“Petro-Canada is a Canadian oil and gas company with international interests. We create value by responsibly developing energy resources and providing world class petroleum products and services.”

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PETRO-CANADA YOUNG INNOVATOR AWARDS FOR WESTERN AND ROBARTS WESTERN INTERNAL GRANT COMPETITIONS - FUNDED BY PETRO-CANADA

PROGRAM SPECIFIC GUIDELINES

1. OVERVIEW for WESTERN’s and ROBARTS’ Petro-Canada Young Innovator Awards

Western’s Petro-Canada Young Innovator Award
This program recognizes, promotes and supports the work of new faculty researchers whose work is particularly innovative, impacts positively on the learning environment in the department in which they study, and has the potential to be of significance to society at large. The program is intended to help attract and retain bright young minds at Canadian Universities, colleges and major research institutes and to help young researchers launch their scholarly careers and enable them to carry their research forward.

The competition is held at Western once per year with an award of $12,000. The winner will receive the designation of Petro-Canada Young Innovator for the period of the grant.

ROBARTS’ Petro-Canada Young Innovator Award
This program recognizes, promotes and supports the work of new researchers, including post-doctoral fellows, who work in a laboratory at Robarts Research Institute. The researcher’s work must be particularly innovative, impacting positively on the learning environment at Robarts Research Institute, and has the potential to be of significance to society at large.

The competition is held at Western once per year with an award of $6,000. The winner will receive the designation of Petro-Canada Young Innovator from Robarts Research Institute for the period of the grant.

2. ADJUDICATION
Applications will be adjudicated by a committee appointed by the Vice-President, Research in consultation with Research Development & Services. The committee will include faculty from various disciplines and may include external peer review by a qualified expert in the research area. In locations where Petro-Canada has a significant business presence and can provide a representative, the company may elect to have a staff member on the selection committee. The University will advise Petro-Canada, in writing, of the selection decisions as soon as they are made. Petro-Canada will receive a copy of the winner’s abstract.
3. ELIGIBILITY

Researchers, from the date of their initial offer of appointment at a university up to their 8th year on faculty, may apply (accumulative and not solely from initial appointment date at Western).

**Specific to WESTERN Award**

This award is offered to full-time faculty members from any discipline that are within 8 years of their initial appointment at a university (accumulative and not solely from initial appointment date at Western), and who currently hold an eligible research appointment at Western. Postdoctoral fellows are not eligible to apply to the Western Petro-Canada Young Innovator Award. This award is offered to full-time faculty members from any discipline, and who hold an eligible research appointment. (See [www.petro-canada.ca](http://www.petro-canada.ca) for more information about the company.)

**Specific to ROBARTS Award**

- This award is offered to full-time faculty members (with an eligible research appointment and within 8 years of their initial appointment to a university) or current postdoctoral fellows, who work in a laboratory at Robarts Research Institute. Where the applicant is a postdoctoral fellow, the application and ROLA Proposal must: 1) be completed by the appropriate Robarts Director or Principal Investigator (PI), and 2) identify the postdoctoral fellow applying.

*Please note that postdoctoral fellows are not eligible to apply to the Western Petro-Canada Innovator Award.*

4. SUBMISSION

Principal Investigators must submit a ROLA (Research On-line Administration) proposal to the appropriate grant (whether WESTERN or ROBARTS). To complete a ROLA Proposal, go to: [http://www.uwo.ca/research/rds/ROLA/ROLAFrameset.html](http://www.uwo.ca/research/rds/ROLA/ROLAFrameset.html) and select the appropriate competition under PETRO CANADA YOUNG INNOVATOR AWARD subtitle.

An online application form must also be submitted and can be found on the program website. The same application form can be used to apply to either the Western or Robarts award. Once the online application form has been submitted, it will be uploaded to the ROLA proposal indicated in the application form for Chair and Dean signature approval.

All applications must include a Letter of Support from the Dean of Associate Dean of Research of the candidate’s faculty, or Director for Robarts applicants, which can be emailed separately to internalgrants@uwo.ca.

Applications must be submitted to RD&S by 4:30 pm on the deadline date. Submission deadlines are posted on the RD&S website. If the deadline falls on a weekend or statutory holiday, the deadline will be extended to 4:30 pm on the next working day following the weekend or holiday. It is the responsibility of the researcher to ensure that all conditions are met and that the application is complete and submitted to RD&S by the required date. **Late or incomplete applications will not be accepted.**

5. ETHICS, ANIMALS & BIOHAZARDS

All research proposals involving ethics (human subjects), animal subjects or biohazardous materials must be approved by the appropriate Western certification review committee. Applicants must indicate whether they require approval for the use of human or animal subjects or biohazardous materials under the Certifications tab of their ROLA proposal. If awarded, funds will be encumbered and the work may not commence until appropriate approvals are officially confirmed in ROLA. For more information on the certification approval process, please visit the relevant Ethics, Animal Use or Bio Hazard websites.

