

**LCERPA Funding Request Form**

LCERPA makes available a small fund to support the research-related activities of its members. Those requesting funding should provide the information requested below, where applicable. Requests may include, but are not limited to, support for conferences, workshops, short-term research grants, and matching funds for external research grants. Some guidelines are offered at the end of the document.

Funding requests should be forwarded to the LCERPA Director: lcerpa@wlu.ca

**Name of applicant:**

**1. Type of research activity (Conference, workshop, research project, other):**

*Please offer a title & the general nature of activity.*

**2. Amount of funding requested:**

*Enter dollar amount, total.*

**3. Is partial funding of the activity acceptable?**

*If partial (as opposed to full) funding would prevent any project activity, please say so. If partial funding is acceptable, please offer a possible breakdown in the budget justification.*

**4. Brief description of the activity**

*Please offer a brief description of the research activity, the objectives, expected outcomes, and timelines for completion. Also state any involvement of and benefits to other LCERPA members or other communities.*

**5. Budget Justification**

*Please offer estimates of the expenses you are hoping to fund and the timing of those expenditures.*

*If partial funding is acceptable, please organize this to suggest a possible breakdown.*

*Please document past and future efforts to fund this activity.*



**LCERPA Funding Guidelines**

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1. For larger funding requests ($1500 or more), funding requests will be reviewed once each semester (mid-October, mid-February, and early May) by the LCERPA Director and the LCERPA Advisory Committee. Dates will be announced each semester.
2. Smaller funding requests (under $1500) can be made any time during the year and will be reviewed by the Director. No member should request small amounts summing to more than $1500 per year.
3. Research-related funding may include, but is not limited to:
	1. Conference and workshop support (eg. a member organizing a conference may request support for conference dinners, not allowable with Tri-council funding)
	2. Short-term research grants (eg. research assistance for preliminary work to support a WLU Undergraduate RA application or SSHRC application)
	3. Matching funds for external research grants (eg. SSHRC grant criteria includes funding from other sources).
4. Members who receive funding are expected to assist the LCERPA Director in publicizing their activity. They must provide a short report to the Director after funds are expended. They should notify the director of any publications that result from funding.
5. Funded activities are expected to meet stated timelines, especially regarding planned expenditures. If exceptions are required, please review this with the LCERPA Director.