**IGNITE FUND**

**APPLICATION FORM**

# Overview

The Ignite Fund provides support for George Brown College (GBC)’s researchers to engage in original research and innovation activities, build research skills and capacity, and ultimately pursue external funding opportunities. All applications will undergo a robust and rigorous review process to ensure projects meet the eligibility and selection criteria. Preference will be given to first-time or early career researchers. Projects that receive Ignite funding should facilitate the creation and implementation of immediate solutions for challenges within GBC’s broader community. Proposed activities must fall within at least one of three distinct categories:

* **Applied research:** original investigation undertaken to acquire new knowledge, directed primarily towards a specific practical aim or objective
* **Experimental development:** application of existing knowledge to produce or improve new materials, products, devices, processes, systems and/or services
* **Scholarship of Teaching and Learning (SoTL):** systematic inquiry into student learning which advances the practice of teaching in higher education by making inquiry findings public

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 Fund Guidelines](file:///C%3A%5CUsers%5CMELANIE%5CDownloads%5CIgnite-Fund-Guidelines-WIP-Aug%2015%20Clean.docx) before applying for funding. For additional information about the Ignite Fund, contact Eva Aboagye, Program Manager at eva.aboagye@georgebrown.ca.

**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. |

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| Detailed instructions for completing this form and other mandatory attachments can be found in the Ignite Fund Guidelines document on pages 7-15. Submit the entire application, including this form and all attachments, as a single PDF document to research@georgebrown.ca. |

**Title**

|  |
| --- |
| Click or tap here to enter text. |

**Funding Stream** (Select all that apply)

[ ] Applied Research

[ ] Experimental Development

[ ] Scholarship of Teaching and Learning (SoTL)

**Proposed Budget Summary**

|  |  |  |
| --- | --- | --- |
| **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**

|  |  |
| --- | --- |
| **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. |
| **Employee Status** | [ ] Full-time [ ]  Part-time [ ]  Partial Load [ ]  Sessional |

**Project Team Information** (Max. 150 words)

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| --- |
| Click or tap here to enter text. |

**Partner Information**

|  |  |
| --- | --- |
| **Contact Name** | Click or tap here to enter text. |
| **Title** | Click or tap here to enter text. |
| **Organization/Department** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **Briefly Describe the Organization and How the Partner will Contribute and Benefit from the Project** |  |

**Research Ethics Board (REB) Approval**

If any research involves human participants, REB approval is required. REB application forms and guidelines are available on the GBC REB website. Questions about the REB process can be directed to researchethics@georgebrown.ca. Applications may be submitted prior to receiving REB approval. However, funding will not be released until REB approval has been granted.

Does your research involve human participants? [ ] Yes [ ] No

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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. Indicate at least one funding opportunity to be pursued within 2 years of project completion, this is optional for the teaching and learning stream applications.

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| Click or tap here to enter text. |

**Alignment with GBC Research & Innovation Exchanges** (Select all that apply)

[ ] Built Environment

[ ] Fashion

[ ] Food & Beverage

[ ] Health & Wellness

[ ] Interactive Design

[ ] Product Development

[ ] Social Innovation

[ ] Teaching & Learning

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

**Abstract for Public Release** (Max. 250 words)

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| 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. |

**Signatures and Approvals**

The Principal Investigator must sign, along with their Chair or manager to indicate approval. **An application is considered incomplete until approval has been granted by the applicant’s Chair or manager.** Applicants are strongly encouraged to plan accordingly in order to ensure that they have enough time to get Chair/Manager’s approval prior to the application deadline.

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

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| Detailed instructions for completing this form and other mandatory attachments can be found in the Ignite Fund Guidelines document on pages 7-15. Submit the entire application, including this form and all attachments, as a single PDF document to research@georgebrown.ca.. |

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

[Saving PDF Files – Microsoft](https://support.microsoft.com/en-us/office/save-or-convert-to-pdf-or-xps-in-project-desktop-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/mchlp1531/mac)

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