**Application Instructions for the GIER Small Grants Program, 2019-2020.**

Proposal Sections

*Applicant Information*

Name, Department, College, email, phone #, scholar type (*Emerging—*within 6 years of appointment at Guelph and within 10 years of PhD*—*versus *Established*); voluntary indication of whether the principal applicant or co-applicants belong to one or more of the designated groups for equity and inclusion (women, persons with disabilities, Indigenous peoples and members of visible minorities)

Please send a 2 page (max) CV for the applicant (and any co-applicants) including the 5 most relevant scholarly contributions related to the proposal.

*Project Information – Maximum one page*

* Project title: Use a short, descriptive title that captures the project’s purpose or goal.
* Total amount requested
* Start date
* Project summary: Summarize the project in less than 150 words
* Relevance to GIER: Describe how the project helps to achieve the strategic vision of GIER (see Description statement above) in less than 350 words.

*Project Description – Maximum two pages*

* Rationale – What is the purpose of the proposed project? Why is this work important?
* Objectives/Goals – What do you seek to achieve?
* Methods/Plans – How will you achieve these goals?
* Deliverables/Products - Provide a concise description of the anticipated outputs of this work (e.g. reports, data/information, students trained, theses, databases, workshop and technical reports, public engagement, policy and management briefings, presentations, other KTT, grant applications submitted, etc.) along with a timeline.

*Budget justification – Maximum one page, including any matching funds available.*

Eligible Expenses

Researchers may seek funds in support of:

* Collaborative, interdisciplinary grant proposal development in environmental research and scholarship
* Matching funds for environmental-themed grant proposals to external funders, particularly for interdisciplinary projects
* Direct costs of environmental research/scholarship, including:
	+ Salary/stipend support for Highly Qualified Personnel –undergraduate students, graduate students, or postdocs;
	+ Data collection, including travel for fieldwork, research supplies, etc;
* Knowledge mobilization activities, such as:
	+ Workshops or conferences hosted at UofG;
	+ Other knowledge translation and mobilization activities

Because of the goals and timeline of these grants, investigators generally may *not* seek funds for:

* Infrastructure and equipment purchases
* Publication costs
* Conference travel
* Course release

Formatting:

* Use single line spacing, 12-point font and 2.5 cm margins throughout.

Evaluation Criteria

* Proposals should be written for a diverse, interdisciplinary audience. Please avoid highly technical language.
* Proposals will be evaluated based on: (1) the quality of the proposal (clarity, feasibility, novelty); (2) how well the proposed research will support the goals of the program (articulated above) (3) the expertise and record of the applicant (as demonstrated by CV, including most relevant scholarly outputs such as publications and presentations, evidence of training and mentoring of HQP, and other items as relevant to the proposal). Career stage will be considered in this evaluation.
* Considerations will be given to gender and equity inclusion in the research team and/or the research topic, as well as to disciplinary diversity of the research programs to be funded.