

DR. STIRLING MCDOWELL
Foundation
FOR
RESEARCH INTO TEACHING



RESEARCH GRANT APPLICATION

January 2012

RESEARCH GRANT APPLICATION

1. This form should not be completed until the applicant has read carefully the accompanying Awards Guide.
2. The current competition is for research grants totalling not more than \$85,000 for research projects to be implemented in the 2012-13 school year. Preference will be given to projects that involve classroom teachers in the role of researcher.
3. Assistance in completing the application is available from the Foundation office upon request.
4. The form should be submitted with the specified signatures and all relevant sections completed. Some signatures may be noted as “forthcoming” and some details as “tentative” if there are difficulties in supplying them by the deadline. All grant awards are considered conditional, however, until all signatures and information have been provided.
5. Applicants who are requesting funding for release time and/or conducting research with teachers and students in schools must provide the Foundation with written approvals for their research from the school principal and director of education or designate (see section 8 in the application form).
6. Please provide all information in easily read type, adding supplementary pages to the form if necessary to support the application. However, the length of the application should respect the guidelines given in the application form; that is, five double-spaced pages in 12-point type for project descriptions and one page for information about each researcher. Excessively long applications may not be considered.
7. **THE DEADLINE FOR 2012 RESEARCH GRANT APPLICATIONS IS MARCH 31, 2012. Applications handed in, faxed or emailed after midnight on that date will not be considered. Mailed applications postmarked March 31, 2012 or earlier will be accepted.**
8. Completed applications should be forwarded to:

Dr. Stirling McDowell Foundation
2317 Arlington Avenue
Saskatoon SK S7J 2H8

Tel: 306-373-1660 Toll Free: 1-800-667-7762
Fax: 306-374-1122
Email: mcdowell@stf.sk.ca
Website: www.mcdowellfoundation.ca
9. Decisions regarding applications for the 2012 research grants will be finalized by May 31, 2012. Funding will be in place for research activities undertaken after July 1, 2012.
10. Comments or inquiries about applications should be directed to the address given above.

DESCRIPTION OF RESEARCH PROJECT SUITABLE FOR NEWS RELEASE

Project Title:
Research Grant Requested: \$
Researcher(s):

Please prepare a summary of your proposal suitable for publicity purposes. The summary should fit the space available on this page and consist of a concise statement of the objectives of the study, the work to be done and its importance to the improvement of teaching and learning. Please use ordinary language wherever possible.

DR. STIRLING McDOWELL FOUNDATION FOR RESEARCH INTO TEACHING INC.

1. CONTACT INFORMATION

Project Title:	
Name of Contact Person:	
Contact Telephone Number:	Fax Number:
Email Address:	
School/Organization:	
Mailing Address for All Correspondence:	
Postal Code:	

2. RESEARCHER INFORMATION

Please list the names of all researchers involved in the project, indicating each person's position within the project. For each researcher, please fill out a personal data sheet like the one appended to the application, making copies of the data sheet if there are numerous researchers.

3. RESEARCH SUMMARY

Outline clearly and concisely:

- The research question to be addressed.
- The purpose and objectives of the study.
- The basic methods and activities to be used in gathering and analyzing data.
- The innovative points in the ideas, approaches or methodologies used in the research.
- The relevance of the research findings to teaching and learning.
- The means by which findings will be disseminated to teachers to affect actual teaching practice.

A maximum of five double-spaced, typewritten pages (12-point type), not including appendices, is advised.

Attach any documentation that will be useful in acquiring a complete understanding of the proposal. However, the five-page guideline with respect to length should be observed and additional documentation limited to a few pages.

4. TENTATIVE TIMELINES

Please outline the expected timelines for your project, including the dates for:

- setting up the project
- data gathering
- analysis and writing
- submission of final report
- dissemination of results

Will this project already be in progress by July 1, 2012?

Yes No

If yes, please indicate what stage the project is expected to have reached at that time. Also indicate what research activities will occur after that date to which a McDowell grant would be applied.

5. ACADEMIC USES OF THE RESEARCH

Will the research proposed here be used, in part or in whole, to fulfill the requirements for an academic degree?

Yes No

If yes, please indicate the degree sought and the institution granting it.

