SRCR Education and Training Support (SETS) Grant Application

To apply for a SETS Grant, the Applicant must complete the following application form, and submit it **as a PDF**, along with all supporting documentation, to the Secretariat on Responsible Conduct of Research by email (secretariat@srcr-scrr.gc.ca), at least four months prior to the start of the activity.

Applications will be considered final upon submission and will be evaluated based solely on the information provided at that time. Applications without appropriate supporting documentation will not move forward in the competition process.

Principal Applicant Information

Name and position:	
Affiliation:	
Phone:	**Email:**
CIHR administers the Tri-Agency SETS Grant program; therefore, a CIHR PIN is required. *(If you do not have a CIHR PIN, please follow the instructions to register with CIHR and create a PIN.)* **CIHR PIN:**	
Signature:	
Date:	

Name of association/entity on behalf of which the Principal Applicant is submitting this application (*if applicable*):

Authorized Official at Administering Institution*

Name and position **This must be an individual distinct from the Principal Applicant*	
Affiliation:	
Is the institution eligible to administer Agency funds? **(see CIHR, NSERC and SSHRC)**	**Yes** ☐ **No** ☐
Phone:	**Email:**
Signature:	
Date:	

Section 1. The Proposed Activity

1. Abstract (*maximum 1,600 characters*):

2. Type of educational activity (check all that apply)

☐ Workshop ☐ Conference ☐ Other (please provide details below)

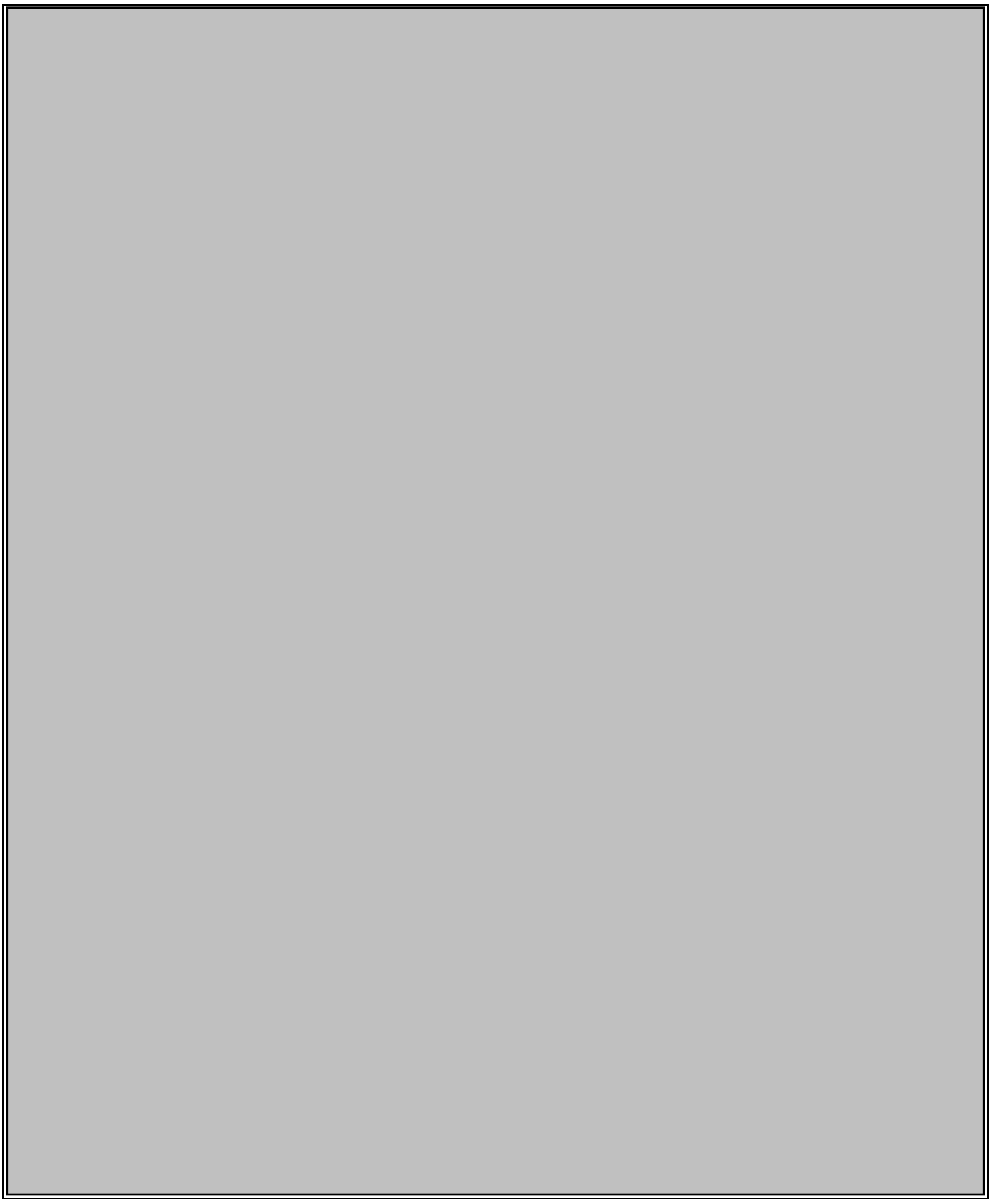
3. Title of the activity

4. Date(s) of the activity

5. Description of the activity (*maximum 3,000 characters*)

Describe the activity, location, duration, and language in which the activity will be offered.

