



## **Research Grant Information and Application Form**

### **Mission Statement**

LPIRG is a student-funded, student-directed, non-profit organization providing resources for undergraduate students to engage with environmental and social justice issues. LPIRG embraces plurality and participation, and encourages students to critically evaluate the institutions and systems in which they take part. LPIRG assists students in translating their knowledge through research, education, and action to serve public interest.

**Deadlines** There are three research grant application deadlines each year: **Fall Semester Applications** are due **July 16**, notification of funding will be on the first day of the Fall Semester; **Winter Semester Applications** are due **November 20** with notification of funding on the first day of Spring Semester; and **Summer Semester Applications** are due **March 1** with notification of funding on the last day of classes. Please see website ([lpirg.org](http://lpirg.org)) or contact the LPIRG office (SU 242) for more information.

### **Application Process**

1. Once you have read the Research Grant Application Form, you can submit a well thought-out and concise proposal. Please include a description of methodology and consideration of ethical issues, as well as a reference letter.
2. Submit your proposal. Hard copies of the proposal, appendices, and reference letter can be delivered in person or by mail to the LPIRG office (SU242). An electronic copy of the proposal must also be emailed to [pirg@uleth.ca](mailto:pirg@uleth.ca)
3. You will be contacted by LPIRG personnel within a week of dropping off your application to confirm they received it.
4. Your application will be reviewed by the board of directors, and upon their satisfaction, it will be submitted to the Faculty Advising Council (FAC). You may be asked to make a brief presentation and/or answer questions from the board concerning your proposal. You will be notified as soon as possible of the board's decision. **Please allow 4 to 6 weeks for processing.**
5. Approved grants of over \$250 may be disbursed in two installments: 50% immediately after approval and 50% after the applicant's submission of a mid-research progress report. The second disbursement of funding may be contingent on the fulfillment of specifics agreed upon by the applicant and board of directors at the application review meeting.

## **Research Grant Application Form**

### **Applicant Information**

1. Applicant name, phone number, email address, mailing address, and undergraduate student ID number.
2. Name and brief description of the mandate, goals, and activities of the group you represent (if applicable).
3. Background information – briefly present some information about your past or related experience with the issue you are addressing and your experience with research in general (e.g. classroom experience, work experience).

### **Research Proposal**

1. Brief description of project, including a timeline and objectives, and a clear explanation of methodology, including any relevant background literature you have used in designing your proposal (200-400 words). Your proposal should be methodologically sound with a well-thought-out project design. Your proposal should exhibit justifications for your methodology by providing reasoning for why it is an appropriate design to gather the information needed and to address the issue.
2. Explanation of ethical considerations and how these concerns will be addressed in your research (200-300 words). All projects funded by LPIRG must demonstrate that any potential ethical concerns have been carefully considered. Your application must outline the ethical considerations of your project, and how those concerns will be addressed. If your research project has the potential to infringe on another individual or group's rights, you must outline how you intend to prevent such an infringement. If your research involves the use of animals, you must demonstrate that those animals will be studied following ethical guidelines.  
**Information on the *Tri-Council Policy Statement* and Human Subjects Research Committee can be found on the University of Lethbridge website on the Office of Research Services page at:**  
<http://www.uleth.ca/rch/committees/dspCommDetail.cfm?CommitteeID=7>
3. How does your research project contribute to advancing the LPIRG Mission Statement and public interest. Please show how your project demonstrates at least three of the six criteria listed below (300-500 words):
  - a. A focus on social and environmental justice and other issues in the public interest (i.e. increasing the public standard of living)
  - b. An increase in public knowledge and education on researched issues
  - c. Long-term benefits for the public, not only short term gains

- d. A benefit to the U of L undergraduate community and/or greater community (city, province, country, globe, etc.)
- e. Enrichment of the applicant's post-secondary education through skill building and engagement with issues of public concern
- f. Illustration of a desire and/or opportunity to contribute to building a stronger, closer, and more engaged community

## Financial Information

Please provide a complete budget outlining in detail:

1. The individual costs for your project (i.e. photocopying, recording materials, travel and accommodation expenses, etc.)
2. Total cost of your research project
3. A list of alternative sources of funding (i.e. other funds applied for and money from other sources). Please indicate amounts requested and/or accepted. **You must notify LPIRG if there are any changes to funding opportunities and financial requirements for your research.**
4. List any other support you may require from LPIRG (i.e. office space, volunteer help, etc.)
5. The total amount of funding you are requesting from LPIRG.

## Reference

With your application you must provide a written reference from someone who has known you in an academic or professional capacity for a minimum of four months (e.g. an instructor or employer). Relatives may not provide references. If applying for funding related to an independent study, your supervising professor may provide the reference. If applying as a group, one member will be appointed by the group as the acting liaison, and will provide a reference, along with the names and signatures from a minimum of half of the group's members, authorizing the appointed member as liaison.

References should be delivered in a sealed envelope and include the following information:

1. The referee's relationship to the applicant and how long the referee has known the applicant.
2. The referee's opinion of the applicant's honesty, work ethic, and dependability.
3. Relevant information pertaining to the board's decision
4. Referee's name, signature, phone number, and email address or mailing address.



## Research Grant Recipient Responsibility to LPIRG

1. LPIRG research grant recipients are required to display the LPIRG logo and include the LPIRG name in all relevant promotions and publications regarding their research project.

(Y/N) Do you agree to include the LPIRG name and logo in all relevant promotions and publications regarding your research?

1. LPIRG grant recipients are asked to submit all final research publications produced, to be placed in the LPIRG alternative resource library (i.e. final paper, articles, film documentary).

(Y/N) Are you willing to submit final work to be published in the LPIRG library?

2. LPIRG grant recipients are required to provide a summary of their work to be published in local newspapers and LPIRG publications. Sometimes opportunities arise for grant recipients to take part in interviews regarding their research, or to make a public presentation regarding their work.

(Y/N) Would you be willing to plan and take part in one or more of these activities?

3. LPIRG grant recipients are required to inform LPIRG of any change to their project, especially in regards to the use of funding provided.

(Y/N) Will you inform the LPIRG Board of all changes that occur regarding your project.?

4. All materials and equipment purchased with LPIRG funds are property therein of LPIRG and arrangements must be made for the return of items purchased before LPIRG grant recipients receive the second installment of funds.

(Y/N) Do you agree to return to LPIRG, all equipment and materials purchased with LPIRG funds?

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I, \_\_\_\_\_ (name) confirm that I have read, understood, and agree to the terms and conditions of accepting funding from the Lethbridge Public Interest Research Group.

Date \_\_\_\_, \_\_\_\_, \_\_\_\_

Applicant Signature \_\_\_\_\_

Witness Signature \_\_\_\_\_

LPIRG (Lethbridge Public Interest Research Group)  
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