**Collaborations Funding Application Form**

**Overview**

This application form can be used to apply to any one of the three competitions for support funds within the *Collaboration* opportunities described below. Complete applications must include this form, a full budget breakdown, and any letters of support from other partner institutions.

Accessing funds: Successful applications will receive a letter of award noting the conditions of the award, requirements for spending, and reporting obligations. They are responsible for ensuring appropriate accounts are set up, consistent with normal practice at the institution, to facilitate spending of the award. Funding will be provided through a cost recovery method, where the successful applicant invoices the McDonald Institute for pre-approved or budgeted expenses. Funds do not include the purchase of alcohol. Any air or rail travel, must be based on the lowest available economy fare(s).

Indirect Costs/Direct Costs: The award also includes transfers of the corresponding Indirect Costs amounts calculated at 25% of the total award amount or 33% of direct costs. In order for indirect funds to be distributed, a supplementary budget for indirect costs should be submitted at the time of the execution of the grant. Indirect costs on the invoice must be related to actual indirect costs of research as outlined in the CFREF Administrative guide. Payment will be issued after the McDonald Institute receives a fully compliant invoice.

Post-award requirements: Successful applicants will be required to provide the final meeting agenda, attendee list and venue details no later than one month before the event date, and a post-meeting report back (template to be provided) no later than 30 days after the event’s conclusion.

*If you intend on submitting applications for multiple meetings/workshops, a separate application should be submitted for each* *meeting/workshop*.

Please ensure the information provided aligns specifically to the requirements of the opportunities below:

**Novel Collaborations with Astroparticle Physics**

1. Description: Funding to host a collaboration meeting, targeting the creation of new scientific outcomes. BlueSky ideas that seed exploration of research interests, or address overlap between research groups are encouraged.
2. Eligibility: Meetings will take place in Canada between collaborators holding positions at Canadian academic or research institutions with a focus on Astroparticle physics. Participants must be groups that have not previously interacted scientifically (previously collaborated or jointly published), and interdisciplinary research is encouraged.
3. How it works: One to two competitions per year, that will take place in early spring and late summer. Within one year of award funds being released, the meeting must take place, with the final report due no later than 30 days after the event’s conclusion. Funding for travel, meeting costs, demo development (equipment or software). Some calls may be targeted (i.e. Low Radioactivity Technology, Detector Development). Funding will be transferred to an eligible institution upon invoicing.

**International Astroparticle Physics Collaborations**

Description: Funding to host international collaboration meetings in Canada to create international linkages on research ideas, or meetings at international locations that demonstrate clear evidence for future opportunities in Canada.

Eligibility: Meetings must be between a Canadian Delegation and an International Delegation, and led by senior research officials. Individual travel may be considered, however the goal of this fund is to promote larger group interactions, ideally with a minimum of three team members.

How it works: The meeting must be held within one year of award funds being released, with the final report due no later than 30 days after the event’s conclusion. Funding supports some travel, accommodations, and meeting costs and may be targeted calls (Low Radioactivity Technology, Detector Development).

**Catalyst Workshops Program**

Description: Outcome-driven workshops to advance/influence theoretical or experimental astroparticle physics research.

Eligibility: Any person who holds a position at a Canadian academic or research institute can apply.

How it works: The workshop must occur within three months of the award funds being released. Funding can be used for travel, meeting, costs, and knowledge translation. Workshops are task-oriented and must have a research related output as the main goal. Outputs may include finalizing publications, progressing the development of R&D, knowledge mobilization, commercialization, or technology transfer outputs.

Please visit the [Funding Opportunities webpage](https://mcdonaldinstitute.ca/funding-opportunities/) for details on all available funding.

