

Request Form

For Major External Funding Proposals: Request for Cash Support from the HSS Dean's Office and/or the Office of the Vice-President (Research)

When to use this form:

- For HSS faculty members requesting cash contributions to leverage major external research grants or agreements.

Who completes this form:

- HSS Principal Applicants or Co-applicants *only*.
- HSS Approvers/Signatories for this form are the Applicant, Department Heads (or delegates), and HSS Dean's Office.

Guidelines:

- The HSS Dean's Office must submit cash requests to the Vice-President (Research)'s (VPR) office and can do so only after consideration of its own contribution to the project following review by Department Heads.
- The HSS Dean's Office will normally consider requests of up to 5% match of the total amount that is to be **received and spent at Memorial** if the application is successful (not necessarily the total value of the award). Funding may be provided by the VPR's office of up to a 10% match of the total amount that is to be **received and spent at Memorial**.
- Applicants are expected to pursue additional internal and external options to secure matching support (cash and/or in-kind) *before* using this form. Examples include: Professional Development and Travel Expense Reimbursement Fund (PDTER); internal funding competitions such as Memorial's Seed, Bridge and Multidisciplinary Fund, SSHRC Explore, Conference Fund; waiving of fees for Signal Hill or Johnson Geo Centre; Nexus Centre; etc.
- Potential external funds include: contributions from partners such as other universities, government agencies, non-profit organizations, private industry, etc.
- Requests for course releases or additional space (as in-kind contributions) *are not requested* through this form. Please contact the Grants Facilitator handling your file (see contact info below) for the relevant request form.
- Requests for committing amounts from the School of Graduate Studies departmental baseline stipend budgets (as cash contributions) to your project should be made using the form: [School of Graduate Studies Future Departmental Baseline Commitments to External Grant Applications](#).

Submission procedure for this form:

- 1) Requests *should normally be submitted well in advance* (6 weeks recommended) of the HSS internal deadline for the relevant competition. The [HSS Research Funding Tracker](#) provides submission information, including HSS internal deadlines.
- 2) Before the VPR's office will receive the cash request from the HSS Dean's Office, a Memorial [Researcher Portal](#) (RP) file must be started, the HSS Grants Facilitation Officer (GFO) handling your file must be added as a team member, and an RIS Grants and/or Contracts officer must be assigned to your file. Contact a GFO if you have any questions (contact info below).
- 3) Submit the completed form to HSS Research Support Services by emailing the GFO handling your file: Heather C. O'Brien (HSSResearchAdmin@mun.ca 864-8603) or Matthew Milner (HSSResearchGrants@mun.ca 864-8050).
 - HSS Applicants must attach a copy of a draft proposal with budget and justification.
 - For grants with Principal Investigators external to Memorial, also include documentation confirming the totals to be transferred to Memorial, along with a copy of the proposal with a budget justification outlining use of Memorial-based funds.
- 4) When relevant, HSS Dean's Office will forward requests to the Office of the Vice-President (Research). Confirmation of cash contributions will be communicated to the faculty member via email from each office (e.g. HSS Dean's Office and VPR's Office).

1. HSS Applicant

Name:

Department:

Email:

Project role: Principal Applicant (PI)

Co-Applicant (CoA)

Other

2. Proposed Project and Team Summary

Project title:

Memorial's Researcher Portal file #:

Start date (MM/YYYY):

End date (MM/YYYY):

Funding agency:

Grant/program name: *please provide web link if available*

Project summary: *350 characters [c. 50 words] max*

If you are not the PI, provide the PI's name and their affiliation:

Principal Investigator/Applicant:

Memorial Department/Faculty or external institution:

Project team composition

Role in Project	Anticipated Number	Role	Anticipated Number
Co-applicants		Partner institutions/ organizations/etc.	
Collaborators			
Trainees RAs, Students, Postdocs		Others	

3. Cash Request Rationale

Briefly describe, for example: if contributions are required/mandatory in order to secure funding and the details of these requirements; if contributions are part of assessment criteria (but not necessarily required/mandatory for the program); how the cash support will enhance research activities and training at Memorial; how the support will strengthen the application and project overall; and how the project aligns with HSS and Memorial's Strategic Priorities. If you require additional space, please attach a Word document.

4. Project Financial Requirements & Agency Request

Total amount requested from Funding Agency for entire project:

Do not include cash/in-kind contributions

Total amount to remain (be spent) at Memorial:

Do not include amounts to be transferred to external institutions

If applicant is not the PI, will any grant funds be transferred to Memorial? Yes No N/A

Indicate the anticipated total sum of grant funds to remain or be transferred to Memorial each year for the HSS applicant's role in project; attach correspondence from the PI confirming amounts below:

Years	Total value per year (\$)	Year	Total value per year (\$)
1		5	
2		6	
3		7	
4		<i>Attach a separate sheet, if necessary</i>	
Overall Total to be spent at Memorial:		\$	

Does the funding program require matching funds? Yes No **If yes, how much (%)?**

Does the funding program allow indirect costs/overhead? Yes No

If yes, is the rate different that Memorial's policy of 25%? Yes No N/A

(see policy here: <https://www.mun.ca/policy/site/policy.php?id=329>)

If so, what is the allowed overhead rate? %

5. Other Anticipated Cash/In-Kind Support for Project

Mandatory: Please answer the questions and complete the chart to provide details regarding current or anticipated internal Memorial and/or any external cash and/or in-kind contributions.

Has the project secured/confirmed any matching support yet? Yes No

List total value of all anticipated and/or confirmed matching support from all sources:

Attach a separate sheet, if necessary.

Source of contribution <i>cash funds or in-kind support</i>	Category of support <i>type of expenditure, e.g. GAs, travel, hosting, staff time, etc.</i>	Cash <i>estimated \$ value</i>	In-Kind <i>estimated \$ value</i>	Confirmed <i>yes/no</i>
Totals		\$	\$	

8. Request Details for the Office of the Vice-President (Research)

The following table will form the basis of a request from the HSS Dean's Office to the Office of the Vice-President (Research) on behalf of this project application. Please be advised it may require revision in discussion with the HSS Dean's Office and following the final result of the HSS Dean's Office request. Attach a separate sheet, if necessary. Please provide requested totals per year of the grant.

Category of support <i>type of expenditure, e.g. RAs, travel, hosting, etc.</i>	Year 1 <i>request \$ value</i>	Year 2 <i>request \$ value</i>	Year 3 <i>request \$ value</i>	Year 4 <i>request \$ value</i>	Year 5 <i>request \$ value</i>	Year 6 <i>request \$ value</i>	Year 7 <i>request \$ value</i>
Annual Totals \$							
Overall Total \$							