



**SRCR EDUCATION AND TRAINING SUPPORT (SETS)
GRANT APPLICATION FORM**

The application form should be sent to the Secretariat on Responsible Conduct of Research at: 160 Elgin Street, Ottawa, ON K1A 0W9. Please also send the application by mail to the address below. If you have any questions please call: 613-996-0072 or email: secretariat@srcr-scrs.gc.ca.

PRINCIPAL APPLICANT

Name

Principal Applicant's affiliation (if applicable - institution, organization, community, etc.)

Name of association/entity of behalf of which the Applicant is submitting this grant (if applicable)

Phone

Email

Address (street, city, province, postal code)

ADMINISTRATIVE CONTACT PERSON RESPONSIBLE FOR FINANCIAL ADMINISTRATION

Name

Affiliation (if applicable - institution, organization, community, etc.)

Phone

Email

Address (street, city, province, postal code)

PAYMENT INFORMATION

Name of institution or person to whom the grant payment (s) is to be made

Total funds requested

Payment instructions



TYPE OF EDUCATION/TRAINING ACTIVITY (check all that apply)
<input type="checkbox"/> Workshop <input type="checkbox"/> Conference <input type="checkbox"/> Seminar <input type="checkbox"/> Webinar
<input type="checkbox"/> Other, please provide details below
FOCUS OF ACTIVITY (check all that apply)
<input type="checkbox"/> TCPS 2 <input type="checkbox"/> RCR Framework
Title that best describes the proposed education/training activity (Titles of successful applications will be posted)
Goals and objectives of the activity (word limit = 300)
Activity leaders/developers/contributors/staff
<i>Describe the role of each person involved in the planning and delivery of the activity and their relevant experience and expertise (up to one page/person)</i>
Desired involvement of SRCR staff (if any)
Total grant funds requested and supporting rationale (word limit = 500)
Activity plan (word limit = 500)
<i>Please describe the activity, the leadership team, dates, place, duration, audience, language, research disciplines involved, agenda and planned curriculum, etc. Indicate whether there will be a dedicated activity coordinator.</i>



Participants (word limit = 300)
<i>Describe the expected participants (e.g. number, role in the context of research, level of experience with research ethics and RCR) and, if applicable, a list of participating institutions, organizations and/or communities.</i>
Promotion (word limit = 300)
<i>Describe how the activity will be promoted to the target audiences and whether there will be dedicated communications staff. Attach a communications plan, if applicable.</i>
Outcomes (word limit = 300)
<i>Describe the estimated impact on knowledge re: TCPS 2 and/or the RCR Framework.</i>
Evaluation (word limit = 300)
<i>Indicate how participants will be asked to evaluate the activity and how the results of these evaluations will be shared (e.g. with the Secretariat, with participants, more broadly) and for what purpose.</i>
Reporting and dissemination (word limit = 300)
<i>How do you plan to report back to SRCR re: use of funding, impact of activity, evaluation results?</i>



Project Budget (word limit = 500)

Fill out the details of the requested budget. All items must be eligible following Agencies guidelines on the use of grant funds. For more information on use of funds, please refer to the Grant Application Criteria and Procedures document.

Include copies of quotes for necessary services and procurements and, if applicable, use this text field to describe how travel and accommodation costs for non-local attendees will be managed and reimbursed.

PLEASE PROVIDE A DETAILED BUDGET (INCLUDING ITEM DESCRIPTION, BUDGET CATEGORY, COST AND JUSTIFICATION) IN THE DETAILED BUDGET SECTION OF THIS DOCUMENT

Sample materials from the activity (attach if available and applicable)

