

## RESEARCH FUNDING GUIDELINES

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### **Purpose of the Special Olympics Canada (SOC) Funding Project**

The purpose of the research program of Special Olympics Canada is to promote and support research activities that enhance athlete development, athlete performance, coaching development and/or other areas of focus as identified in the 2012-2017 Special Olympics Canada Strategic Plan.

### **Eligibility**

Applications are accepted from investigators who have a demonstrated record of research and are affiliated with an institution that offers support for researchers.

### **Maximum Award**

Applicants may request up to \$20,000.00.

### **Application Timeline**

Deadline for project submission	February 28 <sup>th</sup> , 2017
Announcement of results	March 2017

### **Where to Submit Your Grant Application**

Special Olympics Canada  
 21 St. Clair Avenue East, Suite 600 Toronto, Ontario M4T 1L9  
 Attention: Tom Davies  
 E-mail: [tdavies@specialolympics.ca](mailto:tdavies@specialolympics.ca)

### **Criteria for the Award**

Applications are judged according to the following criteria. The applicant must address these explicitly in the proposal.

### **Quality and merit of proposal**

- The proposal shall demonstrate the applicant's competence in the formulation and justification of the research and the corresponding work-plan.
- A systematic, logical narrative will demonstrate the researcher's familiarity with the subject matter.
- Essential aspects of the proposal include: an outline of the theoretical framework, the methods and procedures to be used, data collection, the mode of analysis to be employed, a work-plan/timeline, budget and proposed communication of the results.
- Description of the project plan will be in clear, direct terms that are free from technical jargon.

## **Restrictions**

SOC funds will generally not be approved for the following:

- Administrative staff salaries, office overhead and other recurring operating costs (office rent, office supplies and equipment, computer equipment purchase/repair).
- Construction of permanent structures and/or capital investments.
- Membership dues.

## **General Conditions**

- Research grant funds may be used only for the project and purposes described in the application, subject to any special conditions given in the Notice of Award or the SOC Research Committee's correspondence.
- Researcher must observe all policies and procedures relevant to the institution that hosts the research project including, but not limited to, Intellectual Property, Integrity in Scholarly Activity, Employment of Family/Relatives, Ethics for Human Study, Animal Care, Biosafety etc.
- Evidence must be provided that the project has received or is in the review process for Ethics approval at the host institution.
- Results of the research shall be communicated in an appropriate form: conference, presentations, publications, and other media. SOC must be acknowledged on all documents, material and statements emanating from funded research.
- A final report must be submitted to Special Olympics Canada upon completion of the project.
- Awards may be terminated with or without notice if general conditions are not observed.
- Preference will be given to students or research being conducted at Canadian Universities or work sites.
- Preference will be given to projects that will be completed in the following SOC fiscal year (completed by June 30<sup>th</sup>, 2018)

## **Matching Funds**

Any funds that are available to match with those awarded by SOC should be listed including the amount and the source of the funds.

## **Payment Timelines**

- Special Olympics Canada will release 75% of the available funds upon announcement of successful recipients and the remaining 25% upon completion of the project.

## Application

**Title:** Provide a short, descriptive title of the research

**Investigators:** Name of principal and co-investigator and institutional affiliations

**Signatures:** A signing authority of the host institution (Chair, Dean, Director or CEO) is required as indication of the support of the host institution. A signature from the Director/CEO of the relevant SO Chapter (if applicable) is required as indication of the support of the local organization of Special Olympics.

**Keywords:** List up to 10 key words that describe the proposed research.

**Project summary:** In 250 words or less describe your proposed research in summary form. Describe the significance of the study to the development of Special Olympics Canada athletes and/or coaches.

**Project detailed description:** In 4 pages or less, using a font size no smaller than 12 on 8 1/2 x 11 paper with a one inch margin, provide a detailed description of the project. Running head title and page number must appear in the top right hand corner of each page.

- Rationale
- Objectives
- Method
- Analysis
- Communication of results
- Attachments (not included in the 4-page project description)
- Work-plan/Timeline
- Budget
- Budget Justification
- Consent forms
- Questionnaire (where applicable)
- Personal information: CV of applicant(s)

**Recommended referees:** Provide the names, addresses, and contact information for two potential referees.

**Number of copies:** Please submit electronic copy of completed application to Tom Davies, [tdavies@specialolympics.ca](mailto:tdavies@specialolympics.ca) and submit a hard copy of the funding application form with original signatures (page 5) to;

*Special Olympics Canada  
21 St. Clair Avenue East, Suite 600  
Toronto, Ontario M4T 1L9  
Attention: Tom Davies*

**SPECIAL OLYMPICS CANADA RESEARCH GRANT  
FUNDING APPLICATION FORM**

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<b>Project Title</b>	
<b>Project Location</b>	
<b>Principal Investigator</b>	
Affiliation	
Address	
Phone Number	
Email Address	
<b>Co-Investigators</b>	
Address	
Phone Number	
Fax Number	
Email Address	
<b>Co-Investigators</b>	
Address	
Phone Number	
Fax Number	
Email Address	

	<b>Signatures</b>
Principal Investigator	
Name	
Co-Investigator	
Name(s)	
Signing authority for home institution	
Name	
Position	

Please attach;

- List of 10 key words that describe the proposed research
- Summary of Project (250 Words)
- Project Description and Implementation (1-4 pages, as outlined in Guidelines)

## DETAILED BUDGET

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Item	Unit Cost	Number of Units	Total Cost
<b>Total Personnel Cost</b>			
Student Salaries & Benefits - undergraduate			
Student Salaries & Benefits - graduate			
Non-Student Salaries & Benefits			
<b>Travel</b>			
Canada Travel			
Professional/Technical Services			
Disposable Equipment			
Computer Software			
Other Supplies/Materials			
Other Expenses			
Total Proposed Expenditures			

### REVENUE/MATCHING FUNDS (IF ANY)

Participant	Revenue Type	Committed Amount

### POTENTIAL REFEREES

Name	Affiliation	Phone/Fax	Email
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			

**Number of Attachments (pages):**