6. FREQUENCY OF APPLICATION

The award is not intended to sustain multi-year research. While it is generally one-time only, a recipient could receive an award in a subsequent year under special circumstances and providing that the project
is uniquely innovative to warrant further funding.
7. PROJECT TIME PERIOD
Grants will be available for a period of up to one year from the starting date. Upon termination of an award, any unspent balance will revert to the common fund. Extensions may be granted in special circumstances upon written request to RD&S at internalgrants@uwo.ca. Extension requests must disclose the assigned research grant number, an explanation to why funds could not be spent within the grant period, a budget justification on how remaining funds would be used and the length of extension required (1 year maximum).

8. RECOGNITION AND REPORTING
The award recipient must submit a final report to RD&S outlining how funds were spent and the status of his/her research, including how the project enriched the learning environment and contributed to a specific area of society or society at large. This report must be issued within 3 months of project completion and will be forwarded on to Petro-Canada. If the researcher’s work is particularly relevant to Petro-Canada, the company may wish to continue communications with the award recipient regarding his/her work. Applicants must agree to the publication of the award and their project work. Petro-Canada will be acknowledged in any publication which results from work supported by the award. The recipient will be known as the Petro-Canada Young Innovator.

9. RESTRICTED/UNRESTRICTED FUNDS
For each award, an account will be set up as an “unrestricted research account”. Investigators are expected to expend the funds in the manner proposed in the original request.

10. BUDGET
10.1 Budget Justification
An adequate budget justification is required in each application. To avoid arbitrary decisions on the appropriate level of funding, detailed explanations of costs must be provided.

10.2 Personnel
Western will be the employer of any staff hired using project funds; therefore researchers must pay appropriate wages and include benefits at established rates. To find current benefit charge rates, see Source Deduction Rates on the HR Services webpage.

The employment category for “research assistants/associates” has the widest flexibility in pay levels and is the most difficult in which to determine appropriate levels. Colleagues, your department, or Human Resources can be a good source of information.

The budget justification must include a description of the duties of the personnel requested, the required qualifications, and an explanation as to why the position is necessary to the project. Workload should be shown to justify the amount of time the person will be employed on the project.

10.3 Travel Expenses
Travel must comply with Western policies and regulations and will cover travel and subsistence costs only. For students participating in site visits and travelling, travel and subsistence only may be included (no salaries).

10.3.1 Fieldwork travel
For fieldwork, average cost per trip and number of trips should be estimated as closely as possible and explained.

10.3.2 Air and train fare & car rental
Applicants are required to provide written quotes for air and train fares and car rental and are expected to use the most economical means of transportation and to take advantage of seat sales and travel discounts whenever possible. (Written quotes are not required for travel to Toronto or Ottawa) The website Expedia (http://www.expedia.ca/) is a good source for fare
10.3.3 Mileage
Mileage costs must be calculated using established Western rates.

10.4 Meals and Accommodation
Under "meals and accommodation" in the budget, applicants should provide their best estimate of the cost of subsistence for the period of travel. The maximum daily rate will be $125 (Canadian) and the maximum period allowed will be 14 days. Detailed information as to destination and length of stay are required in the budget. Hotel quotes are not required. Original receipts will be required when travel claims are processed. Per diems are not permitted, as per University policy.

10.5 Equipment
All equipment purchased with internal grant funds becomes the property of the University of Western Ontario. Written quotes, or advertisements giving prices, must accompany the application.

10.5.1 Computing Equipment & Software
The committee will entertain requests for computers and related equipment and software; however, the request must be necessary for the conduct of the research activity described in the application and not for general word processing. The committee encourages applicants to request support from their Dean or Chair to help offset these costs before they apply to these competitions. Requests to supplement or match departmental or decanal contributions, rather than fully fund the costs, are encouraged.

10.6 Supplies and Services
Whenever appropriate, numbers of units and unit costs should be explained. Quotes from suppliers should be provided for purchased services, e.g., computing or equipment repairs.

10.7 Funds to Attend Conferences
In general, requests for funds to attend conferences will not be accepted. This prohibition includes travel costs, subsistence, registration fees, and costs associated with the preparation of the presentation.

11. QUESTIONS
This competition is administered by Research Development & Services, Room 5150, Support Services Building. (T: 519-661-211 ext. 84500, Email: internalgrants@uwo.ca).