



CLAYTON H. RIDDELL ENDOWMENT FUND
Application for Funding

General Instructions

1. Applications must be prepared with these guidelines in mind.
2. One copy of the completed and signed form and all supporting documentation should be forwarded to the Dean's Office, Clayton H. Riddell Faculty of Environment, Earth, and Resources.

PART A – GENERAL INFORMATION

Name of Applicant:	
(surname)	(given names)
Rank/Position:	
Department:	Telephone No.:
Address for Correspondence:	Rm. Building:
E-mail:	
Co-Applicants (name, department/institute):	
Short Title of Proposed Project or Initiative:	
Amount Requested: \$	
Does the proposed project or initiative require the approval of University Governance in order to reach completion? _____ (if YES, include required procedures in project/initiative timetable)	

The undersigned hereby certify acceptance of the terms and conditions of the Clayton H. Riddell Endowment Fund as outlined in the Procedures and Guidelines.

APPLICANT	Date

PART B – APPLICATION CATEGORY

SECTION 1	Riddell Endowment Fund Strategic Areas
In the 2010 competition proposals in the following area(s) will be considered	
<input type="checkbox"/>	Program and curriculum development (graduate and undergraduate) including course delivery
SECTION 2 Statement of how the project or initiative specifically addresses the strategic area identified above and the University's strategic planning framework document	
SECTION 2(a) Outline the value and benefit of the project or initiative for the Clayton H. Riddell Faculty of Environment, Earth, and Resources. (Do not exceed this space).	

PART C – PROJECT/INITIATIVE PROFILE

SECTION 1 Abstract of the Proposed Project or Initiative (250 words maximum). Note – this may be used in reports and documents to describe the activities of the Riddell Endowment and the Faculty.

Provide a concise, non-technical statement of the general objectives and significance of the proposed project or initiative.

SECTION 2 Detailed Description of the Proposed Project or Initiative

Attach a description of the proposed project or initiative. In describing the project/initiative, you may include:

1. the objectives of the project/initiative and how it contributes to the strategic direction of the Faculty;
2. the critical background literature, case studies, and/or data that supports and justifies the project/initiative;
3. a detailed description of the project/initiative including an explanation of the roles and responsibilities of each co-applicant and participant;
4. the resources that are required, with particular emphasis on those for which funding is requested;
5. a timetable for the completion of the proposed project/initiative including those administrative and governance activities required for its conclusion; and
6. anticipated long-term implications and outcomes of the project.

Do not exceed three pages including references where relevant

PART D – FINANCIAL DATA

SECTION 1 Budget Summary		
Summarize your budget. All items must be detailed in Section 2 below:		
<u>Budget</u>		<u>Total</u>
Personnel (total salaries/benefit costs):		\$
Professional	\$	
Technical	\$	
Secretarial/Admin	\$	
Materials and Supplies		\$
Equipment		\$
Travel		\$
Other (please specify)		\$
Total Requested		\$
SECTION 2 Budget Justification		
Please justify each budget item by relating it to the objectives and requirements of the proposed research. (Do not exceed this space).		

PART D – FINANCIAL DATA (Continued)

SECTION 3 Other internal and external sources of financial support for the project	
Identify 1) the amount and sources of funding (both internal and external) that support the proposed project/initiative; and or 2) how these funds will be used to leverage funds from other agencies in the future	
Amount	Source
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