

RESEARCH FUNDING GUIDELINES

Purpose of the Special Olympics Canada (SOC) Funding Project

The purpose of the research program of Special Olympics Canada is to promote and support research activities that enhance athlete development, athlete performance, health, coaching development and/or other areas of focus as identified in the Special Olympics Canada Strategic Plan.

Note: Special Olympic Canada is keen to reduce the burden on our athletes as subjects of research. As such during the review process the burden on the Special Olympics community will be considered within and across project deliverables and process. Special Olympics Canada will support a range of projects/activities that use different methodological approaches that do not involve interview and surveys (eg. Observational research, document analysis, systemic and scoping reviews, secondary analysis of pre-existing data and using publicly available administrative data). In addition, Special Olympics Canada encourages all projects to focus on knowledge mobilization and making research more available and useable for our stakeholders.

Eligibility

Applications are accepted from investigators who have a demonstrated record of research and are affiliated with an institution that offers support for researchers.

Maximum Award

Applicants may request up to \$25,000.00.

Application Timeline

Deadline for project submission	February 22 nd , 2023
Announcement of results	March 2023

Where to Submit Your Grant Application

E-mail: tdavies@specialolympics.ca

Criteria for the Award

Applications are judged according to the following criteria. The applicant must address these explicitly in the proposal.

Quality and merit of proposal

- Demonstrates the project is Special Olympics oriented research.
- The applicant's competence in the formulation and justification of the research and the corresponding work-plan.
- A systematic, logical narrative that demonstrates the researcher's familiarity with the field of study.
- Essential aspects of the proposal include: an outline of the theoretical framework, the methodology to be used, data collection, the mode of analysis to be employed, a work-plan/timeline, budget and proposed communication of the results.
- Identify a knowledge translation or mobilization plan emphasizing the relevance to SOC stakeholders.
- Description of the project plan will be in clear, lay terms that are free from technical jargon.

Restrictions

SOC funds will generally not be approved for the following:

- Administrative staff salaries, office overhead and other recurring operating costs (office rent, office supplies and equipment, computer equipment purchase/repair).
- Construction of permanent structures and/or capital investments.
- Membership dues.

General Conditions

- Research grant funds can be used only for the project and purposes described in the application, subject to any special conditions given in the Notice of Award or the SOC Research Committee's correspondence.
- Researcher must observe all policies and procedures relevant to the institution that hosts the research project including, but not limited to, Intellectual Property, Integrity in Scholarly Activity, Employment of Family/Relatives, Ethics for Human Study, Animal Care, Biosafety etc.
- Evidence must be provided that the project will receive or is in the review process for ethics approval at the host institution.
- Results of the research shall be communicated in an appropriate form: conference, presentations, publications, and other media. SOC must be acknowledged on all documents, material and statements emanating from funded research.
- Awards may be terminated with or without notice if general conditions are not observed.
- Preference will be given to students or research being conducted at Canadian Universities or work sites.
- SOC reserves the right to circulate and make public the final report and summary documents to stakeholders

Matching Funds

Any funds that are available to match with those awarded by SOC should be listed including the amount and the source of the funds.

Reporting Requirements for successful applicants

- A final report must be submitted to Special Olympics Canada upon completion of the project.
- Provide Special Olympics Canada a SIRC Knowledge Nugget upon completion of the project(guidance and "how to" will be provided).*
- An infographic will be submitted to Special Olympics Canada summarizing key results and findings from completed research*

*This will be embargoed until research has been published

Payment Timelines

- Special Olympics Canada will release 75% of the available funds upon announcement of successful recipients and the remaining 25% upon completion of the project.

Application Overview

Title: Provide a short, descriptive title of the research

Investigators: Name of principal and co-investigator and institutional affiliations
Announcement of previous application and/or funding from SOC

Signatures: A signing authority of the host institution (Chair, Dean, Director or CEO) is required as indication of the support of the host institution. A signature from the Director/CEO of the relevant SO Chapter (if applicable) is required as indication of the support of the local organization of Special Olympics.

Keywords: List up to 10 key words that describe the proposed research.

Project summary: In 250 words or less describe your proposed research in summary form. Describe the significance of the study to the development of Special Olympics Canada athletes and/or coaches.

Mission: How is the proposed research in line with the mission of Special Olympics Canada?

Project detailed description: In 4 pages or less, using a font size no smaller than 12 on 8 1/2 x 11 paper with a one-inch margin, provide a detailed description of the project.

- Rationale
 - Objectives
 - Method
 - Theoretical Framework
 - Analysis
 - Communication of results
 - Role/Involvement of Special Olympics Canada
- Attachments** (not included in the 4-page project description)
- Work-plan/Timeline
 - Budget
 - Budget Justification
 - Consent forms
 - Questionnaire (where applicable)
 - Personal information: CV of applicant(s)

Impact: How will the proposed research benefit SO athletes in the short term following the project delivery? What is the potential benefit in the long term?

Knowledge Translation Plan: Provide an outline of your proposed knowledge transfer plan inclusive of target audience(s) and relevance.

Submission: Please submit electronic copy of completed application to Tom Davies, tdavies@specialolympics.ca

**SPECIAL OLYMPICS CANADA RESEARCH GRANT
FUNDING APPLICATION FORM**

Project Title	
Project Location	
Principal Investigator	
Affiliation	
Address	
Phone Number	
Email Address	
Co-Investigators	
Address	
Phone Number	
Fax Number	
Email Address	
Co-Investigators	
Address	
Phone Number	
Fax Number	
Email Address	
Previous Applications:	
Have any investigators listed above received research funding from Special Olympics in the past?	
If yes please identify year and project title	

Please attach;

- List of 10 key words that describe the proposed research
- Project Summary (250 Words)
- How research is in line with the mission of Special Olympics Canada
- Project Description and Implementation (1-4 pages, as outlined in Guidelines)
- Proposed Impact
- Knowledge Translation Plan

DETAILED BUDGET

Item	Unit Cost	Number of Units	Total Cost
Total Personnel Cost			
Student Salaries & Benefits - undergraduate			
Student Salaries & Benefits - graduate			
Non-Student Salaries & Benefits			
Travel			
Canada Travel			
Professional/Technical Services			
Disposable Equipment			
Computer Software			
Other Supplies/Materials			
Other Expenses			
Total Proposed Expenditures			

REVENUE/MATCHING FUNDS (IF ANY)

Participant	Revenue Type	Committed Amount

Number of Total pages:

	Signatures
Principal Investigator	
Name	
Co-Investigator	
Name(s)	
Signing authority for home institution	
Name	
Position	