

INFORMATION REGARDING THE AGILE SEED FUNDING APPLICATION PROCESS

Please read carefully!

ELIGIBILITY & INFORMATION

- The aim of the CIRMMT Agile Seed Funding is to foster the exploration of new and innovative topics, or to carry out pilot studies, amongst members across the Centre's four research axes that could potentially lead to external funding opportunities. Priority will be given to interdisciplinary, inter-institutional collaborative research projects.
- Applications can be in the form of either exploratory projects or pilot studies/projects in preparation of grant applications.
- Renewals will not be accepted.
- **Important note:** only one application per PI per round will be accepted.
- The Principal Investigator must be a CIRMMT Regular member or CIRMMT Post-Doctoral student for projects to be eligible.
- Applications must be relevant to CIRMMT's mission. Selection of proposals will be based on the following six criteria:
 - Interdisciplinarity of the proposal,
 - Potential of training highly qualified personnel (HQP) – priority to CIRMMT students,
 - Originality/Innovation,
 - Scientific/Artistic merit,
 - Potential beneficial outcomes for CIRMMT and its community, such as, but not limited to:
 - Application for a grant;
 - Evidence that the project will lead to a publication/application for further funding etc.;
 - Organization of a conference or symposia;
 - An agreement with an industrial partner for further funding.
 - Budget justification.
- The proposals will be assessed by the Executive Committee.
- Successful applications will be eligible for a maximum of \$3,000.
- The funds will be available for general research activities relating to the project, including salaries for newly hired casual research assistants as part of this project and minor equipment purchases. Travel to conferences to present projects will be ineligible. More details will be provided once an application is successful.
 - As for all CIRMMT funding opportunities, expenses claimed for this award must follow the FRQ general rules that can be found here: <http://www.frqsc.gouv.qc.ca/en/regles-generales-communes>
- **N.B.:** Funds awarded in October must be used by the end of the current fiscal year, i.e. April 10th. Funds awarded in April will have to be spent before the end of the following fiscal year. Funds will **not** be carried forward into the new fiscal year.
- Projects will be required to provide a summary report by the appropriate fiscal year end.
- Funding received through this initiative should not go towards students involved in the project as part of their thesis, **and** who already receive funding from elsewhere for this exact project.

APPLICATION DEADLINES:

- If a deadline falls on a weekend, applications will be accepted through the following Monday at 4pm:
 - April 5th, 4pm.
 - September 5th, 4pm.

APPLICATION PROCESS:

- **Step 1: One complete electronic copy, in a single PDF document**, of the form must be submitted to the Centre's Administrator (lea.st-arnaud-boffa@mcgill.ca) by the deadline.
- **Late or incomplete applications will not be considered.**
- **Step 2: Presentation:** Applicants will be required to give a live presentation of a maximum time of **six minutes**. Presentations may be by the PI only, or by the group as a whole. The presence of all group applicants at the presentation is encouraged.
 - Presentations must demonstrate that **all criteria** have been considered, ensuring that one or two slides show the budget justification explaining the planned expenses, plus evidence of planned future steps and benefits for CIRMMT.
- The Executive Committee will assess all proposals and presentations based on the selection criteria mentioned above. **The quality of the presentations will also be considered by the panel.**



Indicate funding round applied for:	Round 1	Deadline: April 5, max \$3,000
	Round 2	Deadline: October 15, max \$3,000

REMINDER: Presentations should demonstrate that all criteria have been considered, ensuring that one or two slides show the budget justification explaining the planned expenses, plus evidence of planned future steps and benefits for CIRMMT.

Name of Principal Investigator (Family/Given):	Email address:
Institution:	Department:

Will this project involve inter-departmental / theme / institutional collaboration? Yes No

Names and affiliations of co-applicants:

Name	Email address	Institution	Department	Membership (Regular / Collaborator / Student)

Title of research project for which you are seeking funding:

“Less is more abstract” of the proposed research project (100 words max.)

Please highlight the different research disciplines involved in your project (keywords, max. 5):

In one sentence, explain the outcomes of your project and how this will benefit CIRMMT and its community:

Briefly explain what you foresee as the next steps following completion of this project with this funding:

Ethics approval

- Will your project require ethics approval? Yes No
- If you answered **yes** to question 1 above, do you have ethics approval yet? Yes No
- If you answered **no** to question 2 above, is ethics approval underway and will you receive it within the next two months? Yes No

Please note that if you answered **no** to question 3 above, funds awarded **must** be used by the end of the current fiscal year, i.e. April 15th. If you do not receive ethics approval (particularly for those applying for Round 2, October funding) and are unable to use your funding by the end of the fiscal year, you will lose your funding.