**RSC College Project Proposal Form**

**Title of Project**

Click here to enter text.

**Date of Submission of Application**

Click here to enter text.

**Date, Time, and Location of Project (if applicable)**

Click here to enter text.

**Partner Organization (if applicable)**

Click here to enter text.

**Brief description of project to be used on website (max. 500 words)**

Click here to enter text.

**Additional components:**

1. Project Proposal (Maximum 2 pages)
2. Proposed Budget (Maximum 1 page)
3. Letters of support from partner (if applicable)

**Objectives for the Funding of College Projects**

Projects that will be approved for funding are those that initiate a public dialogue or have an impact on organizations, or are of importance for society as a whole; and bring publicity to the College itself. Projects must fit the general mission of the College and the RSC:

*To address issues of particular concern to new scholars, artists and scientists, for the advancement of understanding and the benefit of society, taking advantage of the interdisciplinary approaches fostered by the establishment of the College.*

Projects may:

* Deal with issues of policy and informed opinions;
* Have a target audience of government/politicians/academics/decision makers;
* Include a plan of action for specific issues (such as scientists at risk, indigenous peoples of Canada, refugees, future of technologies, human rights, the role of arts/culture, etc.);
* Bring attention to issues of importance to the College/RSC (such as the arts, underrepresented groups in academia/society, STEM, importance of innovation, scholarly culture in Canada, etc.)

**Criteria for Selection**

The selection is based on the following characteristics, each bearing an equal weight:

* suitability of the team and/or participants;
* thoroughness of plans; and,
* correspondence to the objectives of the funding program.

**Project Selection Committee**

The College Council, with consultation from those with disciplinary knowledge (if necessary), will determine which projects shall be approved.

**Eligibility**

Successful project proposals will involve at least three, and ideally many, College members who come from different disciplinary backgrounds and from different institutions.

Projects are normally limited to one-time funding within a two-year period, and are not renewable.

**How to Apply**

A complete application includes:

1. This application form
2. A project proposal (Maximum 2 pages)
3. A proposed budget (Maximum 1 page)
4. Letters of support from partnering organizations (if applicable)

Completed application must be sent to Russel MacDonald ([rmacdonald@rsc-src.ca](mailto:rmacdonald@rsc-src.ca)) at the Royal Society of Canada Secretariat.

**Project Proposal**

A Project Proposal should be no more than two pages, and should address each of the following aspects of the project:

* Objectives – What are the goals of the project?
* Background – What is the context of the project? Has any work been done to date on the topic?
* Motivation – Why is the project relevant? To the College? To the target audience?
* Methods – How will the project be executed?
* Applicants – Who will the team be? Provide brief descriptions of each Applicant.
* Outcomes –What are the expected outcomes/impacts of the project?
* Dissemination – Describe the communications plan, including target audience and promotional strategies.
* Partnerships – If partnering with an external organization, the value of the partnership should be explained. Note that the College must be the main organizer.

**Budget**

The typical award is $3000. Vendor quotations should be included for expenses such as venue rentals, audio-visual equipment, and hospitality costs. The budget must provide detail when additional funding or in-kind contributions will be received through partnership with an external organization. The budget must comply with RSC allowable expenses.

*Allowable costs:*

* Costs associated with promotion and publication
* Travel and accommodation for participants (excluding alcoholic beverages)
* Venue rentals and associated public meeting costs (e.g. audio-visual equipment)
* Any other expenses that are reasonable and justified

**Review**

When funding is available, the College Council will adjudicate applications for funding twice per year, in May and November. The deadline for submission of proposals will be midnight (ET) on May 1 and November 1, respectively. The review committee endeavours to provide responses within two weeks of receipt of applications.

**Conditions of Funding**

* The project must be completed within 12 months of a successful application.
* All communications related to the project must acknowledge the College’s sponsorship.
* The Principal Applicant may partner with external organizations, but the College must remain the main sponsoring organization.
* Within three weeks of the end of the project, the Principal Applicant must submit a final report. This report must include a 250-word description of the project, and a brief statement about the outcomes and the impact of the project. Two to four captioned photographs, including one photo of key participants and one photo of the audience (if applicable) should also be provided. All photos may be included on the RSC/College website.
* Within four weeks of the project, the Principal Applicant must submit expenses to the RSC ([rmacdonald@rsc-src.ca](mailto:rmacdonald@rsc-src.ca)). Unspent funds must be returned to the RSC.

**Submission of Application**

The completed application must be submitted to Russel MacDonald ([rmacdonald@rsc-src.ca](mailto:rmacdonald@rsc-src.ca)).