# Internal International Project Grants

**Global Community Service Fund Call for Proposals (CFP) follows**

The University of Saskatchewan Internal International Project Grants are an initiative of, and funded by the **International Blueprint for Action 2025:**

<https://www.usask.ca/ipa/documents/international-blueprint.pdf>

In 2015, Canada and all other United Nations Member States, committed to implementing the 2030 Agenda for Sustainable Development, which set 17 Sustainable Development Goals (SDGs) to eliminate poverty, protect the planet and ensure prosperity by the year 2030. **All Project Grants must demonstrate how their proposed project will advance the UN SDGs and work toward achieving the 2030 Agenda** ([link](https://sustainabledevelopment.un.org/sdgs)).

|  |  |
| --- | --- |
| **Global Innovation Fund:**  **New Partnership Grant** | Stimulates **original and** **innovative new research collaborations to address global challenges**. |
| **International Research Partnership Fund:**  **Existing Partnership Grant** | Strengthens **research collaborations with existing partners to address global challenges**. Funding supports ongoing joint activities with existing strategic partners and helps to leverage external funding. |
| **Global Community Service Fund:**  **Existing or New Partnership Grant** | Supports **existing or new collaborations and engagement with communities to improve welfare, quality of life, and community service** with and for communities around the world.  Projects must demonstrate how the proposal will lead to at least one of the following: greater capacity building, stronger partnerships with the developing world, gender equality, and/or increased indigenous engagement. |

**Global Community Service Fund**

**- New Partnership Grant**

**- Existing Partnership Grant**

**Call for Proposals**

Application Deadline – December 5, 2023

1. **Objectives:**

The University of Saskatchewan (USask) is resolved to acquiring and sharing knowledge in the service of society, and becoming distinguished as a globally influential and engaged academic institution. A strong bond between the University of Saskatchewan and society is vital and beneficial to both: societal benefits from the application of knowledge derived by our university and our university benefits by the experiential learning and connections that come from generating and utilizing this knowledge and bringing it back to the learning environment.

The University of Saskatchewan is committed to diversity, inclusion, and equity in the workplace and believes that our workforce should reflect the diversity of our students and community. The university is actively taking steps to achieve a representative workforce where everyone feels a sense of belonging, including women, members of a visible minority/racialized group, Indigenous persons, persons with disabilities, persons of any sexual orientation, gender identity, or gender expression, and any others who contribute to the diversification of ideas and perspectives.

The **Global Community Service Fund** aims to:

* Support **new and existing collaborations** with international stakeholders and communities to address global challenges. **Engage with communities to improve welfare and quality of life**. The fund will support collaborations to share and build our knowledge, skills, tools and technologies with communities around the world;
* Contribute to at least one of the following: **greater capacity building, stronger partnerships with the developing world, gender equality, and increased indigenous engagement.** Benefit to society and growth of global citizenship should be made evident in the proposal;
* Uplift projects proposing global community development solutions to advance the **United Nations' Sustainable Development Goals (UN SDGs).**
* Applications involving **Equity, Diversity and Inclusion (EDI),** and collaboration with partners from **low- and middle-income countries (LMIC)** that have a high potential for positive impact in the global south are preferred.
* Support University of Saskatchewan research and development in the [Signature Areas of Research.](https://vpresearch.usask.ca/initiatives/signature-areas-of-research.php)

1. **Funding Amount and Streams:**

2.1 There are two funding streams for the Global Community Service Fund:

* New Partnership Grant – up to $20,000 CAD available to support project initiation on a topic of mutual interest and concern with a new international partner.
* Existing Partnership Grant – up to $20,000 CAD available to support ongoing joint activities with existing international partners to leverage external funding opportunities. [[1]](#footnote-2)
  1. The Global Community Service Fund provides up to two (2) years of funding, with the possibility of extension in circumstances such as COVID-19 and travel restrictions. Budget requests must be reasonable and justified.
  2. Total funds available: $60,000[[2]](#footnote-3)
  3. Number of projects expected to be funded: 3-4 projects in total.

