



Katalyst Grant – Application Guidelines

Proposal Sections:

1) Summary of proposed research

Provide a one-page summary of your research proposal. The proposal should be written in clear, plain language that can be understood by all members of the KPU committee. The summary should clearly indicate the problem or issue to be addressed, the methods you will use to address it, and the outcome, deliverables and/or product that should be available by the end of the funding period.

2) Detailed description

Supplement your summary by providing specific information on your project. The detailed description should include the following sections:

- a. Project goals – What are you trying to achieve with the proposed research
- b. Objective – You should locate the proposed research in the context of previous work by yourself(ves) and the existing research literature. Consider the extent to which the research will advance knowledge or creative efforts. Discuss the full ‘problematic’ underlying the investigation.
- c. Anticipated outcomes - *Katalyst* funding is primarily for new scholars wishing to make a significant start on their research career, and for experienced scholars changing research direction into new fields. You should address how the proposed work will accomplish this. Where appropriate, you should also indicate how your research is relevant to Knowledge Mobilization, including the transfer and implementation of knowledge.
- d. Outline your plans for communication of results both within and outside the academic community. Reference to the information on Knowledge Mobilization on the SSHRC website <http://www.sshrc-crsh.gc.ca/home-accueil-eng.aspx> (search ‘Knowledge Mobilization’) might assist you in deciding how to frame this aspect of your research.

3) List of works cited

Provide bibliographic entries sufficient to locate your work in the most appropriate empirical and conceptual traditions.

4) Explanation of interdisciplinary and/or collaborative nature of project

Where applicable, applicants must clearly indicate the extent to which their proposed project is collaborative, in both intellectual content and research roles, and to identify the roles and contributions of each member of the research team. For projects that are interdisciplinary, clearly articulate the actual nature of that interdisciplinary contribution. In doing so, applicants should clearly indicate the manner and extent of the relevant and unique contribution of each member of the research team and the contribution that each ‘discipline’ will make to the research orientation

and research tasks of the project. Applicants from the same disciplinary background but in different departments and programs are not normally considered an interdisciplinary team.

5) Research grant application history for applicants and co-applicants

Applicants should attach their research grant application history for the past two years. The history should include all research grant applications whose status is still pending (i.e. competition results are not yet known)

The *Katalyst* Adjudication Committee will not consider an application that appears to be, in all or in part, directly related to a proposed project currently under review elsewhere (e.g. SSHRC). The decision to not consider a proposal for this reason will be made by the committee during the adjudication process.

6) Aligning project with KPU's strategic, academic and research priorities

[Academic Plan – Vision 2023](#) and [Research Plan](#)

- 7) Applicants should attach the research abstracts from all research grant applications that have been funded within the past six years, internal and external funding agencies. Applicants should also include the abstracts from research grant application(s) whose status is still pending (competition results are not yet known).

If the abstracts are not available, applicants should provide a brief descriptive paragraph for each of the research grant applications that have been funded within the past six years as well as for research grant application(s) whose competition results are not yet known.

8) Budget justification

The budget justification should not be just a detailed itemization of the budget. For example, the committee should be given an account of the duties of research assistants and these duties should be reflected in the number of hours of their time requested. Similarly, equipment should be justified – why do you need it, why is it not available to you as part of the research infrastructure, how did you determine the anticipated cost, etc.