

**IGNITE CONFERENCE AWARD APPLICATION FORM**

|  |
| --- |
| The Research & Innovation Team is available to support you throughout the process of completing your application form. We are here to help at any stage. Please contact us if you have any questions about your project suitability, funding eligibility, and how to apply at research@georgebrown.ca.  |

**INTRODUCTION**

The **IGNITE** **Conference Award** provides researchers the opportunity to disseminate and promote their own research and facilitate future collaboration and knowledge exchange with researchers outside of GBC. Researchers applying for domestic opportunities can be awarded up to $1,000 and those applying for international opportunities can be awarded up to $1,500.

**ELIGIBILITY CRITERIA**

* Priority is given to applicants who have NOT previously received an Ignite Conference Award.
* Applicant must be the presenting author for an oral or poster presentation at the conference.
* Only one application is permitted per research project.

|  |
| --- |
| Submit the entire application, including this form and all attachments, as a single PDF document to research@georgebrown.ca  |

**INSTRUCTIONS**

* Read the Ignite Conference Award Application Guidelines before completing this application.
* Ensure that your application form contains necessary signatures.
* Ensure all attachments have been included. Please note that only the mandatory and optional attachments listed below will be reviewed.

**PRINCIPAL INVESTIGATOR INFORMATION**

This is the GBC employee responsible for all aspects of the funded knowledge mobilization activities, including completing reports and managing study-related expenses. All correspondence from the Office of Research & Innovation (ORI) will be directed to the Principal Investigator.

|  |  |
| --- | --- |
| **Item** | **Description** |
| Name | Click or tap here to enter text. |
| GBC Title | Click or tap here to enter text. |
| School/Department | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |

**TITLE**

The title should clearly identify the focus of the project and be written in plain language.

|  |
| --- |
| Click or tap here to enter text. |

**CONFERENCE TRAVEL DESCRIPTION**

Provide details about the conference that you will attend *if applicable.*

|  |  |
| --- | --- |
| **Item** | **Description** |
| Name of Conference / Event | Click or tap here to enter text. |
| Link to Conference / Event Website | Click or tap here to enter text. |
| Location of Conference / Event (City, Country) | Click or tap here to enter text. |
| Dates of Conference / Event | Click or tap here to enter text. |
| Proposed Presentation Type | Click or tap here to enter text. |
| Importance of Conference / Event (25 word maximum) | Click or tap here to enter text. |

**KNOWLEDGE MOBILIZATION / DISSEMINATION ACTIVITIES DESCRIPTION (250 word maximum)**

Provide a description of proposed activities. Explain conference/event importance, prestige, visibility and/or influence within your academic community and if applicable, outside academia, including a description of the audience. Explain why it is an appropriate venue for your work. Describe the significance to your field of expertise and professional career. If you have submitted an abstract for a conference, include abstract and acceptance email if available as attachments in Appendix 2.

|  |
| --- |
| Click or tap here to enter text. |

**TIMELINE**

Please describe the milestones and projected timelines for conference/dissemination activities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone**  | **Description of Activities** | **Start Date** | **End Date** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**EXTERNAL FUNDING PLAN (100 word maximum)**

Provide a brief description if you are expecting additional funds from other sources. If the Ignite Conference Award will not cover the full cost of your conference participation or workshop, provide details of how the remaining cost will be covered.

|  |
| --- |
| Click or tap here to enter text. |

**BUDGET**

Complete the budget table below including a sound justification of each expense as it relates to your proposal goals. For travel expenses, you may break down your request further, e.g., poster printing costs, conference fees, accommodations, per diem costs (in accordance with GBC Expense and Travel Policy), transportation. You may include quotes of expenses as optional attachments.

| **Budget Category** | **Amount** | **Budget Justification** |
| --- | --- | --- |
| Travel and subsistence costs – applicant/team member(s), student(s) (e.g., airfare, conference registration, hotel, meals, taxi) | Click or tap here to enter text. | Click or tap here to enter text. |
| Other Expenses (e.g., honoraria, hospitality, professional/technical services, including poster printing) | Click or tap here to enter text. | Click or tap here to enter text. |
| **Total Project Costs** | Click or tap here to enter text. |  |
| **Total IGNITE Conference Funding Requested\*** (max. $1000 domestic or $1500 international opportunity) | Click or tap here to enter text. |  |

**ATTACHMENT CHECKLIST**

Check each box to indicate which attachments have been included with the application.

|  |  |
| --- | --- |
| **Mandatory** | **Optional (Appendix 2)** |
| [ ]  Principal Investigator’s CV (Appendix 1) | [ ]  Quotes[ ]  Conference Abstract [ ]  Conference Acceptance Email [ ]  Other (specify): Click or tap here to enter text. |

**SIGNATURES AND APPROVALS**

The Principal Investigator must sign, along with their Associate Dean/manager to indicate approval.

**An** **application is considered incomplete until approval has been granted by the applicant’s Chair or manager.**

Your signature below confirms that you are a GBC employee and that you will take full responsibility for the proposed project.

| **Principal Investigator Name** | **Signature** | **Date** |
| --- | --- | --- |
| Click or tap here to enter text. |  | Click or tap to select date. |

Your signature below confirms that you approve the proposed project and are prepared to provide support required to ensure its successful completion.

| **Associate Dean/Manager Name** | **Signature**  | **Date** |
| --- | --- | --- |
| Click or tap here to enter text. |  | Click or tap to select date. |

|  |
| --- |
| Submit the entire application, including this form and all attachments, as a single PDF document to research@georgebrown.ca  |

**Instructions for how to save and combine PDF files:**

[Saving PDF Files – Microsoft](https://support.office.com/en-us/article/save-or-convert-to-pdf-or-xps-d85416c5-7d77-4fd6-a216-6f4bf7c7c110?ui=en-US&rs=en-US&ad=US)

[Saving PDF Files – iOS](https://support.apple.com/en-ca/guide/mac-help/save-a-document-as-a-pdf-on-mac-mchlp1531/mac)

[Combing PDF Files – Adobe](https://acrobat.adobe.com/ca/en/acrobat/how-to/merge-combine-pdf-files-online.html)

**APPENDIX 1.** **PRINCIPAL INVESTIGATOR’S CURRICULUM VITAE (CV)**

Include a copy of the Principal Investigator’s current CV with the application as Appendix 1 of the application.

## APPENDIX 2. OPTIONAL ATTACHMENTS

Include any items listed below as Appendix 2 at the end of the application.

* Copies of any quotes or estimates referenced in the budget justification, including conference registration or travel and hotel *if applicable*
* Conference abstract *if applicable*
* Conference acceptance email (Note – this is not required prior to application but must be provided prior to access to funds if Ignite Conference Award application is successful)