GUIDELINES

Purpose:
The Vice-President Research and Innovation International Seed Fund (VPRIIS Fund) supports the development of international research initiatives between Dalhousie researchers and their global partners.

Applications will be accepted from researchers who are eligible for tri-agency funding. Funding provided through the VPRIIS Fund is intended to support new and emerging collaborations, of up to one year's duration, which require start-up support to begin developing research ties. Such collaborations will be funded up to a maximum of $5,000.

Successful initiatives will be those that:
- are aligned with Dalhousie’s Research and Innovation Strategic Direction (2018-2023) – specifically, with our Signature Research Clusters and the UN Sustainable Development Goals;
- propose to partner with highly-ranked foreign institutions, with a distinguished foreign PI, and/or with other institutions in which Dalhousie has a demonstrated strategic interest;
- have clear plans for co-publication activity;
- show clear evidence of an existing research relationship, or strong potential for same;
- engage PhD trainees;
- ensure that principles of equity, diversity and inclusion (EDI) have been incorporated into the project design;
- present budgets which are appropriate for the activities planned.

Funding Available:
For 2019-20, up to $50,000 will be available for these awards.

Deadline:
The deadline for VPRIIS Fund applications will be Friday 29 November 2019. Subject to available funding, it is expected that a call for VPRIIS Fund proposals will continue to be made annually.

Applications are to be submitted by faculty members directly to their Deans.

Review:
Deans will rank the submissions received from within their faculty, and submit all applications along with their ranking to the Office of the VP Research & Innovation.

A peer-review committee will review VPRIIS Fund applications. It is expected that the committee will make recommendations for funding to the Vice President Research & Innovation by January 2020.

Reporting Requirements:
All VPRIIS Fund recipients will be required to provide a Final Narrative and Financial report (maximum 1 page), outlining progress and outcomes of the VPRIIS Fund support.
APPLICATION PROCESS

Researchers will submit applications via e-mail to their Deans.

Applications should be a maximum of **3 pages** in length (2 pages narrative, 1 page budget) and must include the following information:

1. **Title of Proposed Project**

2. **Dalhousie Principal Investigator**: name, position, department and faculty

3. **International Partner Institution**: institution’s name, city, country; significance of this particular partner to Dalhousie (e.g. global ranking, existence of MOU, etc.)

4. **Research Team**: other team members, including names and department/faculty/institutional affiliations:
   a. at Dalhousie (if any)
   b. at the partnering international institution(s)

Applications should clearly indicate the extent to which PhD student trainees will be involved in the project.

5. **Research program**: Briefly describe the research program to be supported, its potential and institutional relevance. Also include details of:
   a. **joint publications** to date and future co-publications planned
   b. **research relationship** of the partners to date - describe the potential of this new partnership, e.g. for future research funding applications

6. **Budget**:
   a. Prepare a **budget table** on the template provided, showing the planned duration of the project (maximum one year), projected expenses and their estimated cost in Canadian dollars. Eligible expenses include:
      i. Travel (e.g. airfares, per diem allowances, ground transportation): include details of the destination, no. of travellers and expected duration of trip(s)
      ii. Meeting costs (e.g. room or equipment rental, catering, etc.)
      iii. Communications
      iv. Research assistance
      v. Publishing costs (up to $2,500)
   b. Indicate whether any **matching funds** from other sources have been requested/secured (note: matching funds are not required)
   c. Provide a brief **budget justification** for budget items.
Principal Investigator name:

Planned start and end date of initiative:

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<thead>
<tr>
<th>Item</th>
<th>Total Requested (CAD $)</th>
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<tbody>
<tr>
<td>Travel</td>
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<td>Meeting Costs</td>
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<tr>
<td><strong>Totals (CAD $)</strong></td>
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Details of Matching Funds, if any (source? requested or secured?):

Breakdown/justification for each budget item: