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## 2024 Research Award Application Form

### SECTION 1: PERSONAL INFORMATION

Please print or type the information requested in the form. If you require additional space, you may attach it to the form. The data will be kept confidential and used only to evaluate your application and verify your identity in accordance with our privacy policy.

1. Full Name (First & Last name)

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2. Date of Birth: ..... DD / MM / YYYY

3. Immigration Status: .....

4. Current Address:

.....

City: ..... Province: ..... Postal Code: .....

Country: .....

5. Permanent Mailing Address if different from the current address:

.....

City: ..... Province: ..... Postal Code: .....

Country: .....

6. Telephone Numbers:

Primary: ..... Secondary (if applicable): .....

7. Email Addresses:

Primary Email:

.....

Secondary Email:

.....

8. Name of the institution currently enrolled in: .....

## **SECTION 2: RESEARCH PLAN**

Project Title:

Project Summary (maximum 1000 words),

Please Include key sources (max 10) as well as details on the significance of the research question(s), aims, research context, research methods, timescale/work plan, approach/methodology (plan to travel) and innovation/novelty. Please refer to the *"Purpose, Guidelines and Terms"* document for more details on the award restrictions.



Are other researchers directly involved in this project?

Yes

No

If yes, please provide details and describe their roles.

Please briefly describe the proposed outcome(s) from the research and outline your plans for publishing or disseminating the research for which you seek an award. (200 words maximum)

Additional Information: Please briefly provide any further information supporting this proposal (e.g., collaboration, partnership, more comprehensive benefits, match funding). (200 words maximum)

### SECTION 3: REASON FOR FUNDING

Please briefly explain why you require financial assistance and believe CFSACK should select you as a grant recipient. (200 words maximum)

Applications must include a detailed budget plan outlining how the award will be utilized. Please list the elements/aspects of this project for which you are requesting funding and a breakdown of the total costs that will be incurred. Explain how each item relates to the project as a whole described above and why each is necessary to fulfil/address your research questions/aims and contribute to disseminating your findings. In the case of multiple funders, please specify the intended research area or project for which you seek funding from CFSACK.

Please see below for sample items:

	Items	Cost (CAD)	Details
1	Conference Registration	\$200.00	
2	Travel and Accommodation	\$1000	
3	Photocopies in the archive	\$50.00	
4	Research Tools	\$400.00	

5	Journal Submission	\$80.00	
6	Poster print	\$270.00	
7			
8			
9			
10			
Total		\$2000.00	
Funds requested from CFSACK™		\$2000.00	

Please detail other sources of funding for this project, if any:

## SECTION 4: REFERENCES

Applicants must provide one reference letter from their research supervisor and contact information for two additional references. Reference letters should be sent directly to the CFSACK™ Research Awards Committee at [research.awards@cfsack.org](mailto:research.awards@cfsack.org). It is the applicant's responsibility to ensure that the reference letter arrives before the application deadline date. Applications missing the reference will not be evaluated. *Only shortlisted applicants will be requested to submit two additional reference letters from their listed additional references.*

### First Reference (Research Supervisor)

Name: .....

Affiliation: .....

Title: .....

University and/or affiliation: .....

Email Address: .....

Phone number: .....

### Second Reference

Name: .....

University and/or affiliation: .....

Title: .....

Email Address: .....

Phone number: .....

### Third Reference

Name: .....

University and/or affiliation: .....

Title: .....

Email Address: .....

Phone number: .....

## SECTION 5: ADDITIONAL DOCUMENTS

- Attach a copy of your registration confirmation or proof of enrollment letter from your institution. *(Note: This document is NOT a transcript. Confirmation of Registration Letters serves as proof of enrolment at the institution. They are used to confirm registration, program of study, academic standing, course load, and fee assessments. Most institutions allow students to retrieve this document online from their university accounts and download them as PDFs.)*
- Attach a complete and updated Academic Curriculum Vitae (CV) – (Maximum 4 pages)
- Please ensure your application is complete, but avoid including excessive supplementary materials. Before attaching additional documents beyond those requested, please contact [research.awards@cfsack.org](mailto:research.awards@cfsack.org) for further information and clarification.
- Excessive attachments may result in applications NOT being evaluated. Please refer to the “Application Instructions” document for a list of all required documents to be submitted.