcher wage rate table in the Resources section on the SLC Research and Scholarship Funding webpage.
* Mileage or public transportation expenses required for research purposes (meetings at partner site, etc.)
* Compensation for participants
* Project-related equipment and/or supplies

Typical ineligible expenses include:

* Compensation for project partners
* Consulting fees for experts external to the SLC community
* Costs associated with projects for academic credit or credentials (Masters or PhD thesis research)

Equipment purchased with Activate funds is the property of the SLC Research Office.

**Budget Justification Template**

Complete the budget justification template to explain how your calculations. Each section below should only be included if applicable.

**Salaries and Employer Contribution Costs: $XX cash; $XX in kind**

**Principal Investigator – [Name], SLC ($XX cash – [source]; $XX in-kind – [source]; $XX total)**

[Name] will work on the project as Principal Investigator from [month, year] to [month, year].

*For Full-Time Faculty Only*

[Name] is requesting x hours per week to work on project activities during the [session, year] semester. [Name’s] department will provide the time spent working on the project as an in-kind contribution. The budgeted amount for the time was calculated as follows: [insert calculation here].

*For Part-Time Faculty or Part-Time Support Staff*

[Name] will commit approximately XX hours per week for the duration of the project (XX hours total at an in-kind rate of $XX per hour). [Name’s] time will be paid from Ascent funding. The hourly rate was calculated using the “Research Project Lead” wage rate.

*For Full Time Support Staff or Administrative Employees*

[Name] is requesting x hours per week to work on project activities during the [session, year] semester. [Name’s] department will provide his/her time spent working on the project as an in-kind contribution. The budgeted amount for the time was calculated as follows: [insert calculation here].

**Co-Investigator – [Name], SLC ($XX cash – [source]; $XX in-kind – [source]; $XX total)**

[Name] will work on the project as co-Investigator from [month, year] to [month, year].

Include additional explanation about budgeted amounts for co-investigators using the explanation examples provided under the Principal Investigator sub-heading.

**Student Researchers, SLC ($XX cash – [source]; $XX in-kind – [source]; $XX total)**

Student Researchers will be hired from GBC’s [Program name] program to work on the project from [month, year] to [month, year]. They will work a maximum of XX hours at a rate of $15.50 per hour plus 4% vacation pay and additional benefits, totalling $17.60 per hour and $XX overall. Working with the Partner and Principal Investigator, these Student Researchers will [describe role].

**Partner – [Name], [organization name] ($XX cash – [source]; $XX in-kind – [source]; $XX total)**

[Partner contact name], [title] will work with the project team from [month, year] to [month, year] to accomplish the milestones identified in the Project Plan and will be available for regular meetings and/or consultation. [Name] will commit XX hours per week for the duration of the project (XX hours total) at $XX per hour for a total of $XX. [Name of partner organization] will provide this time spent working on the project as an in-kind contribution.

**Professional and Technical Services: $XX ($XX cash – [source]; $XX in-kind – [source])**

[Describe the nature of the service to be provided and explain why it is required. Include the dollar value and funding source for each service.]

\* Please note that Ignite Fund can be used to cover Professional and Technical Services provided by SLC staff. Professional and Technical Services provided by non-SLC staff is not an eligible expense under the Ignite Fund.

**Operating and Equipment: $XX ($XX cash – [source]; $XX in-kind – [source])**

[This includes materials, supplies and other related expenditures. Describe the item to be purchased and explain why it is required. Include the dollar value and funding source for each item.]

**Research and Technology Transfer Support Services: $XX ($XX cash – [source]; $XX in-kind – [source])**

[This includes pre-commercialization support services, marketing of technology, IP protection, and other related expenses. Describe the nature of the service to be provided and explain why it is required. Include the dollar value and funding source for each service.]

**Knowledge Dissemination and Networking: $XX ($XX cash – [source]; $XX in-kind – [source])**

[This includes travel, meetings, communications activities, workshops, seminars, and other related expenditures. Describe the item or service to be provided and explain why it is required. Include the dollar value and funding source for each item or service.]

**Other: $XX ($XX cash – [source]; $XX in-kind – [source])**

[Describe the nature of the item or service to be provided and explain why it is required. Include the dollar value and funding source for each item or service.]

## Project Team Roles and Responsibilities

Identify who will be involved in the project and their specific roles (use names, where possible). Explain each team member’s responsibilities and how each team member will contribute to the project. Describe the experience and expertise each member will bring to the project to demonstrate that the team includes the knowledge and capabilities required for successful project completion. Include the Principal Investigator, co-applicants (internal to SLC), internal and external project team members, partners (external to SLC) and students, along with any required technical expertise.

## Plan to apply for external funding

Identify a source of future funding for future, larger research projects in the area of investigation. Justify the funding source selected and provide a timeline and plan to apply for the funding. If identifying an internal source of future funding (e.g. Ignite), explain your long term plan to leverage relationships, experience, skills, and knowledge gained from internally funded projects to obtain external funding. Name a specific external funding source.

## References

Provide any references – from academic or grey literature - that will help the adjudication committee review the application.

## Curriculum Vitae (CV)

Attach to the final PDF the CV for the Principal Investigator and all co-applicants.