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**Carbon Solutions @ Western University**

**Proposal for Research Activity**

**Project Title**:       (brief)

**Western Project Leader:**       (name, department)

**External Partner(s) (required):** (list the partners here)

**External Contact(s):**  (project champion at External Partner(s); name and email)

1. **Description of Research Project Scope. (600 words max)**

Include the following key points:

* Purpose of the research project. **Please speak to both scholarly purpose as well as partner(s) identified needs/goals for this project.**
* Innovative and novel project elements
* High-level summary of the deliverables and how they would impact the reduction of greenhouse gas emissions

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1. **Outcome(s)/Project Impact(s) (300 words max)**

* Articulate the value proposition for the external partner(s) expected from the project(s) including environmental, economic and societal benefits
* How will the team track and measure success?

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1. **Team Composition (if applicable) (300 words max)**
   * Discuss team member responsibilities
   * Please describe how equity and diversity were considered as part of team composition including for leadership, partners, collaborators and HQP. Please include at least one concrete practice that was used to support equity and diversity and at least one practice that will be used to enhance engagement and inclusion of diverse team members.

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1. **Knowledge Exchange Plan (200 words max)**

* Please detail your knowledge exchange plan for how data/results will be broadly shared and with whom. Include a timeline, details on outputs and who will be involved. Link back to your outcomes/impact.

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1. **Intellectual Property (IP) Elements (if applicable)**

* List any Western Background IP that will be used in the performance of the Project
* List any Corporate Partner Background IP that will be used in the performance of the Project
* Describe emergent IP that is anticipated as an outcome of the Project

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1. **Description of Project Deliverables**

Include the following key points:

* Describe deliverables and relationship to the expected Outcomes (Section B).
* Itemize the deliverables (insert additional rows if needed).

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| Deliverable | Description | Outcome(s) | Responsible team member(s) | Expected start/end dates |
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**OVERALL PROJECT COMPLETION DATE:**

1. **Budget: provide a cost estimate**

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| --- | --- | --- |
| **COST CATEGORY** | **AMOUNT** | **SOURCE** |
| Personnel | $ |  |
| Materials/Equipment | $ |  |
| Supplies | $ |  |
| EDI related costs | $ |  |
| Knowledge exchange costs | $ |  |
| Other costs | $ |  |
|  | **$ 0.00** |  |

1. **Budget Justification (300 words max)**

For each Cost Category in the table above, provide a brief breakdown of the requirements related to the project plan, unit costs, and other relevant information. Examples:

* “Personnel: Two Master Students ($20k/year, each for 1 year) are required – one performs experiments for Deliverable D1 and one to write code for Deliverable D2. Total $40k.”
* “Equipment: five devices @ $1k/device for measuring methane. Total $5k.”

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1. **Curriculum Vitae (CV) (max 3 pages):** Attach an abbreviated Biosketch or CV for the lead PI only. You may use an abbreviated version of an existing CCV or Biosketch. Applicants should include a paragraph to describe how they have contributed to promotion of EDI within their area/institution/research ecosystem.
2. **Conflict of Interest Declaration**

Researchers are required to fully declare any interest (Financial or otherwise) they have in any of the partners named in the proposal. In some cases, there may be less than arm’s length relationship among partners which will be reviewed on a case-by-case basis.