



Co-operative Education Research Grant

Submission Guidelines

**The 2012 Grant is sponsored by:
Centre for the Advancement of Co-operative Education
University of Waterloo (WatCACE)**

CONTENTS

CONTENTS	2
OVERVIEW	3
Type of Grant	3
Eligibility	3
Grant Amount	3
Research Priorities	3
CRITERIA AND REQUIREMENTS	4
Evaluation Criteria	4
Submission Requirements	4
Cover Document	4
Narrative of the Research Project	5
Addenda	5
Applicant and Recipient Responsibilities	5
Applicants	5
Recipients	5
DEADLINE AND CONTACT INFORMATION	6
Submission Deadline	6
Send Proposal To:	6
Questions or Comments	6

OVERVIEW

The Canadian Association for Co-operative Education (CAFCE) seeks to foster research activity that will advance and enhance co-operative education across Canada. Research will strengthen the development of co-operative education as a learning model, stimulate professional discourse, and help build bridges between co-op practitioners and the academic research community.

As part of this mandate CAFCE established the Co-operative Education Research Grant in 2006. By establishing this grant, CAFCE is better able to:

- Identify, promote, and support co-operative education research activity
- Connect practitioners' needs to potential research opportunities
- Link co-operative education researchers both in Canada and internationally
- Mentor those conducting co-operative education research projects and inspire others to consider such projects

Type of Grant

The CAFCE Co-operative Education Research Grant will be presented:

- Based on quality and feasibility of proposal submissions
- In support of proposed research that is not funded by any other grant
- As financial support and recognition

Eligibility

Both members and non-members of CAFCE are eligible to apply. Projects must not be funded by other granting sources. Preference will be given to proposals that have already been reviewed and accepted by their relevant ethics review boards as well as to projects that investigate new questions and directions.

Grant Amount

The grant is for \$5,000 to be awarded to one recipient. