**Stage Two: Full Research Proposal - Application Form**

**Research Initiatives Program**

Note: 16 – 18 double spaced pages maximum (excluding the cover page, references, appendices and CV).

**Contact Information**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All Investigators: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposal Introduction**

Please include a brief introduction that includes the following:

* A brief description of the study including the research question(s), issues or problem and how these will be addressed in the study.
* The relevance and benefits to Newfoundland and Labrador Workplaces and fit with WorkplaceNL’s priority topic(s) or mandate.
* Steps to transfer research findings to end users.
* Funding amount requested.
* Duration of the study.

**Scope and Research Objectives**

What is the research question? Clearly specify the research objectives of the proposed research and provide a rationale for each of the research objectives. Explain the problem to be solved and how the proposed research will address it.

**Literature Review**

Provide a critical review of the existing research, as well as knowledge and literature for the proposed area of research. Include an analysis of the relative strengths, weaknesses, limitations and gaps in knowledge relative to the proposed area of research.

**Relevance and Significance of the Research**

Explain how the proposed research would be different from previous and on-going studies identified in the literature review. Include the problems that the proposed research will address including any gaps in knowledge, policy, programs or practices.

Describe the project’s purpose and relevance as it relates to WorkplaceNL’s mandate including the anticipated benefits to Newfoundland and Labrador’s workplaces and stakeholders.

**Research Plan and Methodology**

Provide a clear explanation of the theoretical/conceptual framework guiding the research with the minimum requirements:

* Rationale for selection of the theoretical framework.
* Research methodology: what methods will be used and why are they appropriate? Explain how the research will be conducted.
* Sample information: description, estimated size, who the participants will be and how are they selected, when and where the study will be done. Clearly detail who will be recruiting participants and obtaining consent, and the procedures for doing this.
* Include your approach to data collection and analysis. Identify data sources and software. What material or instruments will be used to collect data? Indicate if quantitative or qualitative methods of analysis are planned.
* Indicate if there are any ethical considerations.
* Outline the timelines and deliverables in a table format. Include key activities and the person responsible, with start date and end dates.

**Project Budget**

Please provide a description and justification of each budget item and include a table outlining budget categories.

**Knowledge Transfer**

Identify the products, methods and key user groups or potential audiences that would be interested in your research findings. Include whether you plan to publish your findings and in which publications, as well as how you will enable the usability and transferability of your research findings. Clear language format is required for final reports, training materials and resources used for non-academic audiences. WorkplaceNL also requires permission to post final reports, PowerPoint presentation with notes, and a 2-3-page executive summary that focusses on findings as opposed to methodology.

**Non-Scientific Summary**

Include a brief non-scientific summary describing the project issue, the project objectives, and the expected impact of your findings that WorkplaceNL could use for release to a wider audience (i.e., posted on WorkplaceNL.ca).

**Potential Barriers**

Are there any challenges you foresee to completing this project in the proposed time period? If so, please describe them and your plan to mitigate them.

**Qualifications, Relevant Experience, and Roles of the Research Team**

Please outline research team information and attach CVs (please add rows if necessary).

|  |  |
| --- | --- |
| **Research Team Information** | |
| Name |  |
| Position Title |  |
| Organization |  |
| Department |  |
| Address |  |
| Telephone |  |
| Email |  |
|  | |
| Name |  |
| Position Title |  |
| Organization |  |
| Department |  |
| Address |  |
| Telephone |  |
| Email |  |
|  | |
| Name |  |
| Position Title |  |
| Organization |  |
| Department |  |
| Address |  |
| Telephone |  |
| Email |  |
| **Financial Officer Information** | |
| Name |  |
| Position Title |  |
| Organization |  |
| Address |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| **Research Proposal Signatures** | |
| **Principal Applicant** | |
| Name |  |
| Position Title |  |
| Organization |  |
| Address |  |
| Telephone |  |
| Email |  |
| Date |  |
| Signature |  |
| **Co-applicant**  **(if applicable)** | |
| Name |  |
| Position Title |  |
| Organization |  |
| Address |  |
| Telephone |  |
| Email |  |
| Date |  |
| Signature |  |

**Attachments**

Please include a reference list of source material and any further documentation that may be required.

**Submissions**

Research proposals should be emailed to [research@workplacenl.ca](mailto:research@workplacenl.ca).