1. **Eligibility:**
   1. Projects must be led by tenured or tenure-track faculty members at the USask and be co-led by a faculty member at an accredited international institution or community partner;
   2. USask faculty members with term appointments, students, postdoctoral fellows, research associates, adjunct professors, and visiting faculty members are NOT eligible to be project leads but can be co-investigators or collaborators;
   3. Full-time faculty members of St. Thomas More College may apply for Global Community Service Fund through their USask affiliation. In the case where St. Thomas More College faculty members do not hold a cross-appointment at USask, the applications can be deemed eligible if the proposed activities involve USask faculty, staff and/or students and demonstrate significant benefits to USask;
   4. Other Canadian institutions may participate in consortia but must cover the research and travel expenses incurred by their faculty, staff, and students;
   5. Projects must demonstrate a genuine collaboration and avenues for mutual learning between the USask and the partnering international organizations and community leaders;
   6. Evidence of opportunities for members of the USask research community to develop cross-cultural relationships and intellectual growth through the engagement with communities and organizations is required;
   7. Contribution to strengthening the capacity and ties with partner organizations and community partners must be clearly demonstrated.
2. **Other Project Conditions:**
   1. Project co-leads at the USask and a partner institution are required to develop an application collaboratively. The USask lead will submit the finalized application, which must be academically approved in UnivRS no later than **December 5, 2023 at 4:00 PM CST**.
   2. No expenditures exceeding the amount of the grant approved for each project will be reimbursed.
   3. This Fund covers direct costs of research, scholarly, and artistic work, including materials and supplies, partnership development, and knowledge mobilization. Project-related international airfare (economy), airport taxes, visas, medical insurance, vaccination, ground transportation, local accommodation, and per-diems for meals can also be covered by this fund.
   4. Up to 20% of the awarded amount can be allocated to a service contract to the international co-lead at the partner institution. Sufficient justification must be outlined in the budget or a written notification must be sent to the International Office in advance.

The USask lead must work with their college/school Strategic Business Advisor (SBA)/HR and ConnectionPoint to manage the amount going to the international co-lead at the partner institution.

* 1. **This fund does not cover:** Institutional Costs of Research (indirect costs/overhead); subcontract costs or honoraria payment for any project applicants.
  2. This grant is not meant to support students’ full degree training; however, it can cover costs to hire student trainee(s) or other research staff to carry out part of the project activities.

To assist in estimating a total cost for research staff and trainees, including associated required benefits in relation to collective agreements and mandatory employer costs (CPP, EI, WCB, vacation pay, statutory holiday pay), please visit the **Research Proposal Development (Pre-Award) Salary and Compensation Budget Guide**: <https://wiki.usask.ca/display/public/CPKB/Research+Proposal+Development+%28Pre-Award%29+Salary+and+Compensation+Budget+Guide>

* 1. The grants offered by the USask must align with the USask travel expense guidelines and per diem rates: <https://wiki.usask.ca/display/public/CPKB/Travel+Expense+Guidelines>

If you are traveling to a foreign country other than the United States, the university uses the foreign per diem rates as published by the [National Joint Council of Canada (NJCC)](https://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng). The university uses the commercial accommodation (C) rate for the given city.

**For Example:** If the project lead is travelling to Mexico City for one week as proposed in their application, the individual can expense per diem meals using ‘C-Day 1-30 – Mexico City’ as outlined in the NJCC, as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Breakfast: $34.25 | Lunch: $50.80 | Dinner: $65.60 | Total: $150.65 |

$150.65 x 7 day = **$1,054.55 CAD per diem total**

\*Use ‘Other’ city if the location is not listed. For example, ‘C-Day 1-30 Mexico Other’ would be Breakfast: $27.40; Lunch: $40.64 and Dinner: $52

