



novaNAIT

APPLIED RESEARCH AND TECHNOLOGY TRANSFER

Date Received (yyyy/mm/dd)	ARIG Application ID
	Case Officer

For novaNAIT use only

**Application Form for the Applied Research Grant (ARG)**

(Last revised on April 4, 2011)

Please indicate the type of activity for which you are seeking support	(Please check)
1. Applied Research Project	
2. Applied Research Ideas Development	
3. Applied Research Capacity-Building Activities	
4. Student Applied Research Activities	

**Applicant Information**

*Applicant*

Name (LAST, First, Middle Initial)	Position:	Program & School
Phone No.	Email Address:	Are you faculty/staff or student applicant?

**Co-applicant (optional)**

Are other NAIT faculty/staff also working on the project? Yes / No

If applicable, list the names of the other NAIT researchers (attach a separate sheet if req'd)

Name (LAST, First, Middle Initial)	Position	Program & School

**Faculty Mentor (optional)**

If applicable, list the Faculty Mentor(s) working on this project (attach a separate sheet if req'd)

Name (LAST, First, Middle Initial)	Position	Program & School

**III. Project Information**

Title of Proposed Research Project	
Anticipated Start Date	Anticipated End Date
Is Reassignment requested for this period? If so, what level of FTE?	

Have you received novaNAIT funding in the past? Yes / No  
If you have answered yes, please describe projects and level of funding.

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Will this project be supported by other internal/external funds? Yes / No  
If yes, indicate funding sources and amounts. Also, please supply supporting documentation from internal/ external funding agency indicating the amount of funds supplied and including signatures.

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Have you included supporting documentation from external/internal funding sources?  Yes  No

**IV. Attachments**

Attach a research project proposal that is prepared according the following guidelines:

- The 4-5 page project summary should contain (most of) the following components (to be used as subheadings where appropriate):

**1) Project/Activities Description w/ Project Plan:**

The proposal describes and explains what the project is about in broad terms. The project description is clear, concise, and succinct. Proposals explain the intention of the proposed research (the problem that is being addressed and/or solved) and a clear plan for how the research project will be executed, from start to finish. Proposals may include a brief description of the background for the current research endeavor.

**2) Anticipated Impacts and/or Outcomes:**

The proposal identifies the expected or Anticipated Outcomes (or Applied Impacts) of the proposed research. These outcomes are tangible and, in part, measurable. Anticipated Outcomes may include (but are not limited to) expected system improvements, the creation of new method, development of new technology, policy improvements, new patents, a publication, the commercialization of a products or technology, new research findings, replicable models, etc.

**3) Community and/or Industry Partnerships:**

Where appropriate, the proposal demonstrates and explains that partnerships will be forged, fostered, and/or engaged through this research effort. The partnerships may be with industry, community stakeholders, government, and/or other. The proposal identifies the partners to be involved and outlines their respective roles and contributions to proposed research.

**4) Sustainability:**

The proposal explains a Sustainability plan for the proposed research. Specifically, assuming a positive outcome, the proposal outlines a clear plan that considers how the research will be continued beyond the confines of the current opportunity. This Sustainability plan may include the pursuit of internal/external funding opportunities to continue the project beyond the confines of the present funding opportunity. If the current opportunity is viewed as the culmination of the research (meaning, funding will not be sought beyond the current opportunity), the proposal states this and refers to a strong plan for knowledge/material dissemination (see: "communications plan").

**5) Communication:**

The proposal explains a Communication Plan, which identifies how the results of the project will be disseminated. This includes knowledge dissemination through participation in scholarly activities, such as conferences; or a plan for integrating the knowledge back into the classroom with a view towards enhancing student learning; or a plan for material dissemination if the project seeks to create tangible materials (prototypes, technology, policy, and other outputs). Submitting the completed project report to novaNAIT is one way to disseminate results, but this should not be the only way to share the results.

**6) Relevance:**

The proposal demonstrates the perceived Relevance of the proposed research. The proposal explains how the proposed research has pertinence, importance, and/or relevance for a specific industrial sector, an industry partner, a community stakeholder, classroom learning, an educational program, government, etc. This pertinence, importance, and/or relevance is clearly stated and explained.

**7) Budget & Resources:**

The proposal outlines a clear budget that documents, itemizes, and justifies the amounts requested. The budget request is accurate, appropriate, and realistic for the project and reflects the goals of the project. It also identifies what materials, facilities and staff will be required to perform the initiative and whether these are available at NAIT.

**8) Project Contributions & Resourcing:**

The proposal is well-supported by contributions or matches from another party. The contributions may be financial and/or in-kind. The proposal states the source, nature, and estimates for the contribution.

**V. Ethics Reviews Note:**

Ethics approvals or certifications are not required by novaNAIT at the application stage. However, the appropriate ethics certificate must be obtained prior to the start of any research activities. These certifications are issued by the NAIT Research Ethics Board (REB), the NAIT Animal Care Committee (ACC), and the NAIT Occupational Health and Safety (OHS). For assistance in obtaining these certifications, please contact the ARIG Program Manager.

**VI. Investigator's Undertaking**

This application is submitted in compliance with novaNAIT's Guidelines for the RAF Program and NAIT policies and procedures. The research will be performed and administered in accordance with these guidelines, policies and procedures.

I agree that I will meet all the deliverables outlined to me by novaNAIT. I also agree that novaNAIT has the right to terminate the RAF awarded to me at any time if it thinks progress is not satisfactory.

I understand that neither I nor any staff or students engaged on the project may undertake research with humans, animals or hazardous agents without prior written approval of the appropriate committee.

_____	_____	_____
Name of the Applicant	Signature	Date

***For student projects:***

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Name of the Faculty Mentor	Signature	Date

**VII. Approvals**

**Signatures/Approvals of Program Chair and School Dean** acknowledge their awareness of the Principal Investigator's applied research intentions. They also acknowledge the research activity described and accept the availability of resources including space and time commitments of the Principal Investigator to the project.

_____	_____	_____
Name of the Program Chair	Signature	Date

_____	_____	_____
Name of the Dean	Signature	Date