This **Notice of Intent (NOI)** is to notify Humber’s Office of Research & Innovation (ORI) of your interest in applying for a College and Community Social Innovation Fund (CCSIF) grant <https://www.nserc-crsng.gc.ca/Professors-Professeurs/RPP-PP/CCSIF-ICC/index_eng.asp>

ORI will convene a review panel to ensure that your research aligns with the CCSIF criteria and will shortlist up to five NOIs (the maximum allowable submissions to NSERC each year). If selected, ORI will help you strengthen your proposal through a series of workshops to support you in building your application.

**If you require support with completing this form, please contact Manivannan Kannan, Project Analyst, Office of Research & Innovation at Manivannan.Kannan@humber.ca**

**Please send your completed form to Manivannan Kannan at** **Manivannan.Kannan@humber.ca** **by Wednesday, June 21, 2023**

**1. Proposed Project Title:**

**2. Project participants:**

List all faculty and staff involved in the proposal (Primary & Co-investigator[s]). Please add more rows as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Department/ Faculty | Academic Credentials/ Certifications | Role on the project (Primary Investigator/Co-Investigator) | Have you managed a college research grant? (Yes/No) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3. Supporting Organizations:**

**Partner organization[s]**: (*please add more rows in the chart below as needed*)

* Eligible Partner[s] include Canadian organizations from the public, private, and/or not-for-profit sectors.
* Partner organization(s) must provide contributions (cash and/or in-kind) that support and relate to the activities of the project. Organizations must participate meaningfully in the project and demonstrate their level of involvement in their letter of support.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organization [s] name | Name of the Signing authority | Title of the signing authority | Estimated Cash Contributions | Estimated In-Kind Contributions |
|  |  |  |  |  |
|  |  |  |  |  |

**Collaborator[s]:** (*please add more rows in the chart below as needed*)

* Key individuals from partner organizations who will contribute to the research project can be part of the research team as collaborators and must bring their organization’s resources to the project.
* Authorized contacts for each partner organization will receive an invitation to the Application Portal (Convergence) to complete their organization profile, contributions and supporting document (letter of support) sections.

|  |  |  |
| --- | --- | --- |
| Name | Title | Academic credentials/ certifications |
|  |  |  |
|  |  |  |

**4. Project Overview:**

* *Provide a brief overview of the project by answering the questions listed below. A few paragraphs (2 – 3) for each response is sufficient.*
* *Please feel free to use point form notes for each of your responses in the space below each question.*
* *The goal is to begin to share your emerging vision for this project that will form the foundation of your application.*

**A) Project Topic and Importance**

Please briefly describe:

* + What social challenge/issue will this project address? Why is this an important area of focus?
	+ How will this project benefit a community (please specify which community), partner organizations involved, and Humber College?
	+ What is this project’s guiding research question(s)?
	+ Please list a few (2 to 3) key objectives of this proposal.

**What methodology will you use for this project? (Check all that apply)**

[ ]  Pre/post-quantitative measures

[ ]  Qualitative measures (e.g., interviews, focus groups, etc.)

[ ]  Participant Action Research

[ ]  Integrated knowledge translation

[ ]  Co-creation / co-development

[ ]  Usability/user experience

[ ]  Other

**Please briefly explain your methodology.**

**B) Community and Partner Organization Engagement**

Please briefly describe:

* + What is the anticipated social innovation outcome? (e.g., new program, service, community manual, policy, etc.)
	+ How will you engage the target population in co-creating the social innovation outcome?
	+ How will the social innovation described above be used and sustained by the partner organization and community?
	+ How will the partner organization(s) be actively involved throughout the project?
	+ How will you share the outcomes and knowledge gained from the project during the term of the grant (with the community you are working with, other researchers, other community organizations locally, regionally, and nationally, etc.)?

**C) Budget**

The total grant amount available is a maximum of $120,000/year x 3 years.

* + If successful, what key areas of your project will you allocate this funding towards? *(e.g., student researchers, community engagement, knowledge dissemination, etc.)*

**D) Research Team**

* + Briefly describe the expertise/experience of the Primary Investigator(s), Co-Investigator(s), and Collaborator(s), that will ensure the successful implementation of the project.
	+ How many students will be recruited over the term of the project, and from which Faculties / Departments?
	+ How will you train and mentor/coach students throughout the project?
	+ What concrete actions will be taken for equity, diversity, and inclusion (EDI)-based approaches in this research project?

**E) Activity Schedule:**

Outline in brief point form notes the key activities that will take place over the course of the 3-year project.

* ***Year 1*** *typically focuses on planning and preparation; gathering baseline data collection; co-creating a community innovation with partners and end users of the innovation; and engaging with other local/regional organizations with interests in your research topic via knowledge mobilization activities.*
* ***Year 2*** *typically focuses on continued co-creation of the community innovation; implementing and gathering data on the impact of the co-created community innovation at partner(s) sites; and mobilizing knowledge of preliminary findings with other organizations with interests in your research topic locally/regionally.*
* ***Year 3*** *typically focuses on analysing data; refining the community innovation based on the research findings; mobilizing knowledge at a regional or national level; and supporting the sustainability of the innovation.*

|  |  |
| --- | --- |
| Key activities | Anticipated Start / End Dates |
| Year 1 |  |
|  |  |
|  |  |
| Year 2 |  |
|  |  |
|  |  |
| Year 3 |  |
|  |  |
|  |  |

**5. Academic Department Support:**

|  |  |
| --- | --- |
| Project Director/ Primary Applicant (Name and Title) |  |
| Status (full-time, part-time, partial load, sessional) |  |
| Email address |  |
| Department/Division |  |
| Academic Manager (Name and Title)  |  |

**6. Dean/Associate Dean Consent:**

I [Insert Dean/Associate Dean Name] have read and understood this Notice of Intent, and I support the faculty/staff member in developing a proposal. I understand that the faculty/staff member will need time to attend workshops and develop the proposal over the Fall. If the proposal is successful, I understand that there will be a budget in the application to pay for part-faculty or course release for full-time faculty. I agree to support the proposal by providing:

* Course release for the full-time faculty member: \_\_\_\_ course releases over \_\_\_\_ years
* Time for the part-time faculty member \_\_\_\_ hours.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_