**IGNITE FUND**

**APPLICATION FORM**

**Overview**

The Ignite Fund supports GBC employees engaged in original research and innovation activities. The application and review process is designed to be transparent and equitable. In order to qualify for review, all applications must meet the eligibility requirements outlined in these guidelines. Provided that they are eligible, all applications go through a competitive review process. Please ensure that you have reviewed the [Ignite Application Guidelines](http://bit.ly/ignitegbc) before applying for funding. For additional information about the Ignite Fund, contact Eva Aboagye, Program Manager at [eva.aboagye@georgebrown.ca](mailto:eva.aboagye@georgebrown.ca).

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| Submit the entire application, including this form and all attachments, as a single PDF document to [research@georgebrown.ca](mailto:research@georgebrown.ca) |

**Title**

The title should clearly identify the focus of the project and be written in plain language.

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| Click or tap here to enter text. |

**Proposed Budget Summary**

These numbers should match the total in the proposed budget attachment.

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| --- | --- | --- |
| **Source** | **Cash** | **In Kind** |
| **Ignite Fund** | Click or tap here to enter text. |  |
| **GBC** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Partner** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Other Sources** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Total** | **Click or tap here to enter text.** | **Click or tap here to enter text.** |

**Principal Investigator Information**

This is the GBC employee responsible for all aspects of the study, including providing guidance to research assistants, completing reports and managing study-related expenses. All correspondence from the Office of Research & Innovation will be directed to the Principal Investigator.

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| **Name** | Click or tap here to enter text. |
| **Title** | Click or tap here to enter text. |
| **Division/Department** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **Employment Status** | Full-time  Part-time  Partial Load  Sessional |

**Project Team Information**

The project team may include other GBC employees who are directly involved with the project. List each of these people below, including their name, title, email address, division/department, and employment status.

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| Click or tap here to enter text. |

**Partner Information**

For each partner, include the organization or company name and contact name, position and email address. Also provide a brief description of the organization or company and the ways in which the partner will contribute to and benefit from the project.

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| Click or tap here to enter text. |

**Research Ethics Board (REB) Approval**

Does your research involve human participants?  Yes  No

If yes, provide the REB protocol submission date and/or protocol number. The submission date may be anticipated, depending on whether funding is received.

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| --- | --- | --- | --- |
| **Submission Date** | Click or tap here to enter text. | **Protocol #** | Click or tap here to enter text. |

**Additional Funding**

Provide information about any funds that have been received or requested in addition to the requested Ignite funds.

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| Click or tap here to enter text. |

**Relevance to the GBC Community**

Identify the GBC academic centres, divisions or departments that may be interested in or benefit from the results of the proposed project.

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| Click or tap here to enter text. |

**Abstract for Public Release**

Provide an overview of the project that aligns with the information provided in the Project Description attachment. Ensure that the abstract does not include any potentially confidential information and that any partner(s) have approved the abstract prior to submission. The abstract should be written in plain, non-technical language and be suitable for public release (on the GBC Research & Innovation website, annual report, etc.). The abstract should not exceed 250 words in length.

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| Click or tap here to enter text. |

**Research Focus**

Identify the thematic research areas for the proposed project (check all that apply). At least one of these should align with GBC’s Research & Innovation Exchanges which serve as a catalyst for innovation, bringing together education, partnerships, entrepreneurship, and investment.

Community & Culture  Health & Wellness

Digital Experience  Product Development

Fashion  Smart City

Food & Beverage  Teaching & Learning

Other (specify): Click or tap here to enter text.

List the keywords related to the proposed project, separating each with a semicolon.

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| Click or tap here to enter text. |

**Attachment Checklist**

Check each box to indicate which attachments have been included with the application.

|  |  |
| --- | --- |
| **Mandatory** | **Optional** |
| Project Description  Principal Investigator’s CV  Timeline  Proposed Budget and Budget Justification | Letters of support  Quotes  Figures or tables  Data collection tools  REB approval  Other (specify): Click or tap here to enter text. |

**Signature and Approvals**

The Principal Investigator must sign, along with their Chair or manager to indicate approval.

Your signature below confirms that you are a GBC employee and that you will take full responsibility for the proposed project.

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| **Principal Investigator Name** | **Signature** | **Date** |
| Click or tap here to enter text. |  | Click or tap here to enter text. |

Your signature below confirms that you approve the proposed project and are prepared to provide support required to ensure its successful completion.

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| **Chair/Manager Name** | **Signature** | **Date** |
| Click or tap here to enter text. |  | Click or tap here to enter text. |

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| Submit the entire application, including this form and all attachments, as a single PDF document to [research@georgebrown.ca](mailto:research@georgebrown.ca) |

**Instructions for how to save and combine PDF files:**

[Saving PDF Files – Microsoft](https://support.office.com/en-us/article/save-or-convert-to-pdf-or-xps-d85416c5-7d77-4fd6-a216-6f4bf7c7c110?ui=en-US&rs=en-US&ad=US)

[Saving PDF Files – iOS](https://support.apple.com/en-ca/guide/mac-help/save-a-document-as-a-pdf-on-mac-mchlp1531/mac)

[Combing PDF Files – Adobe](https://acrobat.adobe.com/ca/en/acrobat/how-to/merge-combine-pdf-files-online.html)