* 1. The project duration is two (2) years, with possibility of extension for circumstances such as COVID-19 and travel restrictions. The earliest start date of the project can be February 15, 2024, and all activities and financial transactions, including submission of final narrative and financial reports, must be completed by February 15 , 2026.
  2. Budget requests must be reasonable and justified. The adjudication committee reserves the right to work with applicants to make adjustments to the project activity and financial plan.
  3. International collaborative teams that obtain external funding receive more favorable consideration in the adjudication process.
  4. Applicants who currently hold or have completed previous internal International Project Grants (Global Community Service Fund, Global Innovation Fund, or International Research Partnership Fund) must demonstrate how this proposal is different and/or evolved.
  5. Two-way travel is encouraged. The USask project lead is required to spend at least one week at the partner institution to allow for substantive partnership development to take place.
  6. Proposals must demonstrate how the project will be scaled up and sustained past the completion date. Applicants should leverage local systems for efficiencies and engage community stakeholders to increase the likelihood of being able to scale the project.
  7. Successful applicants will be obligated to participate in a short Project Management Orientation Meeting delivered by the International Office or send the appropriate designate to represent them prior to receiving the funding.
  8. Successful applicants will be obligated to either (a) present as a speaker/panelist at the USask’s annual People Around the World Conference (PAW)[[3]](#footnote-4); or (b) lead a Global Signature Workshop[[4]](#footnote-5) of at least 2 hours in duration, or (c) deliver/initiate a presentation at a knowledge sharing event organized by the International Office or their home unit.
  9. An interim progress update must be submitted to the International Office at [international.office@usask.ca](mailto:international.office@usask.ca) no later than **February 1 , 2025.** Final narrative and financial statements must be submitted to the International Office at [international.office@usask.ca](mailto:international.office@usask.ca) no later than **March 1, 2026.** The International Office will provide reporting templates.
  10. Successful Applicants will be expected to develop a strong knowledge mobilization plan integrated throughout the project. Recipients are also expected to contribute and support USask outreach efforts, including institutional symposia and workshops, social media and web-based communications.

**Special Considerations:**

* 1. Preference will be given to applications addressing: (1) Equity, Diversity and Inclusion (EDI)[[5]](#footnote-6); **or**, (2) collaboration with partners from low- and middle-income countries (LMIC) that have high potential for positive impact in the global south.

(3) All proposals must demonstrate how the project will support development of community-based solutions to advance the United Nations SDGs.

1. **Selection Criteria:**

The adjudication committee will use the criteria outlined below to assess proposals. Each criterion is weighted, noted in bold as a percentage.

* **Merit of proposed activities and anticipated outcomes (40%)**

Proposed project must be clearly presented. Demonstrates high potential for meaningful global community engagement, greater capacity building, stronger partnerships in the developing world, gender equality, and/or increased indigenous engagement. Proposal demonstrates genuine collaboration for mutual learning and cross-cultural partnerships with communities and institutions. Projects must be truly international in scope, for example, international partners are major players (not just an "add-on"), and the proposed program will have high international impact.

* **Implementation of project activities and quality of team (35%)**

Feasibility, timeline, milestones, budget, quality and experience of team and community partner involvement, other sources of funding, expertise and complementarity. Proposed projects should extend beyond the benefit of an individual researcher or research team.

* **Scale and Sustainability (15%)**

Strengthening of synergy between the collaborating scholars and demonstration of scale and sustainability of the international partnerships. Demonstration of scale and sustainability through project activities, selected institutional or community partners (for example, local organizations, ministries, NGOs, etc.), and proposed outcomes.

* **Special considerations (10%)**

Proposal addresses special considerations: Equity Diversity and Inclusion[[6]](#footnote-7); OR, Low or Middle Income Countries (LMICs). All proposals must address development of global community service solutions that advance the United Nations SDGs.

\*Special consideration categories will be weighted at 10 points.

