

## Internal Grants for Research Opportunities (iGRO)

### 2024 iGRO - Application Form

<b>1. Title of Applied Research Project</b>

<b>2. Total Project Budget<sup>1</sup></b> <i>Amount must match the request on the budget sheet submitted.</i>	\$
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<b>3. Research Team</b>	
<b>a. Project Lead Information</b> <i>Must be a Fleming College Faculty.</i>	
Name	
Position	
Email Address	
School/Program	
Have you ever participated in a funded applied research project at Fleming?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please describe briefly:	

<b>b. Other Members of the Research Team (if applicable)</b> <i>Must be Fleming College employees.</i>	
Name	
Position/Title and School	
Name	
Position/Title and School	

<sup>1</sup> Maximum of \$10,000.

<b>Name</b>	
<b>Position/Title and School</b>	

<b>4. Partner(s)</b>	
<b>a. External (Industry or Community) Partner</b> <i>Partners must be at arms-length from the College.</i>	
<b>Company/Organization Name</b>	
<b>Cash Contribution<sup>2</sup></b>	\$
<b>Address</b>	
<b>Contact Name</b>	
<b>Position at Company/Organization</b>	
<b>Email Address</b>	
<b>Is the partner fully aware and supportive of the project?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Brief Description of Company/Organization – 200 words maximum</b>	
<b>b. Brief Description of Any Additional External Partners:</b>	

<sup>2</sup> Cash contributions are not required.

**5. Project Proposal**

- a. Provide a high-level description of the research activities proposed. Describe the innovation or the solution that you will develop during the course of this applied research project. – 500 words maximum**

**b. Describe the expected outcomes/deliverables from the project (e.g. written report, prototype, source code, etc.) that will benefit the external partner. – 200 words maximum**

**c. Work Plan/Timeline**

Brief Description of Activity or Milestone	Start Date <sup>3</sup>	End Date <sup>4</sup>

**d. Describe the student involvement in the project. – 200 words maximum**

*Please address areas such as:*

- *Approximately how many students will be involved, if any.*
- *What types of applied research activities the students will conduct.*

<sup>3</sup> Earliest start date is May 6, 2024 (Spring/Summer) or September 2, 2024 (Fall semester)

<sup>4</sup> Latest end date is August 9, 2024 (Spring/Summer) or December 23, 2024 (Fall)

**e. Why is it important for you to engage in this applied research project? Describe any potential future opportunities that could result from engaging with the external partner or similar partners on this project and/or the nature of any possible longer-term relationships that this project could enable – 200 words maximum**

**f. Are equity, diversity and inclusion (EDI) considerations taken into account in the proposed project? – 200 words maximum**

*If yes, describe how EDI will be considered in the project.*

*If no, explain why EDI considerations are not applicable to this research project.*

**g. Ethical/Safety Requirements**

*Research involving any of the below shall not be undertaken without appropriate approvals, licenses and certificates. Contact the OARI department for research compliance requirements.*

**Will the research involve:**

**Human participants** - Research involving living human participants (or their data); human biological materials, human embryos, fetuses, fetal tissues, reproductive materials and stem cells. This applies to materials derived from living and deceased individuals.

**Yes**

**No**

**Underrepresented and/or disadvantaged groups** - Non-dominant groups such as Indigenous Peoples, members of racialized minorities, people with disabilities, and LGBTQ2+ individuals.

**Yes**

**No**

**Animals** - All non-human living vertebrates and higher invertebrates as defined by the Canada Council on Animal Care (CCAC).

**Yes**

**No**

**Biohazard materials** - Infectious agents or biological materials that present a direct or indirect risk or potential risk to the health of humans, animals or the environment.

**Yes**

**No**

**Controlled substances** - Any type of drug that the federal government has categorized as having a higher-than-average potential for abuse or addiction.

**Yes**

**No**

**Cannabis/hemp** - Any part of the Cannabis plant, including any extracts or derivatives of the plant.

**Yes**

**No**

#### h. Signatures

*The Signatories below indicate their approval of the contents of this document as it relates to their respective areas, and to work closely with the Office of Applied Research and Innovation to ensure that processes are followed.*

##### **Project Lead**

*By signing below, I indicate my willingness to lead and carry out the proposed applied research activities in accordance with the policies and procedures of Fleming College's Office of Applied Research and Innovation.*

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

##### **Dean**

*By signing below, I acknowledge my approval of the Project Lead's applied research intentions, time commitment, and agree to release the faculty/staff for this research project, as appropriate.*

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

##### **Chair**

*By signing below, I acknowledge my approval of the Project Lead's applied research intentions, time commitment, and agree to release the faculty/staff for this research project, as appropriate.*

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

## Application Submission

Completed applications, including all required approvals and attachments should be submitted by the applicant as a single email to Laura Coles ([laura.coles@flemingcollege.ca](mailto:laura.coles@flemingcollege.ca)) with the subject line “iGRO Submission” by **8:00 pm on Monday, April 1, 2024.**

A complete application must include the following:

- completed application form (all sections, **including signatures** and adhering to any word limits); may be submitted as a PDF document
- completed budget spreadsheet (utilizing the OARI iGRO Excel budget template)
- brief CV/resumé for all Fleming College researchers involved
- **optional:** appendices, not to exceed two pages **total** (exclusive of CVs)

Confirmation of receipt will be provided within one business day. Confirmation of receipt does not confirm eligibility of applicant or application completion. Applications without a previously submitted NOI, **late applications, unsigned applications**, or applications that are incomplete/of poor quality at the application deadline, and/or applications that do not adhere to word/page limits, will be returned to the applicant and will not be reviewed or considered for funding during the current competition.