PROJECT TITLE: _____

6. FUNDS REQUESTED

Please attach the details of the funds requested if the space provided is not sufficient. Insufficient information about the expenses anticipated for the research project may result in these expenses receiving little or no funding.

Also, refer to the explanatory notes at the back of this form regarding each budget line. Further information on costs that the Foundation will and will not cover may be found in the Funding Guidelines laid out in the Awards Guide.

A) PERSONNEL				TOTAL COST	
	NUMBER	RELEASE TIME (DAYS)	SUBSTITUTE COSTS (ACTUAL OR MAX OF \$240/DAY)		
Researchers/Teachers				\$	
Non-Teaching Personnel				\$	
	NUMBER	TIME EMPLOYED	RATE OF PAY		
Assistants/Students/Technicians				\$	
Others				\$	
B) LEARNING FROM PRACTICE ATTENDANCE					
NUMBER OF LFP CONFERENCES	NUMBER OF RESEARCHERS	MEALS/ACCOMMODATION (\$196/PERSON)	KILOMETRES (42¢/KM)	FEE (\$20/PERSON)	
					\$
C) MATERIALS, SUPPLIES, EQUIPMENT RENTAL					
DETAILS					
				\$	
D) TRAVEL (42¢/km)				\$	
E) SERVICES				\$	
F) MEETINGS, EVENTS				\$	
G) OTHER COSTS				\$	
TOTAL FUNDS REQUESTED (Please round to nearest dollar)				\$	

7. OTHER RESEARCH GRANTS

Please list all sources of financial support for this research project and all research grants held or applied for that will be used for this project. Indicate the name(s) of funding agency(ies) and the total amount received or requested. If the grant is applied for, give the date on which you expect to be apprised of the outcome.

8. ADMINISTRATIVE ACKNOWLEDGEMENT

Append any permissions or approvals necessary to undertake the research (for example, school principal, director of education or university ethics committee). Refer to the Ethical Guidelines in the Awards Guide for clarification of the approvals that may be necessary. Written approval should indicate that the administrator or authority in question is aware of the contents of the application and supports the application.

9. ACCEPTANCE

It is understood that all research outlined in this application that is sponsored by the McDowell Foundation will belong to the Foundation and be subject to evaluation and monitoring by the Foundation, as outlined in a written agreement between the Foundation and the researcher(s).

_____	_____
<i>Date</i>	<i>Applicant</i>

	<i>Applicant</i>

	<i>Applicant</i>

	<i>Applicant</i>

APPENDIX

PROJECT TITLE: _____

PERSONAL DATA SHEET — PROJECT PERSONNEL	
NAME	
POSITION WITHIN THE PROJECT	
ROLE IN THE PROPOSED PROJECT	Describe the role you will play in the proposed research and the approximate amount of your time you will be able to devote to the project.
YEARS OF TEACHING (if applicable)	
CURRENT SCHOOL OR PLACE OF EMPLOYMENT	
PERSONAL BACKGROUND	List in reverse chronological order your education, research, professional and/or related experience relevant to the project. Do not attach curriculum vitae or resumés.
The information presented above is accurate and complete to the best of my knowledge.	
_____	_____
<i>Date</i>	<i>Researcher's Signature</i>

EXPLANATORY NOTES ON THE BUDGET LINES

These notes are intended to clarify the information that is being sought on page 6 of this form.

A) PERSONNEL

Researchers/Teachers. This line includes only teachers and in-school administrators employed by a school division or other educational authority and working within a school.

Non-Teaching Personnel. This line includes non-teaching staff employed and working within a school; for example, teacher associates or community school coordinators.

Note: The Foundation may provide release time for school division consultants, speech language pathologists or other individuals employed by the school division and working out of the central office if their provision of support is not part of their work. See Funding Guideline 14 in the Awards Guide.

Assistants/Students/Technicians. This line includes individuals whom the researchers will employ to provide research and technical services, such as data entry or analysis, art work, report editing, video production or computer assistance.

Others. This line allows researchers to request funding for any others whom they would like to employ to support the research. For example, paying a research professional to help develop a research questionnaire might be included here. The nature of the support requested under this line must be clarified in a note accompanying the proposed budget.