1. **Evaluation and Selection Committee:**
   1. An internal adjudication committee will be formed to review all complete, eligible proposals received by the published deadline.
   2. The adjudication committee will be made up of representatives from the Office of the Vice-President Research and various colleges. All applicants will be notified of funding decisions.
2. **Application Submission Instructions:**
   1. The finalized application must be submitted and academically approved in [UnivRS](https://univrsapp.usask.ca/converis/secure/client/login) (see detailed instructions below) **by December 5, 2023 at 4:00 PM CST**.
   2. **Submitting your application in UnivRS:**
      1. For details on how to create and submit your internal application in UnivRS, please review the following instructions: <https://jira.usask.ca/servicedesk/customer/kb/view/1476395462;jsessionid=9FAB88E7F0AB5E8F67FECC5170182186?q=How+do+I+create+and+submit+a+project+application+in+UnivRS%3F>
      2. **UnivRS Project Application data to be entered:**

**Type of Project Application:** Internally Funded

**Key Information, Title:** Title of the project grant application

**Key Information, Start/End Dates:** February 15, 2024 – February 15, 2026

**Key Information, Agencies:** Office of the Vice-President Research (OVPR) / Office of the President / University of Saskatchewan

**Key Information, Agency Program:** Global Community Service Fund

**Applicants:** USask lead/PI and all USask Co-Investigators listed on your application form (Section 4.0 Research Team) must be included in your UnivRS submission, in the ‘Applicants’ section/tab.

\*All other data must be entered similarly to standard UnivRS project applications. Please refer to the link above listed in 7.2.1 for further details.

* + 1. The UnivRS submission must include the application form and all required supporting documentation as a **single PDF, using Times New Roman, 12 pt. font** uploaded to the ‘Final Project Documents’ section of your UnivRS application.
  1. **Application Deadline: December 5, 2023, by 4:00 PM CST.** The application must be submitted and academically approved in UnivRS by the deadline. Incomplete applications will not be accepted.

1. **Additional Resources:**

[Tools for navigating changing geopolitical realities](https://www.univcan.ca/tools-for-navigating-changing-geopolitical-realities/)

[Safeguarding Your Research](https://www.ic.gc.ca/eic/site/063.nsf/eng/h_97955.html)

[Government of Canada Travel Advisories](https://travel.gc.ca/travelling/advisories)

**Questions/Comments:** Please direct any questions to the International Research Team at [international.office@usask.ca](mailto:international.office@usask.ca)

**Global Community Service Fund**

**Application Form**

1. **Title:**

**\***Please use the same title in your UnivRS project application under *Key Information, Title.*

1. **Project term dates**

Start date:

Completion date:

\*Please note the earliest project start date can be February 15, 2024 and the project must be completed on or before February 15, 2026.

1. **Please indicate which funding stream you are applying to:**

There are two eligible streams for the Global Community Service Fund:

New Partnership Grant – up to $20,000 CAD available to support project initiation on a topic of mutual interest and concern with a new international partner;

Existing Partnership Grant – up to $20,000 CAD available to support ongoing joint activities with existing international partners to leverage external funding opportunities.

1. **Research Team** *(add additional rows as needed)*:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name** | **Position** | **Academic unit** | **Email address** | As a researcher on this project team, I agree to my role and responsibilities proposed in this application  (**YES / NO**)  \* USask lead/PI and **all** USask Co-Investigators must be included in your UnivRS submission, in the ‘Applicants’ section/tab. |
| **USask lead** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Co-lead at a foreign institution** |  |  |  |  |  |
| **Co-investigator at USask** |  |  |  |  |  |
| **Co-investigator at a foreign institution** |  |  |  |  |  |

1. **Project Description**

\*At the end of each section, please indicate word count.

1. **Project Abstract:** Provide a lay summary of the proposal for a non-expert audience (please note the lay summary of successful applications may be posted on the USask website and used by the International Office to publicize the Global Community Service Fund sponsored projects).

