

RESEARCH GRANT FUNDING GUIDELINES

Purpose of the Special Olympics Canada (SOC) Funding Project

The purpose of the research program of Special Olympics Canada is to promote and support research activities that enhance athlete development, athlete performance, coaching development and/or other areas of focus as identified in the 2012-2017 Special Olympics Canada Strategic Plan.

Eligibility

Applications are accepted from investigators who have a demonstrated record of research and are affiliated with an institution that offers support for researchers.

Maximum Award

Applicants may request up to \$15,000.00. The number of grants awarded is dependent upon the recommendations of the committee. A total of \$15,000.00 is available without a minimum or maximum number of required awards.

Application Timeline

Deadline for project submission	July 5, 2013
Committee reviews submissions	July 8 – July 11, 2013
Announcement of results	July 2013

Where to Submit Your Grant Application

Special Olympics Canada
 21 St. Clair Avenue East, Suite 600 Toronto, Ontario M4T 1L9
 Attention: Tom Davies
 E-mail: tdavies@specialolympics.ca

Criteria for the Award

Applications are judged according to the following criteria. The applicant must address these explicitly in the proposal.

Quality and merit of proposal

- The proposal shall demonstrate the applicant's competence in the formulation and justification of the research and the corresponding work-plan.
- A systematic, logical narrative will demonstrate the researcher's familiarity with the subject matter.
- Essential aspects of the proposal include: an outline of the theoretical framework, the methods and procedures to be used, data collection, the mode of analysis to be employed, a work-plan/timeline, budget and proposed communication of the results.
- Description of the project plan will be in clear, direct terms that are free from technical jargon.

Restrictions

SOC funds will generally not be approved for the following:

- Administrative staff salaries, office overhead and other recurring operating costs (office rent, office supplies and equipment, computer equipment purchase/repair).
- Construction of permanent structures and/or capital investments.
- Membership dues.

General Conditions

- Research grant funds may be used only for the project and purposes described in the application, subject to any special conditions given in the Notice of Award or the SOC Research Committee's correspondence.
- Researcher must observe all policies and procedures relevant to the institution that hosts the research project including, but not limited to, Intellectual Property, Integrity in Scholarly Activity, Employment of Family/Relatives, Ethics for Human Study, Animal Care, Biosafety etc.
- Evidence must be provided that the project has received or is in the review process for Ethics approval at the host institution.
- Results of the research shall be communicated in an appropriate form: conference presentations, publications, and other media. SOC must be acknowledged on all documents, material and statements emanating from funded research.
- A final report must be submitted to Special Olympics Canada upon completion of the project.
- Awards may be terminated with or without notice if general conditions are not observed.
- Preference will be given to students or research being conducted at Canadian Universities or work sites.
- Preference will be given to projects that will be completed in the corresponding SOC fiscal year (July 1st, 2013 – June 30th, 2014)

Matching Funds

Any funds that are available to match with those awarded by SOC should be listed including the amount and the source of the funds.

Payment Timelines

- Special Olympics Canada will release half of the available funds upon announcement of successful recipients and the remaining half upon completion of the project.

Application

Title: Provide a short, descriptive title of the research

Investigators: Name of principal and co-investigator and institutional affiliations

Signatures: A signing authority of the host institution (Chair, Dean, Director or CEO) is required as indication of the support of the host institution. A signature from the Director of the relevant SOC Chapter (if applicable) is required as indication of the support of the local organization of SOC.

Keywords: List up to 10 key words that describe the proposed research.

Project summary: In 250 words or less describe your proposed research in summary form. Describe the significance of the study to the development of Special Olympics Canada athletes and/or coaches.

Project detailed description: In 4 pages or less, using a font size no smaller than 12 on 8 1/2 x 11 paper with a one inch margin, provide a detailed description of the project. Running head title and page number must appear in the top right hand corner of each page.

- Rationale
- Objectives
- Method
- Analysis
- Communication of results
- Attachments (not included in the 4-page project description)
- Work-plan/Timeline
- Budget
- Budget Justification
- Consent forms
- Questionnaire (where applicable)
- Personal information: CV of applicant(s)

Recommended referees: Provide the names, addresses, and contact information for three potential referees.

Number of copies: Please submit electronic copy of completed application to Tom Davies, tdavies@specialolympics.ca and submit a hard copy of the funding application form with original signatures (page 5) to;

*Special Olympics Canada
21 St. Clair Avenue East, Suite 600
Toronto, Ontario M4T 1L9
Attention: Tom Davies*

**SPECIAL OLYMPICS CANADA RESEARCH GRANT
FUNDING APPLICATION FORM**

Project Title	
Project Location	
Principal Investigator	
Affiliation	
Address	
Phone Number	
Email Address	
Co-Investigators	
Address	
Phone Number	
Fax Number	
Email Address	
Co-Investigators	
Address	
Phone Number	
Fax Number	
Email Address	

	Signatures
Principal Investigator	
Name	
Co-Investigator	
Name(s)	
Signing authority for home institution	
Name	
Position	

Please attach;

- List of 10 key words that describe the proposed research
- Summary of Project (250 Words)
- Project Description and Implementation (1-4 pages, as outlined in Guidelines)

DETAILED BUDGET

Item	Unit Cost	Number of Units	Total Cost
Total Personnel Cost			
Student Salaries & Benefits - undergraduate			
Student Salaries & Benefits - graduate			
Non-Student Salaries & Benefits			
Travel			
Canada Travel			
Professional/Technical Services			
Disposable Equipment			
Computer Software			
Other Supplies/Materials			
Other Expenses			
Total Proposed Expenditures			

REVENUE/MATCHING FUNDS (IF ANY)

Participant	Revenue Type	Committed Amount

POTENTIAL REFEREES

Name	Affiliation	Phone/Fax	Email
1.			
2.			
3.			

Number of Attachments (pages):