



# OAML Small Grants – Guidelines for Applicants

These guidelines are provided to assist the applicant in completing the application forms. Should a conflict exist between the information provided in these guidelines and that provided in the *Criteria for Selection of and Rules for the Administration of OAML-Administered, Non-Proprietary Research Projects*, the latter document shall govern the administration of the Program. Please read the guidelines and application forms carefully.

## Guidelines for Applicants, Section 1

### Face Page

**Project Title:** Provide a title by which the specific project may be identified. This information should appear at the top of each page of the application.

**Principal Investigator/Program Director:** Identify the Principal Investigator responsible for the research project. Provide all the information requested on the Face page and attach a curriculum vita to Section 2.

**Applicant Organization:** If there is an applicant organization, provide the information requested. The Official Signing for the Applicant Organization will be the individual responsible for ensuring compliance with the terms and conditions of the grant award. If there is no applicant organization, the Official Signing for the Applicant Organization will be the Principal Investigator.

**Dates of Proposed Project:** Indicate the date the project is expected to start and the date it is expected to terminate. This may or may not coincide with the grant period.

**Location:** Indicate the location where the research will be conducted. Detail the facilities and resources available to the applicant in Section 5, under Resources and Environment.

**Nature of Research:** Indicate if the project involves the use of human or animal subjects, whether environmental containment will be required. Approval from the appropriate Research Ethics Board where the research will take place must be submitted before any project will be approved under this program.

**Signature of Principal Investigator:** By signing where indicated, the Principal Investigator agrees to accept responsibility for the scientific conduct of the project and for the provision of progress reports, if a grant is awarded.

**Signature of Official Signing for the Applicant Organization:** By signing, the Official, or in the absence of an applicant organization, the Principal Investigator, certifies that the information contained in the application form is complete and true and accepts the obligation to ensure compliance with the terms and conditions of any grant award.

## Guidelines for Applicants, Section 2

### Detailed Project Description and Personnel

**Description of Project:** Provide an abstract, which describes the project, its specific goals and aims, as they relate to the purpose of the Program. Attach up to 10 additional pages as required, exclusive of references, charts, tables or other supporting documentation. Please use a minimum 12-point font.

**Personnel Engaged on Project:** Provide the information requested for all individuals engaged on the project. Include a curriculum vita of the Principal Investigator and any co-investigators.

### Guidelines for Applicants, Section 3

### Non-Technical Abstract

**Abstract:** Provide a brief, non-technical summary of your research proposal in clear simple language suitable for a lay audience. (10 to 15 lines maximum)

### Guidelines for Applicants, Section 4

### Detailed Budget for Initial Project Period

**Project Expenditure by Category (Initial Project Period):** Provide summary information derived from the detailed budget information provided in this section.

**Provide detailed and summary information for the Initial Project Period.** If the project is expected to exceed one year, the initial project period will be from the date the project starts until the end of the first year of the project. If the project is not expected to exceed one year, the initial project period will be the entire period covered by the project.

**Detailed Project Costs:** For each category, provide detailed budget information, as requested.

### Guidelines for Applicants, Section 5

### Additional Budgetary & Project Management Information

**Project Expenditure by Category (Entire Project Period):** Provide the requested summary information for the remainder of the project period beyond one year. Total the estimated project costs.

**Plan Information:** Provide initiation and completion dates for the Entire Project Period and detail the expected research milestones.

**Project Management:** Describe briefly how the project will be managed and controlled. Provide the names of the individuals responsible for each aspect of project management and control.

**Other Support:** Provide the information requested for each additional source of funding sought or awarded.

**Justification:** Provide the information requested to justify the project's budget for the Initial Project Period.

**Resources & Environment:** Provide information about the facilities and equipment and other resources available to the researcher.

**Amendments:** If this is an amended application, provide details of any amendments, as specified.