

Fund Guide 2024/2025

The Cabot Martin Award for Research in Regional Policy and Development

Award Overview

Due Date:	November 15, 2024
Amount:	Up to \$20,000
Open to:	Memorial University faculty, staff, post-docs, graduate students
Duration:	Project must be completed within 12 months
Priority Areas:	Any area of public policy, governance and regional development addressing challenges, opportunities, and knowledge gaps in NL
Special Notes:	Funded projects must contain knowledge mobilization activities In addition to the project's final report, recipients must deliver a public talk on their project

About this guide

This guide contains the information you need to enter the 2024/2025 competition for the Cabot Martin Award for Research in Regional Policy and Development administered by the Leslie Harris Centre of Regional Policy and Development. Please read this guide carefully before preparing your application.

If you have any questions about the fund, its purpose, or the application process, please contact harriscentrefunding@mun.ca or call **709-864-3143**.

About the Cabot Martin Fund

Born in Channel-Port aux Basques, Cabot Martin was a tireless advocate for the province and people of Newfoundland and Labrador. Through his long career in public life and politics, he left a legacy of visionary approaches to natural resource management, local approaches to economic development, and strong democratic processes and institutions.

The Cabot Martin Award was established through generous donations from friends and family of Cabot to honour the major impact he made in his home province. The award seeks to continue his life's work by supporting practical, applied research that helps build a bright future for Newfoundland and Labrador.

Staff and Project Eligibility Guide

Applicant Eligibility Criteria

The Principle Investigator (PI) must be one of the following:

- Memorial University faculty member with research privileges;
- Memorial University faculty (teaching term appointment) with a co-investigator with research privileges;
- Memorial University graduate student with an academic supervisor with research privileges;
- Memorial University staff with a faculty co-applicant with research privileges; or
- Postdoctoral fellows at Memorial University with a faculty co-applicant with research privileges.

Principal applicants must maintain a Memorial University affiliation for the duration of the project.

Eligible Costs

Travel to academic conferences, conference registration, and salaries for Memorial faculty and staff, including postdoctoral fellows and sessional faculty are **not** eligible expenses.

All other research costs associated with the project can be requested. Graduate and undergraduate students may use the award funding as a stipend.

Eligible Topics and Research Priorities

The objective of the Cabot Martin Award is to **fund research that responds to real-world problems, challenges, and knowledge gaps in Newfoundland and Labrador public policy**. Public policy is defined broadly for this fund, and includes health, society, economics, education, climate change, regional development, manufacturing, and the environment.

All proposals must clearly demonstrate how the project relates to this objective and how it can assist policy and decision-makers in addressing regional economic and social issues to be competitive.

Application Process

Overview

The Cabot Martin Award application process takes place over two phases. In the first phase, applicants will submit a Letter of Interest outlining their project. Reviewers will assess these projects and issue an invitation to apply to three projects. In the second phase, these three projects will complete and submit a full project proposal. One of these three projects will then be awarded the Cabot Martin Fund for 2024-2025.

Online Application Portal

Both phases of the application process are managed through The Harris Centre online application portal. However, you **must** submit all application materials using the online portal. Materials sent by email will not be accepted.

You can access the portal to apply for this award and other Memorial funds at:

<https://publicengagementmemorial.smapply.io>.

We strongly suggest that you start the application process as soon as possible in order to familiarize yourself with the system and ensure you can meet the application deadline.

The system allows you to save your progress and return to your application as many times as you need to. Once you complete all the application components, you must press the submit button to finish the application process. Once you submit your application you will not be able to make any additional changes

Phase One: All applicants submit a Letter of Interest

The first phase of the application process requires only a Letter of Expression of Interest (max 1000 words). In the letter, the applicant must:

- Outline the project
- Describe the project's relevance to public policy and regional development issues facing Newfoundland and Labrador
- Outline project plan and timeline

The letter should convey the researcher's suitability and passion for the project. A copy of the letter and applicant CV(s) **must be uploaded to the Harris Centre online application portal by November 15, 2024.**

The review committee will be looking for applications that are relevant, timely and stimulate policy discussions related to critical issues in NL.

Phase Two: Invited applicants submit a full proposal

After reviewing the letters of interest, the evaluation committee will create a shortlist of potential award recipients. Up to three applicants will be invited to submit a full proposal through the same online application portal used for the letters of interest.

