 **2025 Competition (Fiscal Year 2025-26)**

**Submission Deadline: March 3, 2025 by 11:45 p.m. PST**

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| **Research/Creative Project Grant Application Template** |

**Please read the Research/Creative Project Grant guidelines (available at** [**the Office of Research Services Internal Grants webpage**](https://www.uvic.ca/research-services/funding/internal-grants/index.php#ipn-research-creative-project-grant)**) before completing this application. Do not delete instructions – they must remain in the template to allow each applicant to have the same amount of space for responses.**

**RCPG Project Summary (maximum 250 words)**

Using non-technical, plain language, describe the purpose/artistic intent and plan of the proposed RCPG project.

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**RCPG Detailed Description (maximum 2 pages****, minimum Arial size 11 font)**

Describe the research/creative project to be supported by the internal grant. Refer to the Research/Creative Project Grant Guidelines for information to include in this section. Please use the given headings, as appropriate.

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**References (maximum 1 page, minimum Arial size 11 font)**

List all publications cited in your detailed description.

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**Consistency with the purpose of the RCPG program (maximum 250 words, minimum Arial size 11 font)**

Provide a plan for applying to an external research grant agency (e.g., SSHRC, New Frontiers in Research Fund, Canada Council for the Arts). Please provide the name of the funding agency and specific opportunity, the anticipated timing of the submission, and details about how the RCPG project will feed into a larger external application.

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**Budget Details and Justification**

Enter your budget details and justification for each item here. Add more rows as needed. Refer to the Research/Creative Project Grant Guidelines for eligible/ineligible expenses. Refer to [UVic’s Research application budgets webpage](https://www.uvic.ca/research-services/funding/research-finance/research-application-budgets/index.php) for salaries and employment costs.

If you are proposing a creative project and your budget includes rental of studio space (see Guidelines Appendix A for details), you must attach a statement to your application from your Department Chair and Dean that confirms there is no equivalent space available within the faculty member’s unit that can be assigned to support the work funded by this grant.

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| **Item and description** | **Amount** |
| **Salaries.** Position (e.g., undergraduate, masters, doctoral, postdoctoral, other), rate calculation (e.g., hourly wage, mandatory employment-related costs (MERCs) and number of hours), and description of their role on the project. | |
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| **Supplies and Operating Expenses**. Minor equipment under $250 and equipment upgrades. | |
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| **Equipment**. Major items over $250. | |
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| **Travel**. Purpose of travel, dates, airfare, other transportation, accommodation and subsistence costs (max $3,000), child care expenses as eligible under Tri-Agency guidelines. Describe why in-person travel is critical to your project, taking into consideration carbon impact and the values and goals outlined in UVic’s [Climate and Sustainability Action Plan](https://www.uvic.ca/about-uvic/climate-sustainability-plan/index.php). | |
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| **Other**. | |
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| **Enter total budget requested (maximum $7,000)** |  |

**External Research Support**

Grants (or annual installments) applied for (funded and unfunded) either as PI/Co-PI or Co-applicant during the past 5 years. Do **not** include internal university grants. If application results have not yet been announced, please state “pending” in the “Amount Awarded” column.

Note: Applicants must not hold, as Principal Investigator, Co-Investigator, Co-Applicant or Project Director any active external research grant of $50,000 or more total, unless the official end date of that grant is on or before March 31, 2025. This restriction excludes salary awards and is waived for applicants who meet SSHRC’s definition of an [emerging scholar](https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a12).

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| **As** **Principal Investigator/Co-PI/Co-Director** | | | | | | | | | | | |
| **Agency** | | **Program** | | **Funding Years** | | **Title** | | **Amount**  **Requested**  **$** | | **Amount**  **Awarded**  **(0 if not awarded)**  **$** | |
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| **As Co-Applicant (if awarded, please also specify the amount of funding awarded to you as a co-applicant)** | | | | | | | | | | |  | |
| **Agency** | **Program** | | **Funding Years** | | **Title** | | **Amount**  **Requested**  **$** | | **Amount**  **Awarded**  **(0 if not awarded)**  **$** | | **Amount**  **Received as Co-Applicant**  **(n/a if no funds received)**  **$** | |
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| **If no funds have been applied for, explain why such applications have not been made.** | | | | | | | | | | | | |

**Scholarly Publications/Artistic Achievements (maximum 3 pages, minimum Arial size 11 font)**

* List all books, book chapters and/or major works completed in the last 10 years, accounting for any career interruptions or special circumstances.
* List all scholarly articles/creative projects completed (published, accepted, exhibited, performed) in the last 5 years, accounting for any career interruptions or special circumstances. Only items published, accepted, exhibited or performed should be listed.
* List all scholarly articles/creative projects currently under review.
* Start from the most recent and identify with an asterisk (\*) those that have undergone a peer-review process.

Applicants whose research involves community engagement (e.g. relationship-building activities, consultations, co-development of proposals) may also list their major achievements in community-engagement over the last 5 years.

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**Creative Project Support Materials (optional, maximum 1 page, minimum Arial size 11 font)**

If you are submitting a proposal for a creative project, you may provide links to your past creative works (see guidelines).

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**Career interruptions and special circumstances (optional, max. 1 page, minimum Arial size 11 font)**

Applicants can use part of this section to provide a brief explanation of any significant leaves, slowdowns or interruptions that impacted their research productivity over the past 5 years. This may include interruptions due to health, administrative, family, cultural or community responsibilities, or other reasons, including COVID-19.

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**Signatures of Applicant, Chair/Director and Dean**

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| **Signatures** | Name | Signature | Date |
| Applicant |  |  |  |
| \*Chair/Director |  |  |  |
| \*\*Dean |  |  |  |
| \*This certifies that the university can provide the facilities and services required for the proposed project.  \*\*This signature is required for all applications. If the applicant is a Chair or Director, the Dean’s signature alone is sufficient. | | | |

Completed Application template must be saved as a PDF and attached in Section 3 of the RCPG online submission form.