Seed Grant Program - Application
University of Liverpool - University of Alberta

Directions
Carefully review the *University of Liverpool–University of Alberta Seed Grant Program Guidelines* prior to completing this application. Please provide information requested below for each section of the application by entering the information in the white cells under each section. Enquiries for University of Liverpool: Helen Carlin - hcarlin@liverpool.ac.uk Enquiries for University of Alberta: John Bell – john.bell@ualberta.ca **Timeline** • November 22, 2024: Deadline for applications • December 13, 2024: Applicants notified of the outcome of their applications • January 1, 2025: Project start date • December 31, 2025: Project end date • February 28, 2026 - Deadline for final report. *Required fields
1. Project Title*
2. Thematic areas* *Priority areas of collaboration for this round of the seed grant program are identified below. Please indicate which of the following thematic areas describe your project.*
__ Health __ Climate Change and Energy
3. Co-PI (University of Liverpool)*
Name (First/Last): Job title: Faculty: Department/School/Institute: Email address:
4. Co-PI (University of Alberta)*
Name (First/Last): Job title: Faculty: Department/School/Institute: Email address:
5. Have the identified Co-PIs previously collaborated?* *If so, please state the circumstances and any outcomes from the collaboration. What is the motivation to collaborate and the expected synergy between the collaborators? (100 word max)*

6. Co-applicants/Other Team Members (University of Liverpool and University of Alberta) *Name (First/Last), Job Title, Faculty, Institution*	
7. Other Collaborators (Other universities, government, corporate) *Name (First/Last), Job Title, Organization*	
8. Project Overview* *In summary format for non-specialists, explain:* · *The context and relevance to the thematic area(s) identified in question two above.* · *Aims and objectives of the collaboration.* · *Potential sources of funding which may be applicable to continue the collaboration beyond this grant.* · *How it establishes a collaboration over time with potential for longer-term development to include a wider range of colleagues, particularly at group-to-group level to ensure longevity.* *(500 word maximum).*	
9. Objectives and activities* *Clearly articulate the plan of work with a full description of the approach. Please include in your activities if you require ethical approval and also if the activities are likely to have any significant risks (500 words maximum).*	
10. Milestones and deliverables* *Milestones are decision points. Please detail specific milestones and how these will be assessed and reported.* *Deliverables: What tangible, measurable outputs will be delivered at what point in time? These may be associated with milestones or produced independently.* *Plans must be realistic within timescale. What will be delivered by the end date (E.g. external grants applied for, publications submitted, data sets developed / analysed).*	
11. Team* *Provide a brief description of the contribution of each partner. If your project includes any early career researcher mobility, please describe. Describe how you will address issues of Equity, Diversity and Inclusion (300 words maximum).*	
12. Impact* *Describe the expected outcomes for the seed grant and the anticipated impact (scientific, societal, clinical, economic and/ or other) of the longer-term collaboration (300 words maximum).*	
13. Sustainability of the Partnership* *Elaborate on the possible pathways for continuation of the collaboration beyond this award and beyond the Co-PIs. Describe how this seed grant will help build towards larger national and/or international funding opportunities. Identify specific funding opportunities (include URL) and timelines for applying (300 words maximum).*	
14. Funding requested* *Up to GBP £5,800 from University of Liverpool and up to CAN $10,000 from University of Alberta.*	
University of Liverpool: GBP £	

University of Alberta: CAN $
15. Budget (University of <u>Liverpool</u> funding)*   *Show expense categories, Cost (GBP £) for each category, and Total, up to a maximum of £5,800*   *Note: The University of Liverpool budget must be split into two parts: 1st January-31st July 2025 and 1st August – 31st December 2025.*
16. Budget (University of <u>Alberta</u> funding)*   *Show expense categories, Cost (CAN $) for each category, and Total, up to a maximum of $10,000*
17. Budget Description/Justification*   *(300 words maximum)*
18. Additional funding   *Describe any financial or in-kind contribution from the University of Liverpool, University of Alberta, or third parties that can contribute to The Project, aside from this funding. Identifying supplementary funding for The Project is welcomed and may be considered in the evaluation of the application. Please state the origin of the funds and any applicable conditions, including any time-related requirements to be met, particularly were supplemental funds may be used beyond the dates of the funding for this application (200 words maximum).*
19. References   *If included*

PRE-SUBMISSION APPROVALS

University of Liverpool Co-PI
Applicant Signatures   *University of Liverpool Co-PI, add electronic signature and date to the declaration below.*   · *I confirm that the above information is correct. If the award is approved, I acknowledge that the collaboration project is subject to the Seed Grant Program Agreement between the University of Liverpool and University of Alberta. This includes issues related to confidentialty and IP.*   · *If funded I understand that upon successful completion of the collaboration project I must provide a final report to the Global Engagement and Partnerships Team, Office of the Vice Chancellor at University of Liverpool.*

· *I will inform Helen Carlin hcarlin@liverpool.ac.uk of any delays, or proposed changes to the project described herein, and provide updates as may be requested from time to time.* · *I acknowledge that the size of the award and the possible selection of my project is done by a joint evaluation panel of the University of Liverpool and University of Alberta and the committee's decision to award, or not award such funding is final and may not be appealed.* · *I acknowledge that the document submitted for evaluation at the close of the application period is complete and that no supplemental information, or new information will be considered in the evaluation process.* · *I hereby confirm that I have read and accept the terms and conditions.*
University of Liverpool Co-PI signature and date. *If you cannot insert signature please email to confirm - hcarlin@liverpool.ac.uk.*
[University of Liverpool Co-PI signature and date here]
University of Liverpool Head of Department signature *As University of Liverpool Head of Department/Institute, I am aware of this application and confirm that the proposed collaboration project has my support. If you cannot insert signature please email to confirm - hcarlin@liverpool.ac.uk.*
[University of Liverpool Head of Department signature and date here]

University of Alberta Co-PI
Prior to submission of the application to the University of Alberta Office of the Vice-President (Research and Innovation), the U of A PI should: · *Create a "Request for New Application / Proposal / Project" using the Researcher Home Page. For instructions, please consult the "Quick Reference Guide - Request for New Application / Proposal / Project" found on the Research Administrative Services (RAS) website.* · *In the "Request for New Application / Proposal / Project" platform, please indicate the Source of Funds / Sponsor as "Internal". The program name is "Liverpool Seed Grant".* · *Proposals must be received by RAS at least 5 business days in advance of the submission deadline. Contact rsoinfo@ualberta.ca for questions about RAS pre-submission processes.*

APPLICATION CHECKLIST

Checklist – A complete application will include:
✓ Complete application form ✓ Short-version (two page) CV of Co-PI (University of Liverpool) ✓ Short-version (two page) CV of Co-PI (University of Alberta) ***Submit all three documents together as one PDF**