

APPLICATION FOR RESEARCH GRANT TOP-UP (OCTOBER ROUND ONLY)

This form is to be used exclusively for “grant top-ups” in the October round of grant applications for faculty who have already received funding from King’s in the previous March. If faculty are not applying for a “top-up” (i.e. they did not apply or receive a grant in the March round of applications), then they should use the normal research grants application form (RGA) rather than this form.

Applicants should read the King’s University College Guidelines for Research Grants before completing this form.

Applicants must submit this form electronically with the on-line submission available on the Research Grant Committee page. This includes:

An on-line submission of a completed RGA TOP-UP form and all the necessary accompanying files through the Research Grants Committee page, located on the Faculty Extranet.

Surname _____

First Name _____

Title/Position _____

email address: _____

Department/School _____

Names of co-investigators (if applicable) _____

Short descriptive title of Grant allocated in March _____

Total amount received in March: _____

I have read and agree ()
to abide by the Guidelines for Research Grants, including the submission of a Report to the Research Grants Committee on the progress of the project undertaken on a Research Grant Report (RGR) form. The recipient shall submit the Report no later than March 15th of the next fiscal year, or the first business day thereafter.

1. Budget Summary

Please identify “additional expenditures” to be covered with the proposed top-up (to a maximum of **\$4,000** for each academic year). Please link the budget items to the description of proposed additional research given in Section 2 below. Be certain to include particulars such as the duties of a research assistant, details of transportation and nature of equipment or supplies.

Description

Personnel costs
Transportation and subsistence
Professional/technical/ services/contracts
Equipment/ office supplies
Other (please specify)
Total grant requested (exclusive of funds granted in the March round)

2. Description of Proposed Research

Please provide details on why the additional funds are required. This should not exceed the space provided.

I will send a copy of this form via email to my Department Chair/Director (or designate).