The line for Others would also be used to request funding for honoraria to the representatives of community organizations and agencies participating in the project as researchers. Such honoraria should be guided by the amount/day requested for teacher release time.

B) LEARNING FROM PRACTICE ATTENDANCE

As stated in Funding Guideline 17 in the Awards Guide, all research projects funded by the Foundation are expected to present their research results at least once at the Foundation's Learning From Practice Exchange of Teacher Knowledge and Research. The Foundation covers the costs for researchers outside Saskatoon in making this presentation. However, many projects present their results more than once, or researchers want to attend the conference without making a presentation to learn more about McDowell research prior to the completion of their own projects. The Foundation may cover the costs of more than one attendance at this conference. However, the money for this purpose must be requested at the time of application.

The Foundation will fund attendance at Learning From Practice according to the rates approved by the Board of Directors for covering the costs of individuals traveling on Foundation business. These are given below under the heading of Travel. Since Learning From Practice generally provides breakfast and lunch on the day of the conference sessions, the meal costs involved in attending should involve only one or two dinners. As a result, the amount that will be granted per person for accommodation and meal costs in attending Learning From Practice is currently \$196 per person. In addition, the Foundation will also fund car travel to the event at the rate of 42 cents per kilometer. Meals, accommodation and travel costs will be covered only for researchers travelling to the conference from outside Saskatoon. All McDowell researchers attending Learning From Practice may request at the time of application money to cover the registration fee of \$20/person.

C) MATERIALS, SUPPLIES, EQUIPMENT RENTAL

Funding Guidelines 22, 23 and 24 list some of the materials, supplies and equipment that the Foundation will and will not fund. It should be noted that the Foundation's role is to provide materials, supplies and equipment necessary for research, not those necessary for teaching. Equipping and supplying teachers is the responsibility of other bodies. Only materials, supplies and equipment directly related to the research should be proposed under this budget line, and information should be attached to explain why they are being proposed.

If these costs are not yet known but are anticipated, the Project Review Committee will consider a small amount of money (not more than \$200) for miscellaneous costs in this area.

D) TRAVEL

The Foundation will cover reasonable travel costs as indicated in Funding Guideline 27.

The costs of traveling from an out-of-town location on business related to the research project will be covered according to the rates approved from time to time by the Foundation's Board of Directors. The current rate is 42 cents per kilometer. It is expected that members of research teams will travel together in the same car wherever possible.

Meal and hotel costs for researchers while traveling will be covered according to the rates approved from time to time by the Foundation's Board of Directors. At the present time the meal rates are: Breakfast - \$12; Lunch - \$16; and Dinner - \$25. An acceptable hotel rate would be \$146 per night, including taxes and destination marketing fee. Again, researchers are encouraged to keep costs reasonable by sharing rooms, if appropriate.

Note: The Foundation does not cover the travel costs for researchers to present their research at conferences (other than Learning From Practice) without separate approval from the Project Review Committee. See Funding Guideline 18.

E) SERVICES

This budget line is intended to cover secretarial services, transcription services, mailing costs, photocopying, telephone, video production services as part of the research process and other services necessary to the research. Funding Guidelines 22, 23, 24 and 28 provide information about services that will and will not be funded by the Foundation.

If these costs are not yet known but are anticipated, the Project Review Committee will consider a small amount of money (not more than \$200) for miscellaneous costs in this area.

Note: The Foundation will cover the actual and reasonable expenses of consultants who assist research projects or provide professional development to the researchers, but it will not provide honoraria or fees for them.

F) MEETINGS AND EVENTS

The Project Review Committee will consider providing some funding to cover the costs of facilities and food for meetings and events directly related to the research; for example, research team meetings over lunch, informational meetings about the research for parents and community members, or an opportunity for a large research team to engage in team-building, planning or analysis in a retreat setting. Efforts need to be made to keep such costs minimal, however; for example, by making use of school and school division facilities available at no cost. The Foundation should not be used to fund social events and professional development sessions that occur as part of the ongoing life of the school.

G) OTHER COSTS

Any other costs not included in the above budget lines may be proposed for funding under this budget line. For example, this line might include gifts to Elders in accordance with Funding Guideline 25.

Note: The Foundation will not provide researchers with money for professional development (for example, speakers or conferences) unless it is integral to the research. See Funding Guideline 19.