Applicants at this stage must also create a project entry in the ROMEO system managed by Research Initiatives and Services. ROMEO is the researcher portal that Memorial uses to manage all necessary approvals and clearances related to research ethics.

The online application includes the following sections:

- Project abstract (250 words)
- Scope and objective of the project (500 words)
- Relevance and practical importance of your project to Newfoundland and Labrador public policy and/or regional development issue (600 words)

- Theoretical approach you are proposing (400 words)
- This research’s position within the existing literature (400 words)
- Research plans and timelines (800 words)
- Knowledge mobilization plan (400 words)
- PI/Team competencies (300 words)
- CV(s) and other relevant documentation

Applicants will also provide a detailed project budget and may request up to \$18,000. Please see *Eligible costs* for more details.

An additional \$2,000 will be used to cover the cost of a required public presentation on the project to be arranged by the Harris Centre in March 2025. Any remaining funds can be used for additional knowledge mobilization efforts.

What is knowledge mobilization?

Knowledge Mobilization, for the purposes of this funding, describes processes that build a flow of communication between academic researchers and community groups or organizations, providing avenues to share knowledge, for the betterment of society. When completing the knowledge mobilization section of the application process, it may help if the applicant answers questions such as:

- *Who is the non-academic audience for this research?*
- *What is the best way to reach them?*
- *What will I do to ensure that my research results are available to those who can use them in their day-to-day work?*

The Harris Centre is available to work with researchers to develop a knowledge mobilization plan for their findings. Contact us at harriscentrefunding@mun.ca or call 709-864-3143.

Assessment Criteria and Award Details

Both phases of the review process (letter of interest and full application) will be assessed using the following rubric:

25%	Principal Investigator Capacity and Team Merit <i>Education, experience, number of publications, ranking of journal with published work, etc.</i>
25%	Methodology and Organization <i>How the PI or team proposes to carry out the work and accomplish the objectives</i>
35%	Relevance to Newfoundland and Labrador <i>How the proposal reflects policy or development needs in the province</i>
15%	Mobilizing the Knowledge

How the PI or team will exchange this information with the community and relevant stakeholders, how this research will be put into action, how this research will impact Newfoundland and Labrador

Application Feedback

All applicants will receive the notification of the evaluation results no later than four weeks after the submission deadline.

Notification of Award and Required Activities

If your application is funded, you will be asked to sign and return a Letter of Award. Upon the receipt of the letter, the funding will be transferred into the specified research account (PI, faculty supervisor, or co-applicant as applicable).

The project must be completed within 12 months of accepting the award. The specific project end date and final report submission will be determined in consultation with the awardee.

Awarded projects are required to:

- deliver a public talk arranged by the Harris Centre
- submit a final report to be shared in the Harris Centre online research archive

Administration of Funds

If required, a research account will be established through Research Initiatives and Services (RIS) and Financial and Administrative Services (Research Accounting) and administered through the researchers' department in accordance with Memorial's research policies.

\$2,000 is reserved to support a required public talk and other knowledge mobilization activities. Should any of this reserve funding remain after the public lecture, the awardee will work with the Harris Centre to plan knowledge mobilization activities with the remaining funding. These funds may be transferred to the awardee with the final payout.

Intellectual Property

Intellectual property rights are retained by the researcher(s) in accordance with Memorial University's IP policy: <http://www.mun.ca/policy/site/policy.php?id=143>

Application Process – Internal Deadlines

Applicants are responsible for understanding and following their respective department's internal application processes and requirements. The Harris Centre encourages applications to consult with their Grant Facilitation Officers if they have any questions regarding internal deadlines.

Required research clearances

All research applications submitted to the Harris Centre must meet the Tri-Council Policy and Guidelines (http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/certaintypes-typescertaines_eng.asp) requirements for certain types of research.

Applicable clearance(s) (animal care/ethics/biosafety) can either accompany the application submission or be forwarded upon notification of award.

If the proposed research is with, by, for, and/or on Indigenous peoples, please review Memorial University's new Research Impacting Indigenous Groups policy:

<https://www.mun.ca/research/Indigenous/>

Contact

For questions about the fund or the application process, feel free to contact the Harris Centre at harriscentrefunding@mun.ca or by calling 709-864-3143.