

## 2024 Research Junction Seed Grant - Guidelines

Research Junction Seed Grants will support the University of Saskatchewan (USask) and City of Saskatoon in their efforts to kickstart new research partnerships in response to the 2024 Research Junction Workshop. Individual seed grants of up to \$5000 will be awarded to up to 8 new projects, carried out by USask faculty in partnership with City of Saskatoon staff. These projects will explore and develop capacity, new partnerships and promising new ideas that lead to an application to fund a future research project. The projects should create a new collaborative partnership or broaden the scope of an existing partnership.

This one-time seed grant supports small-scale activities intended to explore and develop future research projects. Eligible activities include:

- Literature reviews and sector research;
- Project development and planning activities;
- Partnership, stakeholder engagement, and network building activities;
- Proposal development and grant writing/editing activities.

### *Eligibility:*

Open to research teams consisting of at least one USask faculty member (tenured, tenure-track, or term) and one City of Saskatoon staff member. A City of Saskatoon collaborator and a USask faculty member must jointly apply for the funds. USask faculty are limited to one submission per competition. Current or previous Research Junction grant holders are only eligible to apply if they have a new partner department within the City of Saskatoon.

### *Criteria:*

Funding will be awarded following a review process by adjudicators appointed by the City of Saskatoon and University of Saskatchewan. Adjudicators are guided by the following criteria:

- The potential research is original, will reflect a research need for the City of Saskatoon, and has clear objectives;
- The appropriateness of the applicants' expertise in the proposed area of research;
- The activities of the project are feasible and are likely to be completed within a 12 month period;
- The budget is realistic and adheres to eligibility guidelines;
- Potential for positive impact on/contributions to city priorities, as discussed at the Research Junction Workshop;
- The feasibility of plans to move from the seed funding stage to a funded research project.

### *Eligible Expenses:*

Funding requests must be reasonable and fully justified. Eligible expenses include:

1. Undergraduate or graduate student wages or stipend.
2. Salary contributions to Postdoctoral fellow, research associate or technical assistant.
3. Travel, as necessary for the collaboration.

4. Stakeholder and partnership engagement activities.
5. Materials and supplies necessary for the project.
6. Costs associated with grant writing and development.

*Terms of Support:*

Recipients will have 12 months from their desired start date to use the funds with any remaining funds returned at the end of the project. Recipients will commit to applying for a grant within 12 months of receiving this award. Grant recipients are required to submit an end-of project report.

Should recipients apply for and receive a 2025 Research Junction Development Grant with the same partner department and scope, the total funding amount available will be reduced by the total amount of this seed grant.

*Application Procedure:*

The application should include the following:

1. The signed application form.
2. A 1-page letter of support from the participating City of Saskatoon department outlining why this project is important to the City, any City resource contributions (ie. data, personnel, or funding), and the role of the City lead in supporting the project. See details on page 2 of the application form.
3. A research proposal (3 pages maximum). See details on page 2 of the application form.
4. A budget and justification (1 page maximum). See details on page 3 on the application form.

*Application Deadline and Submission:*

Submit applications to UnivRS **by 6 December 2024 at 4:00pm**. All submissions are subject to UnivRS approvals and compliance checks over the following five business days.

*Support for Locating a Collaborator in the City or University:*

USask faculty and City of Saskatoon staff who have a project idea and are interested in identifying and establishing a collaborator should contact [research.junction@usask.ca](mailto:research.junction@usask.ca).

**Note: Partnership identification and matching can take up to a month before a team can start planning their proposal. Please allow additional time for this when requesting a match.**