



SRCR Education and Training Support (SETS) Grant Application Form

To apply for a SETS Grant, applicants must complete this application form, and submit it, by email to the Secretariat on Responsible Conduct of Research at secretariat@srcr-scrs.gc.ca, along with all supporting documentation.

Principal Applicant Information

Name and position

Affiliation (must be with an institution eligible to administer Agency funds)

Phone

Email

Mailing address (street, city, province, postal code)

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

Signature

Date

Authorized Official at Institution Paid (must be with an institution eligible to administer Agency funds)

Name

Institution

Phone

Email

Signature

Date

Total funds requested



Section 1: The Proposed Event

Type of education and/or training event (check all that apply)

- Workshop Conference Seminar Webinar
- Other (please provide details below)

Focus of the event (check all that apply)

- TCPS RCR Framework

A short title that best describes the event (Titles of successful applications will be posted)

Goals and objectives of the event



Relevance of the event to the objectives of the SETS Grant Program

Briefly describe the expected outcomes of the proposed event, and how it will advance and promote understanding of the TCPS and/or the RCR Framework.

Event plan

Briefly describe the event, its scheduled dates, location, duration, target audience, language in which sessions are offered, and research disciplines involved. Provide a draft agenda as an attachment to your application.



Section 2: Impact of the Event

Target audience for the event

Briefly describe the target audience (e.g. number of attendees, level of experience with research ethics and/or RCR) and, if applicable, provide a list of participating institutions, organizations and/or communities. Briefly describe the steps taken to be inclusive (e.g. offering sessions in both official languages).

Promotion of the event

Briefly describe how the event will be promoted and communicated to the target audience. Attach a communication plan, where available.



Evaluation

Describe how the event will be evaluated, and how the evaluation results will be shared (e.g. with the Secretariat, with attendees, and more broadly).

Dissemination

Briefly describe the plan for making the content or information/results of the event available to the relevant communities.



Section 4. Knowledge and Experience in Managing the Event

Event leaders/planners/contributors/staff

Briefly describe the role of each key contributor to the planning and delivery of the event, including their relevant experience and expertise.

Additional material to include in support of the SETS Grant application

Examples of supporting documentation to include with the application: agenda for the proposed event; quotes/price estimates from organizations that will provide services for the event; communication plan.