

# UNBC GRADUATE SCHOLARSHIP SUPPLEMENT (PILOT)

## APPLICATION FORM

---

1. Complete all items on the application form.
2. With this form please submit:
  - a. Up-to-date curriculum vitae (UNBC standard format or CCV).
  - b. Proof that the graduate student has received a Tri-council graduate scholarship.
  - c. A 1 page proposal which explicitly states how this supplement will enhance the research experience of new graduate students, and increase the likelihood of acquiring additional external funding due to leveraging opportunities.
  - d. A clear budget and budget justification, with an explanation of how the difference between the Graduate Scholarship Supplement amount (\$10,000 over two years) and budget amount will be met, if the budget exceeds \$10,000.
3. Applications can be submitted electronically via Romeo or submitted on the Graduate Scholarship Supplement application form to [research@unbc.ca](mailto:research@unbc.ca).
4. Applications will be reviewed only if submitted via Romeo or on this current form.
5. An application which is incomplete or unclear will **not** be considered by the committee.
6. Please refer to the full guidelines at: [www.unbc.ca/research/internal-funding-opportunities](http://www.unbc.ca/research/internal-funding-opportunities).

### APPLICANT & SUPPLEMENT INFORMATION

<b>Name of Applicant(s)</b> (list Primary Applicant first):	
<b>Name of Graduate Student:</b>	
<b>Program/College:</b>	
<b>Type of Appointment/Term (&amp; end of term if applicable):</b>	
<b>Telephone:</b>	
<b>E-mail:</b>	
<b>Title of Project:</b>	
<b>Amount Requested:</b>	
<b>Have you previously received a Graduate Scholarship Supplement?</b>  If yes:  <b>When did you last receive a Graduate Scholarship Supplement?</b>  <b>What was the value of your last Graduate Scholarship Supplement?</b>	<b>Yes: _____ No: _____</b>   <b>Date: _____</b>  <b>Amount: _____</b>

Explain briefly (in one page or less) what the funds were used for and what results were in terms of helping you to secure funding:

**BUDGET AND JUSTIFICATION**

**GRANT BUDGET**

The purpose and objectives of the proposed expenditures must be warranted in the context of the research project. Please provide as much information as possible, and justify choice of research location(s) and each budget item in terms of how it will help to achieve the project goal. If budget exceeds \$10,000 over two years include explanation of how difference will be met. (Maximum 1 page)

<p><b>Transportation/Travel</b> Please indicate the form(s) of transportation you will be taking, and the estimated cost.</p>	Plane <input type="checkbox"/> Train <input type="checkbox"/> Car <input type="checkbox"/> Other <input type="checkbox"/>	\$
<p><b>Meals (Per Diem):</b> Up to \$54 p/day Maximum as per UNBC policy</p>	B \$12 x <input type="checkbox"/> = <hr/> L \$15 x <input type="checkbox"/> = <hr/> D \$22 x <input type="checkbox"/> = <hr/> I \$5 x <input type="checkbox"/> = <hr/>	\$
<p><b>Accommodations:</b> Ensure Government rates are utilized and limit expenditure to reasonable amount. A rate of \$30.00 per night can be claimed when staying with friends or relatives.</p>	# of days <input type="checkbox"/>  X daily rate <hr/>	\$
<p><b>Equipment:</b></p>		
<p><b>Personnel:</b> Please provide the details of salary and benefits expenses for HR personnel.</p>		
<p><b>Other:</b></p>		
<p><b>Total Estimated Cost:</b></p>	CDN	\$
<p><b>Total Amount Requested:</b></p>	CDN	\$

**GRANT JUSTIFICATION**

Summarize the purpose and goals of the research including background, objective/hypotheses and expected findings.

--

**CERTIFICATIONS REQUIRED**

<p><b>Are any research certifications required?</b></p> <p><b>Please check all that apply:</b></p>  <p><b>If yes to any of the above, have you already applied?</b></p> <p><b>Is field work hazards training required?</b></p>	<p><b>Yes: _____ No: _____</b></p> <p><b>Animal Care: _____</b>  <b>Human Ethics: _____</b>  <b>Biohazardous Material: _____</b>  <b>Radiation Safety: _____</b></p> <p><b>Yes: _____ In-progress: _____ No: _____</b></p> <p><b>Yes: _____ No: _____</b></p>
--	---

**DECLARATION OF APPLICANT**

1. The submission of this application indicates acceptance of academic, professional, scientific, and technical responsibility for the project.
2. This application is made in compliance with the University’s policies on research and, in the event that an award is made, I will use the funds in compliance with all relevant University and sponsor policies and procedures.
3. I do not anticipate being reimbursed from any other sources for the expenses outlined in this application (beyond any monies used as per 2c above), and I understand that if I am reimbursed from another source, the expenses cannot also be claimed against this research grant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR ADMINISTRATIVE USE ONLY**

<i>Account</i>	<b>Fund:</b> _____	<b>Org:</b> _____	
<i>Award Date</i>			
<i>Final Report Due</i>			
<i>Was Grant Proposal Submitted?</i>	<b>Yes:</b> ____	<b>Date:</b> _____	
	<b>No:</b> ____		
<i>Approved: Vice President Research</i>			