

The CA - Queen's Centre for Governance (CAGOV Centre) Small Grants Proposals For Amounts up to \$4500

Centre Mission:

To be the premier Centre for the thoughtful study of governance in Canada with a special emphasis on the roles of the public accountants and audit committees to whom they report.

The purpose of the small grants proposals is to fund research relevant to the Centre's theme that is done in the present tense – the here and now. In other words the applicant has a well developed basic research idea and needs funds to implement it in a relatively short period of time and is constrained by funding. The applicant has a duty to make clear the linkage of the research proposed to the term "governance". Where the applicant is a graduate student, a signed memo or email of support from a faculty member familiar with the applicant's work and reason for applying (and willing to discuss it with the Centre) is required.

The following information should be provided:

- Project title, date submitted, authors' names and affiliations.
- One page: Objectives, purpose and significance of the proposed work, and its relationship to existing research in this area.
- One page: Plan, including steps to be taken, methods to be employed in conducting the research, and data sources (if any).
- One page: Budget, including estimated costs.
- Other funding obtained or applied for. If you have submitted, or intend to submit, the proposal to other funding agencies (especially other programs within QSB), this information must be included. Provision of information about intent to submit to other programs within QSB provides explicit permission to share information with the funders of those programs. The description should indicate whether the Centre is being asked to fund the entire project or a component of a larger research program.
- Applications involving experimentation on human subjects must be submitted to appropriate Research Ethics Boards for approval prior to the start of the research (NOT the submission of proposal or granting of funding). The successful applicants must provide the Centre with a copy of their ethics approval.

Most small proposals should involve projects that can be completed in 12 months.

Eligible Costs

These include, but are not necessarily limited to:

1. Payment to research assistants for tasks defined in the project's budget.
2. Purchase or rental of special data sets, software, etc.
3. Transportation and subsistence costs for data gathering, direct research, developing research arrangements, etc.
4. Telephone, postage, photocopying, etc.

Proposal approval

All research projects funded will be approved by a sub-committee of the advisory board upon recommendation by the Centre's Academic Director. A complete proposal that fulfills all the requests listed herein will normally be evaluated and responded to within ten business days. Incomplete proposals will take considerably longer.

Payment of Funds

The researcher may only charge to the grant expenses that are directly related to achieving the objectives of the grant and generally consistent with the expected costs described in the research proposal.

Acknowledgement

The researcher will give appropriate credit to the Centre and the organization (the ICAO in the first instance) which provided the funds for the research project in any papers and publications resulting from it.

Reporting

The principal researcher will respond to periodic requests from the Centre Academic Director for progress reports on the status of the research project. The researcher will include copies of published papers with the progress reports (author(s) of published papers supported from Centre research funds must provide a copy of the published paper to the Centre Academic Director).

Completion of Project

The principal researcher will undertake and attempt to carry out to its completion the research project described in the proposal submitted to the Centre. In the event of exceptional circumstances, such as illness of the principal researcher, which prevents continued work on the project, the principal researcher should contact the Centre Academic Director as soon as practical to discuss the need to return to the Centre some or all of the funds. The project shall be considered complete when the resulting working paper(s) are accepted and presented at a peer-reviewed academic conference or published in a journal, whichever comes first. The project will also be considered to be complete if the principal researcher indicates that, due to unforeseen circumstances other than illness, work is no longer continuing on the project.