**HARRISON McCAIN FOUNDATION   
*Emerging Scholar Award* *Application***

***Deadline for Submission: September 24, 2021***

**Email a completed application (1 file, PDF format with filename – Applicant Name\_HMF-ESA\_2021.pdf) and an up-to-date curriculum vitae to Donna Dillman at** [**researchoffice@acadiau.ca**](mailto:researchoffice@acadiau.ca)

The goal of the *Harrison McCain Emerging Scholar Award* is to help fund curiosity-driven research projects and initiatives undertaken by emerging scholars across all three Faculties at Acadia University. Typically, “emerging scholars” are faculty members who are within ten years of PhD completion and within six years of their initial, full-time, ongoing appointment at Acadia (excluding Full Professors and Librarians IV). Extension of these time frames will be considered in cases of leave (e.g., parental, medical) and when completion of a PhD occurred during the initial years of the appointment period.

Priority may be given to emerging scholars who have not previously received a Harrison McCain Emerging Scholar Award. Prior awardees who have not yet completed their funded project are not eligible for this competition.

Eligible expenses include: student research stipends, project-related travel, equipment and materials/supplies, and costs associated with publication and the organization of symposia and workshops.

**Award Value: $5,000 – $15,000 Project Duration: 1-2 years**

Funds to be spent within two years of notice of award. A final report to the donor will be required.

|  |  |
| --- | --- |
| Applicant Name: | Department/School: |
| Year of PhD completion: | Initial Ongoing Appointment Date: |
| Leaves of absence and/or other considerations (if any): | |
| Current Academic Rank: | Award dates of prior Harrison McCain funding, if any: |
| Does this project require Animal Care Approval? Yes or No  Does this project require Research Ethics Approval? Yes or No | |
|  | |

**Application Evaluation Criteria**

* Sufficient background information provided
* Well written proposal with clear, specific and realistic objectives and methods/approach
* Budget items are eligible and well justified
* Clear and measurable research outcomes/deliverables
* Extent to which the proposal incorporates student engagement in research
* Benefits to the applicant, student(s), the university, the discipline, and the wider community

**Research Proposal Format**

1. Main body of proposal: 2-3 pages (single-spaced; 11 or 12 pt font). Include the following

A) Project Summary (~200 words; to be shared with the donor)

B) Background information (max 1 page)

C) Clear, specific and realistic goals/objectives

D) Research design/methods/approach (i.e. how will your research be conducted?). Include any considerations of equity, diversity and inclusion in the research activities and/or HQP recruitment and training.

E) Project activity timeline

F) Expected project deliverables/outcomes

G) Expected benefits for the applicant’s research program, students, the university, and the wider community (academic and, if applicable, general public).

2. References (up to 1 page)

1. Detailed budget table with justification for all items listed. Based on limited funds and/or budget justification, amounts awarded may be less than requested. In some cases, an award may not fully fund a proposed project. Please identify any other sources of funding (applied for or received) associated with your project. See Budget table example below.

**Budget Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budgetary Items** | **Details** | **Funding Requested ($)** | **Other Funding ($)** |
| Undergraduate Research Assistants  Min wage ($12.95/hr) + other costs\* = $14.61/hour |  |  |  |
| Graduate/Other Research Assistants  $15.00/hr + other costs\* = $16.93/hour |  |  |  |
| Project related travel\*\* |  |  |  |
| Equipment (<50% of total funding requested) |  |  |  |
| Materials / Supplies |  |  |  |
| Publication costs |  |  |  |
| Organization of symposium or workshop |  |  |  |
| Other (specify / list) |  |  |  |
| **Total (request range: $5,000 - 15,000)** |  |  |  |

\* Other salary costs include 4% vacation pay and 8.5% Mandatory Employer Related Costs (EI, CPP and WCB).

\*\* Acadia’s travel policy and procedures must be followed at all times (see reverse side of University Travel Expense Claim Form, available electronically at <http://financial-services.acadiau.ca/forms-policies.html>). Air travel costs may not exceed economy rates. In making an award, allowance will be made for medium quality hotel accommodation. Please note that travel plans may be impacted by Covid-19 related travel restrictions.

**Budget Justification [~1 page]**

Please provide details and rationale / justification for the funds requested. Each expense item must be clearly justified (as opposed to described).

1. Employment of Assistants:

* Period of employment and #hrs
* Student’s tasks and the education/research training benefit
* Provide the name(s) of the student(s) if known

1. Travel:

* Purpose of research travel and relevance of that travel to the project
* If funding is being requested to attend a symposium, you must attach a copy of the acceptance letter/email and a copy of the abstract.
* Travel to participate at a conference without making a presentation is NOT an eligible use of funds.
* Describe any contingency plans in the event of restricted travel and impacts on the proposed research and knowledge mobilization activities.

1. Equipment: must not exceed 50% of the funding request

* Provide quotes for individual items >$500

1. Materials / supplies / consumables

* Provide itemized list and prices

1. Symposium / meeting organization:

* Provide an estimate of the number of attendees, venue, dates, and an itemized list of anticipated expenses and costs

1. Other Expenses:

* Provide an itemized list and prices
* Purpose of these expenses and relevance to the project

For more information on this funding program, please contact the Manager of Research Grants & Programs, Peter Ludlow, at [peter.ludlow@acadiau.ca](mailto:peter.ludlow@acadiau.ca)

**Notice to applicants on the results of proposal reviews: ~1 October 2021**