# Inlight Research Development Grant Application Template

## Template Instructions

**Please note:**

* Word counts specified within each section must be adhered to
* Only include figures, references and hyperlinks as part of the outlined appendices

**Application**

* Complete all sections as presented in this template – any additional sections, figures, references, hyperlinks or blocks of text will be removed
* Only expand boxes as necessary to fit the permitted word count
* Font selection:
	+ Use a minimum 12-point standard font in black type (for example Arial, Times New Roman). Do not use condensed fonts.
		- You may use other font sizes for text in tables, charts, figures, graphs and legends only, as long as it is legible when the page is viewed at 100%.
	+ Use a minimum of single line spacing
		- Do not use narrow line spacing.
	+ Use normal/standard character spacing. Do not use condensed character spacing.
* The following additional appendices are recommended – no other appendices will be shared with adjudicators:
	+ Appendix I – List of References/Knowledge mobilization products
	+ Appendix II – Figures

**Submission**

* **Please use the following naming convention for the file**
	+ YOURLASTNAME\_2023 Inlight Research Development Application

## Application Overview

**Principal Applicant:**

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| University of Toronto Division and Department/Institute (if applicable) |  |
| University of Toronto campus | **□** Mississauga □ Scarborough □ St. George |
| Signature |  |

**Unit Head Signature:** Please secure unit head signatures for the primary budgetary appointment for the nominated Principal Applicant. This should either be a) Associate Dean Research or b) Faculty Dean, and confirms eligibility to apply as a Principal Investigator.

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| Unit Head Name |  |
| Unit Head Signature |  |

**Title of research project (max 25 words):**

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**Lay summary of research project (max 150 words):** Provide a 150-word lay summary for your research project. Note that if funded, this lay summary will be used for reporting and communications purposes.

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**Program Stream to which applying:**

[ ]  Stream 1: Early-stage research

[ ]  Stream 2: Planning and partnership development

[ ]  Stream 3: Knowledge synthesis

**Table of co-Applicants and Collaborators (add lines as needed):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **UofT Student** | **Organisation****(if UofT, include Division, department/institute and campus affiliation)** | **Role in the project and anticipated contribution(s) (max 50 words)** |
| *Co-applicants:* |
|  |  | * + - * **Yes**

[ ] **Yes**[ ] **No** |  | **Knowledge user?**[ ] **Yes**[ ] **No** |
| *Collaborators:* |
|  |  | * + - * **Yes**

[ ] **Yes**[ ] **No** |  | **Knowledge user?**[ ] **Yes**[ ] **No** |

## Application

**Outline of research project (max 1500 words):** share background/rationale, objectives, design and methodology, and feasibility of achieving the project outcomes, including describing how the skills of the inter-disciplinary team members relate to the planned activities (ie, mental health expertise etc.). If the research activity relates to or is supplementary to an existing funded project, please indicate which are new activities.

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**If the proposed project relates to an existing program of research, please indicate the current status of the overall research project?** (pick one of the following options):

* Ethics application in progress (in preparation or under review)
* Received research ethics approval and preparing to begin research activity
* Research activity underway, eg, recruiting and data collection
* Data analysis
* Knowledge translation (e.g. manuscript preparation, presentations, knowledge translation product development)
* Other (please describe below)

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**Strategic alignment and impact (max 250 words):** Describe how the research project aligns with and advances Inlight’s [vision](https://smhr.utoronto.ca/our-vision/#:~:text=scalable%20research%20innovations.-,Vision,-Enhance%20student%20mental), [mission](https://smhr.utoronto.ca/our-vision/#:~:text=OUR%20VISION-,Mission,-We%20will%20improve) and [guiding principles](https://smhr.utoronto.ca/our-vision/#:~:text=and%20community%20partners.-,Guiding%20Principles,-Students%20as%20collaborators), and the anticipated impact in post-secondary student mental health

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**Student engagement plan** **(max 250 words):** Describe how students will be involved as collaborators through the research and knowledge mobilization.

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**Equity, diversity, inclusion, accessibility and Indigeneity (max 250 words)**: Describe how EDIAI considerations will be incorporated through all steps of the research and knowledge mobilization.

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**Budget and Justification (max 500 words):** Please outline and justify the budget line items associated with the planned activities.

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**Appendix I – List of references/Knowledge Mobilization Products**

* *List the references supporting your project outline (eg, academic or grey literature publications, reports, webpages) – where these are available online, hyperlinks should be provided*

**Appendix II – Figures**

* *Include* ***a timeline of key deliverables/milestones*** *as part of this appendix, and a single page of other relevant figures can also be provided*