**Application Form**

Applicant Details

Applicant Name:

Title/Position:

Institution:

Institutional Finance Contact:

Institutional Science Contact (can be same as applicant):

Website:

E-mail address:

Phone number:

Meeting Details

Meeting Type (select one; please see the Overview for definitions):

Novel Collaborations

International Collaborations

Catalyst Workshop

Meeting Title:

Total Funds Requested:

Target Date for Meeting:

Proposed meeting location(s) and venue:

Anticipated number of participants:

Name of attendees (if known), Institution, titles, reason to invite:

Current list of supporting partners (beside each name include the type of support provided):

Meeting Focus: Select the most appropriate McDonald Institute thematic area (Astrophysics, Cosmology, Dark Matter Physics, Detector Development, Low Background Techniques, Theoretical Physics, Underground Engineering)

Free Form *(please be as concise as possible)*

1. Explain how the meeting fits within the above noted research focus area and how it will affect the scientific progress of the McDonald Institute Research Areas:
2. Why is the discussion topics and timing of the meeting important for the participants?
3. Explain what specific anticipated outcomes/results will result from the meeting.
4. a) List the proposed meeting agenda topics and/or format.

b) Provide a brief timeline of your meeting planning milestones (i.e. booking venue,

meeting invites, etc.) include a project tracker (ex. Gantt chart) if available.

1. What is the impact of the meeting locally (within the research group), nationally (across the McDonald Institute Network) and internationally (across the global community):
2. How will you ensure the appropriate and/or necessary individuals will participate in the meeting? Describe how you will ensure the meeting is accessible and inclusive to all participants including those from equity seeking groups and/or in need of financial support (Note the McDonald Institute may provide additional funding to support these efforts)?
3. If applicable, please describe the interdisciplinary cross-section of your meeting attendees.
4. If applicable, please describe how you plan to engage and secure attendance of new collaborators.
5. Explain the alignment of what you are proposing to deliver and the type of opportunity you have selected.
6. Please complete the applicable areas of the budget breakdown below.

|  |  |  |
| --- | --- | --- |
| **Budget Item:** | **Total Budget Request:** | **Details** |
| Meeting Venue (including A/V and applicable taxes) |  |  |
| Travel expenses |  |  |
| Administrative costs (i.e. meeting materials) |  |  |
| Catering |  |  |
| Accommodations |  |  |
| Knowledge Translation/Dissemination |  |  |
| Inclusivity and Accessibility Costs (Not included in budget cap) |  |  |
| Other materials and supplies (i.e. equipment for demo development) |  |  |
| **Total Funds Requested from the McDonald Institute:** |  |  |
| **Total Funds Provided by Other Partners:** |  |  |
| **TOTAL MEETING COSTS** |  |  |

**Collaborations Funding Scoring Matrix**

Reviewer Name:

Application Number:

Applicant Name:

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Score  (0 – 5) | Weight | Notes |
| Applicant addresses Equity, Diversity and Inclusion considerations such as creating an equitable environment, and any accommodations for potential attendees. |  | 1 |  |
| The meeting is needed to enhance the goals/progress of the research area. |  | 1 |  |
| Measure of scientific importance of proposed meeting outcomes. |  | 1.5 |  |
| The proposed venue, travel, and accommodation is reasonable based on the proposed meeting logistics. |  | .5 |  |
| The applicant addresses the new, international, or catalyzing aspects of the meeting adequately. |  | 1.5 |  |
| The meeting will offer unique collaboration opportunities for the attendees. |  | 1.5 |  |
| The impact of the meeting will be felt within the research group, across the McDonald Institute Network, and/or globally. |  | 1 |  |
| Total Weighted Score |  | /40 | Average scores under 30 will not meet the threshold of  excellence |

**Criteria**

* 1. did not address the criteria
  2. provided partial information, but it was minimal and the case being made was weak.
  3. Provided adequate information, but the case being made was weak.
  4. Provided partial information, but the case being made seems strong.
  5. Provided adequate information and the case being made is strong
  6. Provided adequate information and the case being made is excellent.

The budget requested is appropriate and aligns with current market values: (yes/no)