APPLICATION INSTRUCTIONS

Investigators and lab affiliations
Provide the names and roles of all principal investigators, co-investigators, and consultants, along with their contact information, and affiliations (lab and departmental). The investigator team must have at least two postdocs who are members of different BMI-affiliated labs. At least one of the represented labs must be supervised by a BMI core member and the postdoc affiliated with this lab must be identified as (one of) the principal investigator(s). Graduate students who are affiliated with the BMI and postdocs/graduate students who are not affiliated with the BMI may be named as co-investigators on the application.

Research Question
Concisely state the research question(s) of the proposed research project, in 30 words or less and include a proposal title.

Research Proposal
Clearly explain the relevant background literature, the proposed project objectives, the methodology to be used, and the anticipated outcomes. Any references should be cited in full at the end of this section and would be excluded from the word count restriction of 1000 words.

Equipment and space requirements
Briefly describe all equipment and space needed complete the project. Along with the equipment identified in the Budget section, applications should include any equipment and space needs that are pre-approved in writing by the appropriate BMI lab supervisors and administrators. Please note: all equipment purchased with internal funds becomes the property of Western University.

Project Timeline
Outline the timeline for completion of the project. The project must be feasible to complete within the funding period. At minimum, the timeline should include anticipated dates for receiving ethics approval, completing necessary setup and/or pilot testing, completing data collection, and completing data analysis. The project timeline may also include plans for dissemination.

Budget
Provide an itemized budget for the project. The budget envelope may include any research-related costs associated with the project and must not exceed $5,000. Examples of eligible expenses would be participant recruitment, participant payment, necessary printing, and costs related to the use of equipment. Requests for participant payment should detail the rate of payment and number of participants requested.

Please note: researcher salaries, travel, conferences, and costly equipment purchases such as computer laptops/desktops are not normally supported by this grant. All requests for an exception should be well-justified. Quotes must be provided for any equipment requests exceeding $500.

Additional Information
This section may include additional investigator team members, budget items and so forth.
Signatures
Insert a signature for each investigator identified on the application. Alternatively, scan the signed signature page and email it as a separate attachment (see submitting application form instructions below).

Submitting Application Form
Completed applications must be printed as a PDF (or saved with data), before submitting. To submit, click on the Submit by Email button in the upper right corner on the first page of the application form. Then select how you will be sending your email (default or webmail). In the body of the email, type your comments. In addition to the data form that is automatically attached, you must attach a pdf version of your application (whether printed or saved).

Please Note: Data entered in the fillable application form can be saved in Adobe Acrobat Pro only. Acrobat Reader will only allow you to enter data, print and submit.

ADJUDICATION PROCESS

Submission Deadline
Applications should be submitted to bmiwestern@uwo.ca by 4:30 pm on December 4, 2017.

Review Committee
All applications will be adjudicated by a committee appointed by the BMI Steering Committee in consultation with the BMI postdoctoral representative. This committee, comprised of at least three postdocs, will provide funding recommendations to the BMI Steering Committee for approval before award results are released.

Notice of Decisions
Projects will be evaluated on the basis of scientific merit and feasibility. The number of grants funded will depend on the requested budgets and recommendations following review. Projects may be funded in full or in part. Applicants will be notified of the outcome of their application by January 31, 2018.

Funding Period
The grant period is for one year from February 1st 2018 to January 31st 2019.

Award Conditions
All research proposals involving ethics (human subjects), animal subjects or biohazardous materials must be approved by the appropriate Western certification review committee.

Successful applicants will be required to submit a brief end-of-study report to bmiwestern@uwo.ca and present their project at a BMI coffee talk session shortly after the grant period ends.