ATTACHMENT REQUIRED: Draft agenda or timeline for the activity



6. Relevance of the activity to the objective of the SETS Grant program

a) Describe the expected outcomes and how they will be achieved (*maximum 1,800 characters*).

b) Describe how the activity will promote research ethics and/or the responsible conduct of research in accordance with the TCPS and/or the RCR Framework* (*maximum 1,800 characters*).
**Ensure that there is a clear link to the TCPS and/or RCR Framework (e.g., indicate specific articles/sections of the policies or related themes)*

Section 2. Impact of the Activity

1. **Target audience for the activity (*maximum 1,800 characters*)**
   Describe the target audience (e.g., number of attendees, disciplines involved, level of experience with research ethics and/or RCR, geographical coverage of the activity) and, if applicable, provide a list of participating institutions, organizations, and/or communities.



2. **Accessibility and inclusivity of the activity (*maximum 1,800 characters*)**
   Describe the steps taken to make the activity accessible and inclusive (e.g., offering sessions in both official languages, adopting a hybrid approach, etc.). Where unilingual activities are proposed, provide a justification.



3. Promotion of the activity (*maximum 1,800 characters*)

Describe how the activity will be promoted and communicated to the target audience.

4. Evaluation (*maximum 1,800 characters*)

Describe how the activity will be evaluated and how the evaluation will be used.

5. Dissemination (*maximum 1,800 characters*)

Describe the plan for making the content, information, or results of the activity available to the relevant communities and, if applicable, broader audience.

Section 3. Knowledge and Experience

1. Activity contributors (*including Principal Applicant*)

Complete the table below to:

a) Clearly describe the roles and responsibilities of each contributor (e.g., leaders, staff, planners, etc.) in the planning and delivery of the activity.

b) Explain how the experience and expertise of each contributor involved in the activity can ensure its success (e.g., concrete examples of their experience in holding or running similar activities).

Full Name of Contributor	**Affiliation/Institution**	**Roles & Responsibilities**	**Experience & Expertise / Example(s)**

2. Activity speakers (*if applicable*)

Complete the table below to:

a) Clearly indicate all speakers for the activity, including confirmed and potential speakers.

b) Explain how their experience and expertise will contribute to the content and material of the activity.

Full Name of Speaker	**Affiliation/Institution**	**Experience & Expertise / Example(s)**

Section 4. Feasibility of the Activity

1. **Overall budget for the activity: $**
2. **Total grant funds requested in this SETS Grant application: $**
3. **If applicable, indicate other sources of financial and in-kind support for the activity.**

4. **Describe the steps that have been taken to reduce the cost of the activity.**

5. **Details of the requested budget**
   Complete the table below with the details of the requested budget.
   Ensure that:
   a) All budget items are eligible following the *Tri-Agency Guide on Financial Administration*;
   b) A justification is provided for each budget item (i.e., indicate why each item is required);
   c) Supporting documentation for each budget item listed is submitted with this application*.

ATTACHMENT(S) REQUIRED: Supporting documentation includes quotes/cost estimates from organizations or vendors that will provide the required goods and services – including food, accommodation, travel, technical support, rentals, translation costs, etc. If any proposed honoraria align with institutional policies, a copy of the relevant policy must be provided.

**Attachments must be clearly labelled, numbered, and referenced within the application. The attachment number must be referenced in the relevant budget line it supports.*

Budget Item & Description	**Supporting Documentation Provided (Appendix # in attachments)**	**Justification**	**Cost**
EXAMPLE *Catering (breakfast for 25 participants)*	***EXAMPLE*** *Appendix 1: Catering quote from ABC Catering*	***EXAMPLE*** *As the conference starts at 8:00a.m., breakfast is needed. Catering ABC provides healthy options and is the most economical.*	***EXAMPLE*** *$1,000*
		Total requested amount:	

Note: Where honoraria or salaries are being offered, clearly indicate if the person is an employee of the institution and clarify whether the work being requested of them in this activity is or is not already within the scope of their job description.

Applicant Checklist

Please complete the following checklist to ensure that you have included all required elements of the application before submitting your application package to the Secretariat at secretariat@srcr-scrr.gc.ca.

	Yes
Activity date is at least four (4) months away.	◯
All required signatures are included on pages 1 & 2.	◯
I confirm that this application package is complete, and that I have attached and clearly identified all the required supporting documentation.	◯
I understand that the application and supporting documentation will be evaluated as submitted.	◯
I confirm that all budget items listed are eligible expenses and align with the requirements of the *Tri-Agency Guide on Financial Administration*.	◯
I understand that if successful, my name, the title of my application, the administering institution, and the amount funded will be posted on the SETS Grant program website.	◯