



SRCR Education and Training Support (SETS) Grant Application Form

To apply for a SETS Grant, applicants must complete this application form, and submit it, by email to the Secretariat on Responsible Conduct of Research at secretariat@srcr-sccr.gc.ca, along with all supporting documentation.
To begin, please save this form to your local network to ensure that your information is not lost.

Principal Applicant Information

Name and position

Affiliation (must be with an institution eligible to administer Agency funds)

Phone

Email

Mailing address (street, city, province, postal code)

Name of association/entity on behalf of which the Principal Applicant is submitting this application (if applicable)

Principal Applicant's Signature (Please print this form and sign)

Signature

Date

X _____

Signature of Authorized Official at Institution Paid (must be with an institution eligible to administer Agency funds)

Please print name

Signature

_____ X _____

Institution

Date

Total funds requested



Section 1: The Proposed Event

Type of education and/or training event (check all that apply)

- Workshop Conference Seminar Webinar
- Other (please provide details below)

Focus of the event (check all that apply)

- TCPS RCR Framework

A short title that best describes the event (Titles of successful applications will be posted)

Goals and objectives of the event

Relevance of the event to the objectives of the SETS Grant Program

Briefly describe the expected outcomes of the proposed event, and how it will advance and promote understanding of the TCPS and/or the RCR Framework.



Section 2: Impact of the Event

Target audience for the event

Briefly describe the target audience (e.g. number of attendees, level of experience with research ethics and/or RCR) and, if applicable, provide a list of participating institutions, organizations and/or communities. Briefly describe the steps taken to be inclusive (e.g. offering sessions in both official languages).

Promotion of the event

Briefly describe how the event will be promoted and communicated to the target audience. Attach a communication plan, where available.



Event plan

Briefly describe the event, its scheduled dates, location, duration, target audience, language in which sessions are offered, and research disciplines involved. Provide a draft agenda as an attachment to your application.



Evaluation

Describe how the event will be evaluated, and how the evaluation results will be shared (e.g. with the Secretariat, with attendees, and more broadly).

Dissemination

Briefly describe the plan for making the content or information/results of the event available to the relevant communities.



Section 3: Feasibility

Budget

Overall budget for the event: \$

Total grant funds requested in this SETS Grant application: \$

Other sources of financial and in-kind support for the event:

Steps taken to reduce the cost of the event:

Details of the requested budget

Complete the table below with the details of the requested budget. All items must be eligible following the Agencies guideline: https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAF-AFTO/guide-guide_eng.asp

It is important to provide a rationale for each budget item listed, including why each item is needed. Attach supporting documentation e.g. quotes/cost estimates from organizations that will provide the required goods and services – including food, accommodation, travel, technical support, rentals, etc., where relevant.



Section 4. Knowledge and Experience in Managing the Event

Event leaders/planners/contributors/staff

Briefly describe the role of each key contributor to the planning and delivery of the event, including their relevant experience and expertise.

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Additional material to include in support of the SETS Grant application

Examples of supporting documentation to include with the application: agenda for the proposed event; quotes/price estimates from organizations that will provide services for the event; communication plan.