**Research Partnership-Building Workshops Funding Application Form**

**Overview**

This application form can be used to apply to any one of the three streams of funding within the *Research Partnership-Building Workshops* opportunity. Complete applications must include this form, and a full budget justification

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 event agenda, attendee list and venue details no later than one month before the event date, and a 200-word summary of activities no later than 30 days after the event’s conclusion.

*Please apply to one of the three application steams below. If you intend on submitting applications for multiple meetings/workshops, a separate application should be submitted for each* *meeting/workshop*.

**STREAM 1 (up to $5,000 CDN support)**   
**Canadian Workshops (or other Partner-Building Events) in Astroparticle Physics**

1. Description: Funding to host a novel collaboration meeting, workshop, skills exchange, or training event targeting the creation of new scientific partnerships or exchange among **participants whose primary appointments are in Canada**. 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 include groups that have not previously interacted scientifically (previously collaborated or jointly published), and interdisciplinary research is encouraged.

**STREAM 2 (up to $7,500 CDN support)**  
**International Participation in Canadian Workshops (or other Partner-Building Events) in Astroparticle Physics**

1. Description: Funding to host a novel collaboration meeting, workshop, skills exchange, or training event in Canada targeting the creation of new scientific partnerships or exchange among **Canadian-based and international astroparticle physicists**.
2. Eligibility: At least 10% of participants must have their primary research appointments outside of Canada. **Meetings will take place in Canada** between collaborators holding positions at academic or research institutions with a focus on astroparticle physics. Participants must include groups that have not previously interacted scientifically (previously collaborated or jointly published), and interdisciplinary research is encouraged.

**STREAM 3 (up to $12,500 CDN support)**  
**Canadian Participation in International Workshops (or other Partner-Building Events) in Astroparticle Physics**

1. Description: Funding to either host or co-host a novel collaboration meeting, workshop, skills exchange, or training event in Canada targeting the creation of new scientific partnerships or exchange among **Canadian-based and international astroparticle physicists**.
2. Eligibility: At least 10% of participants must have their primary research appointments in Canada. **Meetings will take place outside of Canada** between collaborators holding positions at academic or research institutions with a focus on astroparticle physics. Participants must include groups that have not previously interacted scientifically (previously collaborated or jointly published), and interdisciplinary research is encouraged.
3. **How it works:** Submit this application at any time and an award decision (accept/reject) will be rendered within 3 calendar months. 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 and meeting costs. Some calls may be targeted (i.e. Low Radioactivity Technology, Detector Development). Funding will be transferred to an eligible institution upon invoicing.

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

**Research Partnership-Building Workshops Funding Application Form**

|  |  |
| --- | --- |
| **Applicant’s Details** | |
| Applicant’s Name: |  |
| Title/Position: |  |
| Institution: |  |
| Institutional Finance Contact: |  |
| Institutional Science Contact (can be same as applicant): |  |
| Website: |  |
| Email Adress: |  |
| Phone number: |  |
|  |  |
| **Meeting Details** | |
| Meeting Type (select one; please see the overview for definitions):  STREAM 1:  STREAM 2:  STREAM 3: | |
| 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  Neutrino Physics Underground Engineering  Theoretical Physics Low Background Techniques |

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 research partnerships that are relevant to the McDonald Institute’s research focus:
2. Please declare how this event is novel (i.e., funds will not be used to support a regularly recurring experimental collaboration workshop, conference, or other recurring event). If the novel event is to be affiliated with a recurring event, please explain how it will expand/accelerate or otherwise complement the recurring event by expanding partnership-building opportunities.
3. a) List the proposed meeting/event 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. 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)?
2. If applicable, please describe the disciplinary/interdisciplinary cross-section of your anticipated meeting attendees.
3. If applicable, please describe how you plan to use the event to engage and secure partnership outcomes after the event has concluded (e.g., new collaborations, reciprocal student exchanges, joint authorships/lectures, follow-up lab visits, etc.).

**Budget Justification:**

Please complete the applicable areas of the budget justification 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 & 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** |  |  |

**Research Partnership-Building Workshop Funding Scoring Matrix**

Reviewer Name:

Application Number:

Applicant Name:

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Score  (0 – 5) | Weight | Notes |
| The meeting is needed to enhance partnerships among researchers who are affiliated with the McDonald Institute. |  | 1.0 |  |
| The impact of the meeting will extend beyond the specific event. |  | 2.0 |  |
| The proposed venue, travel, and accommodation is reasonable based on the proposed meeting logistics. |  | 0.5 |  |
| The applicant addresses the new, international, or catalyzing aspects of the meeting adequately. |  | 1.5 |  |
| The meeting will offer novel opportunities for attendees and is not merely incremental to pre-existing meetings. |  | 2.0 |  |
| Applicant addresses Equity, Diversity and Inclusion considerations such as creating an equitable environment, and any accommodations for potential attendees. |  | 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)