

Neighbourhood Change Research Partnership

www.NeighbourhoodChange.ca

NCRP Research Proposal Instructions

Proposal development process & evaluation criteria (from NCRP Governance Agreement)

- The Principal Investigator must be a co-investigator on the SSHRC Partnership Grant.
- Proposals should be developed in collaboration with community partners.
- Preliminary proposals should be circulated to the appropriate CMA team and/or thematic working group for comments.
- Final proposals will be submitted to the NCRP PI, david.hulchanski@utoronto.ca
- The Research Advisory Board will review proposals and provide advice by a specific deadline.
- The Board of Directors makes funding decisions. An email poll of the Board will suffice between Board meetings if there is no debate or concern about the proposal.
- Proposals should demonstrate:
 1. collaboration across disciplines;
 2. strong community partner involvement; and
 3. cash and in-kind contributions from other sources and / or likelihood of leading to further funding.

Instructions

1. Please be brief and use an outline or point format where possible.
2. This is not a full research proposal but a document with enough information to enable feedback and decision-making. If further information is required we will ask.
3. Maximum of 4 pages (11pt. text), not counting the formatted budget page.
4. There must be one designated P.I. who takes financial & overall responsibility, serving as main contact with the NCRP management team & Board. In most cases a SSHRC sub-grant will be issued to the PI.
5. The rationale (#1) should be very brief.
6. The research questions (#2) should be a specific list (no discussion, just the key questions that the research will answer).
7. The relationship of this proposal to the Partnership Grant's objectives and research questions (#3) must be made clear. In most cases this will be obvious. A very short list will be adequate.
8. The summary of the research design and methods (#4) should specify the specific research tasks or activities. If human subjects are involved, allow time for the appropriate ethics approval process.
9. If a research assistant(s) is involved (#6), briefly indicate the expertise or skills (and academic program, if applicable) and level of responsibility in the proposed research.
10. Budget (#9): include total hours of work and hourly pay for research assistant and add mandatory employer benefits to total of salaries. Itemize major categories of expenses on the Budget Worksheet page. .

Last revised: 10 October 2012

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Research Project Title Here

date submitted here

Principal Investigator with email address	
Co-investigator/s	
Community Partner/s	

1. Rationale & Potential Policy Relevance

[brief text]

2. Research Questions (number list)

[list]

3. Specific Fit with the NCRP Objectives & Research Questions (see our SSHRC Proposal)

[brief text]

4. Research Design & Methods (specific tasks)

[brief text]

5. Role of Community Partner/s

[very brief point form]

6. Role of Students / Research Assistants and Contributions to Training

[very brief point form]

7. Schedule (timeline of research tasks, including deliverables submission dates)

[list; point format]

8. Outcomes / Deliverables {community deliverable, e.g. community forum, plain-language bulletin, etc., and academic deliverables, e.g. book chapter, journal article, working paper, grant proposal}

[short list]

9. Budget Explanation [and fill in separate budget worksheet page below]

[brief text]

Notes:

- The budget is an estimate. Only actual costs will be reimbursed. SSHRC expenditure regulations must be followed. Receipts required for all expenses.
- When findings are published, support from the Neighbourhood Change Research Partnership and SSHRC's funding must be acknowledged.
- The P.I. of the research project proposed here retains full academic freedom in publishing the findings and analysis in academic publications. While acknowledging support from the NCRP and SSHRC, the P.I. and any co-authors take responsibility for the findings and the analysis.
- The NCRP retains the right to publish or not to publish the findings and analysis in its various modes of dissemination.
- *Delete these Notes prior to submission.*

- ☐ Sent to the NCRP's Research Advisory Board for comment: date _____ deadline: _____
 - ☐ Funding approved by the NCRP's Board: \$ _____ date _____

SSHRC Budget Worksheet

	Amount requested from NCRP	Contributions (In-Kind / Cash)	Contribution source	Total Project Cost
Personnel costs				
Student salaries and benefits/Stipends				
Undergraduate *				
Masters *				
Doctorate *				
Non-student salaries and benefits/Stipends				
Postdoctoral				
Other				
Travel and subsistence costs				
Applicant/Team member(s)				
Canadian travel				
Foreign travel				
Students				
Canadian travel				
Foreign travel				
Other expenses				
Non-disposable equipment (specify)				
Professional / technical services (specify: includes partner staff time contributed to or paid for by project, translation, editing, etc.)				
Other expenses (specify: includes honoraria, data purchase, field costs, printing, supplies, etc.)				
Total				

* Please indicate hourly rates for students and estimated number of students:

Last revised: 12-Oct-2012