(maximum 200 words; word count: \_\_\_\_)

1. **Partnership History:** Provide a brief description of the history or initiation of the community or institutional partnership.

(maximum 250 words; word count:\_\_\_ )

1. **Project Objectives and Approach(es):** List the objectives of the proposed community service work and collaboration. Describe literature gap(s) and justify methodological approaches, including specific procedures and activities.

(maximum 800 words; word count: \_\_\_\_)

1. **Project Collaboration team:** Indicate the key areas of expertise and roles of the core team members and describe the involvement of members of the community and other organizations in the development and implementation of the project.

Applicants must address Option 1. EDI **or** Option 2. LMIC, as follows:

**Option 1:** Explain how equity, diversity and inclusion have been considered in the team composition and team cultural practice. Applicants are encouraged to refer to the USask OVPR RASI EDI resources [here](https://vpresearch.usask.ca/rasi/resource-hub/edi-equity-diversity-inclusion.php), as well as Canada’s Ttri-Aagency guidance on considering EDI in your application [here](https://www.nserc-crsng.gc.ca/_doc/EDI/Guide_for_Applicants_EN.pdf).

**Option 2:** Explain how the collaboration team with partners from low- and middle-income countries (LMIC) will have high potential for positive impact in the Global South.

(maximum 750 words; word amount: \_\_\_\_)

1. **Training:** Describe the training, mentoring, and learning strategies to support Highly Qualified Personnel.

Applicants must address Option 1. EDI **or** Option 2. LMIC, as follows:

**Option 1:** Explain how equity, diversity and inclusion are considered in the training plan (Applicants are encouraged to refer the USask OVPR RASI EDI resources [here](https://vpresearch.usask.ca/rasi/resource-hub/edi-equity-diversity-inclusion.php), as well as Canada’s Tri-Agency guidance on incorporating EDI in your training plan, [here](https://www.nserc-crsng.gc.ca/_doc/alliance/EDI-TrainingPlan_e.pdf)).

**Option 2:** Explain how training with partners from low- and middle-income countries (LMIC) will have high potential for positive impact in the Global South.

(maximum 500 words; word count:\_\_\_\_)

1. **Project Significance and Need:** Describe the need for the project, stating the significance to the community.

(maximum 250 words; word count:\_\_\_\_)

1. **Knowledge Mobilization Plan:** Identify academic and non-academic audiences interested in the proposed research/scholarly/artistic work and describe your strategies to ensure the project results are used by them. Include a description of your training, mentoring, and learning strategies to support mutual learning, societal impact and reciprocal exchange.

(maximum 500 words; word count: \_\_\_\_)

1. **Anticipated Funding:** List external funding applications anticipated as a result of this grant/collaboration.

(maximum 250 words; word count: \_\_\_\_)

1. **SDG Relevance:** Describe how the proposed project will seek and develop community-based solutions that advance the United Nations SDGs, including the targets and indicators of the 2030 agenda.

(maximum 300 words; word count: \_\_\_\_)

1. **Scale and Sustainability:** Describe how the proposed project will enhance or initiate the partnership between the USask and international partners. How will it be scaled up and sustained past the completion date of this project. Applicants should leverage local systems for efficiencies and engage community/government/private sector stakeholders, to increase the likelihood of being able to scale it up.

(maximum 300 words; word count: )

1. **Have you been previously awarded or currently holding an internal International Project Grant** (Global Community Service Fund, Global Innovation Fund or International Research Partnership Fund)? YES / NO

If YES, describe how this proposal is different and/or evolved from the previously funded international project grant

(maximum 300 words; word count:\_\_\_\_)

1. **Activity Plan:** Please complete the table belowand indicate milestones / core activities with dates and duration (add or remove rows as needed).

|  |  |
| --- | --- |
| **Milestone** | **Dates/Duration (months)** |
| **Milestone 1:** |  |
|  |  |
|  |  |
| **Milestone 2:** |  |
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| **Milestone 3:** |  |
|  |  |
|  |  |

