

TO: Members of the Faculty of Education  
FROM: The Research and Development Committee  
***SUBJECT: Call for Proposals – Fall 2024***

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The Research and Development Committee, on behalf of the Faculty of Education, invites submissions of proposals to the *Research and Development Committee* for possible funding.

The proposal should have clearly stated objectives, a rationale, a context for the project, and a methodology that specifies how, when, and where the project is to be conducted. The proposal should be written in clear, plain language that will explain the proposal in a manner that is readily understood. The proposal should be sufficiently detailed so that we can more adequately adjudicate your proposal. Proposals are evaluated on the criteria of comprehensibility, coherence, feasibility, accountability, and contribution. Applicants may also wish to seek assistance from faculty members with experience in writing proposals for funding.

Attached are the guidelines for the adjudication of proposals.

Electronic copies of your proposal should be e-mailed to Samantha Keats (s.keats@mun.ca) by **Tuesday, October 15<sup>th</sup>, 2024 (11:59pm NL)**. Applicants who receive funding for their projects are expected to discuss their findings with faculty and students in a seminar, thereby supporting and encouraging research dissemination.

Thank you.

R & D Committee

**The Research and Development Committee  
The Faculty of Education, Memorial University**

The Research and Development fund of the Faculty of Education will support new or ongoing research and development projects.

All applications for funding should include the following items and should not exceed 6 single-spaced pages and, where possible, should include the following sections:

***Title Page*** - Include on the title page the name(s) of the applicant(s), the title of the proposed project, and a short two to three sentence description of the proposed project.

***Objectives*** - Briefly state the explicit objectives of your proposed project for the period for which funding is requested.

***Rationale and Context*** - Locate the proposed research within relevant scholarship and address its relationship to the ongoing program of research. Include a brief discussion of the theoretical framework(s) in which the proposed project is situated and explain the importance of the proposed project to relevant communities within and outside academia.

***Methodology*** - Describe and justify the research strategies, procedures, and modes of analysis that will be used to address the objectives of the proposed project.

***Communication of Results*** - Briefly address how the findings of the project will be disseminated.

***References*** - Include a list of references cited in the development of your proposal.

***Budget*** - Complete the attached budget form, providing a brief explanation and/or justification for each item for which funding is requested. Funding will normally be provided for a budget request up to \$3,000.00.

**Financial Data Form**  
**The Research and Development Committee**  
**Faculty of Education, Memorial University**

<b>Applicant(s)</b>	
<b>Title of Project:</b>	
<b>Summary of the budget</b> (All items must be justified in the space provided).	
<b>Personnel Costs &amp; Justification:</b>	
<b>Transportation and Subsistence for Data Collection, Justification:</b>	
<b>Professional/Technical Services/Contract:</b>	
<b>Other Costs Not Covered Above, Justification:</b>	
<b>Subtotal:</b>	\$ _____
<b>If you have applied for funding from any other source please indicate</b> a) the source b) amount applied for/awarded c) how those funds relate to the monies requested here	
<b>Total Fund Requested:</b>	\$ _____

Signature of Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_