|  |  |
| --- | --- |
| Date of application:  (day/month/year) |  |

|  |  |
| --- | --- |
| Project title: |  |
| Department: |  |
| University: |  |
| Last name: |  |
| First name: |  |
| Telephone number: |  |
| Address: |  |
| City: |  |
| Province: |  |
| Postal code: |  |
| Email address: |  |

**Academic background:**

|  |  |  |  |
| --- | --- | --- | --- |
| Degree(s) | Discipline | University | Year |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Objective(s):**

**Proposed budget for the year:**

(Itemize under appropriate column, i.e. for assistants indicate number, monthly rate, number of months, and whether for graduates, undergraduates, etc. If a column does not apply to a certain item, leave it blank.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assistants |  |  |  |  |
|  | Number | Months | Monthly rate | Annual total |
| Graduate |  |  |  |  |
| Undergraduate |  |  |  |  |
| Other |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Materials/Supplies: |  | Annual total |
| (provide a brief list of materials/supplies used) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Equipment: |  | Annual total |
| (provide a brief list of equipment used) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Other: |  | Annual total |
| (provide a brief list of other items used) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| University overhead rate: |  | Annual total |
| \_\_\_\_\_\_% |  |  |

|  |  |  |
| --- | --- | --- |
| Total: |  |  |

|  |  |
| --- | --- |
| Estimated date of project commencement: (month/year) |  |
| Estimated date of project completion: (month/year) |  |

**Other research support:**

(Held, or applied for, relative to this project; or other aspects if this is part of an overall project)

|  |  |  |
| --- | --- | --- |
| Source of funds and title of projects | Current status  (awarded or applied for) | Amount |
|  |  |  |
|  |  |  |
|  |  |  |

**Research Description:**

Describe the research project under the following headings:

1. Research plan and methodology

2. Relationship to existing research and literature

**Approval**

Your office of research services must approve your proposal before submitting to Imperial Oil. Has your office of research services approved your proposal?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  |  | No |

Note:

1. A list of published or presented papers will be required in subsequent correspondence - do not attach to this email.

2. Ensure that the head of department and/or the dean of graduate studies (or the director of research grants administration) can certify that the applicant will be a full-time faculty member of that university during the proposed tenure of the award.