**7. Budget Summary** *(add additional rows as needed):*

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity /Expense** | **Cost ($)** | **Funding requested from this Fund ($)** | **Funding from other sources (indicate the amount, source, and status (confirmed/pending))** |
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| **TOTAL COST** |  |  |  |

\*The grants offered by the USask must align with the USask travel expense guidelines and per diem rates. (<https://wiki.usask.ca/display/public/CPKB/Travel+Expense+Guidelines>)

**\*Cash/in-kind contributions/cost-share is not a requirement of the Global Community Service Fund.** However, if you do choose to include cost-share contributions, confirmation must be provided by the partner or internal USask unit in writing, which should be included in the application supporting documentation.

**Budget Justification** (please include detailed notes in this section or provide an extra 1 page budget justification.)

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**8.** **SUPPORTING DOCUMENTATION:**

**Curriculum Vitae**

Attach a **CV or biography (maximum four pages)** for each of the **project co-leads**. Include only recent activities, i.e., within the last five years). Demonstrate the impact of research outcomes (i.e., student supervision, publications, project and extension services, etc.). CVs/biographies that exceed four pages in length will not be accepted.

**Signed letter of support on letterhead****from the international partner organization**.

**A completed and signed** [***Conflict of Interest (COI) Disclosure form***](https://internationaloffice.usask.ca/conflict-of-interest.php)*.*This COI form must be completed by the USask lead applicant:<https://internationaloffice.usask.ca/conflict-of-interest.php>

**A completed and signed** [***consent to use of image/recording form***](https://usaskca1.sharepoint.com/sites/Communications/Shared%20Documents/Forms/documents.aspx?id=%2Fsites%2FCommunications%2FShared%20Documents%2FForm%2Dphoto%2Drelease%2Epdf&parent=%2Fsites%2FCommunications%2FShared%20Documents)**.** This form must be completed by the USask lead applicant. If awarded, and future photos/images of other project team members are used, it is the responsibility of the USask lead to obtain signed forms from photographed individuals.

\*This consent form will only be retained for successful applicants. Forms from unsuccessful applications will be destroyed by the International Office.

1. Applications must demonstrate why the international co-lead would be considered a new or existing international partner.

   **Please note:** An existing international partner is an in international co-lead with whom the USask lead has previously held a grant, conducted a project/production/exhibit/trial with, or co-authored a publication with (excludes mega co-publications, more than 20 authors). A new international partner is an international co-lead with whom the USask lead has never engaged in these abovementioned activities with. [↑](#footnote-ref-2)
2. This is an internal opportunity, which is a form of seed funding and can be competitive, with small(er) amount of funds available. Please keep this in mind when developing your budget. [↑](#footnote-ref-3)
3. USask hosts an annual People Around the World (PAW) conference, an initiative of the International Blueprint for Action ([link](https://www.usask.ca/ipa/documents/international-blueprint.pdf)). The event aims to advance the university's global research, sustainable partnerships, and collaborative project internationalization efforts with partners worldwide. [↑](#footnote-ref-4)
4. Global Signature Workshops are an aim of the USask International Blueprint for Action 2025. These workshops facilitate sharing knowledge and technologies, the results of international projects, and lessons learned between faculty and research trainees. The workshop will engage USask and international partner teams to address how to meet global challenges. [↑](#footnote-ref-5)
5. USask Office of the Vice-President Research (OVPR), Research Acceleration and Strategic Initiatives (RASI) EDI Resources: <https://vpresearch.usask.ca/rasi/resource-hub/edi-equity-diversity-inclusion.php> [↑](#footnote-ref-6)
6. USask Office of the Vice-President Research (OVPR), Research Acceleration and Strategic Initiatives (RASI) EDI Resources: https://vpresearch.usask.ca/rasi/resource-hub/edi-equity-diversity-inclusion.php [↑](#footnote-ref-7)