**THE UNIVERSITY OF MANITOBA
COLLEGE OF REHABILITATION SCIENCES ENDOWMENT FUND**

**PROPOSAL APPLICATION TO THE PROJECT COMMITTEE**

The goal of the College of Rehabilitation Sciences Endowment Fund is to promote excellence in the College through

support for a wide variety of innovative projects consistent with the mission and vision of the College, including but not limited to: teaching, research, staff development, library acquisitions and classroom or laboratory equipment.

Please complete this application form in full, along with the Project Committee Detailed Budget document, and submit **by email** on or before **Friday, January 17, 2020** to:

 **Susan.Vanstone@umanitoba.ca**

For further information please contact the Project Committee Chair: Dean.Kriellaars@umanitoba.ca

**Directions**: Please complete **all** components of the applicant – *your application may be withdrawn if it is not complete*. Click on the grey boxes and select options or type in text where required. You can use the **TAB** key to move forwards and the **SHIFT + TAB** keys to move backwards between boxes.

**Title of Proposed Project**:

**Category of Project** (click on the triangle below and select the most relevant category):

Select one option

**Applicant Names** (list ALL applicants, beginning with the principal/contact applicant):

Principal (Contact) Applicant

Additional Applicants

**Please indicate the principal applicant’s affiliation with the College** (click on the triangle below and select the most relevant category):

Select one option *If "Other" specify*

**Mailing Address of Principal Applicant:**

**Telephone Number and Email Address of Principal Applicant:**

**Amount Requested:**

**PROJECT PROPOSAL**

**Directions:** Please complete EACH section of the proposal – *the committee will not consider applications that fail to address all headings (A-E)*. You may type in text, or copy and paste from another document. The Proposal section of your application may not exceed 5 pages (this does not include the preceding information page); applications exceeding 5 pages will not be considered.

Some additional material may be attached as a separate electronic document (e.g. references, appendices) if required. Your budget information will be addressed separately in the Project Committee Detailed Budget document.

When you are finished, save the document giving it a relevant title, but do not use the applicant’s name.

**A. Executive Summary:** A brief summary of the overall project in lay language, including *what the requested funds will be used for and a brief statement of potential benefits*. This section cannot exceed 1500 characters including spaces.

**B. Introduction/Background:**  Rationale, previous work/activity, importance of the issue, etc.

**C. Project Objectives:**  Identify the specific objective(s) of your proposed project – what you will achieve.

**D. Significance and Benefit to the College:** Identify how your project is relevant to the College, what specific benefits it will provide, and who will benefit. Please refer to the evaluation matrix used by the review committee (attached).

**E. Plans and Methods by which the Project will be carried out:** Provide sufficient detail that Committee members are clear about how you will be conducting your project including a timeline.

**F. Method for Evaluating the Outcome of the Project:** Articulate the criteria that will be used to evaluate the success/completion of the project, and how you will demonstrate and communicate these outcomes.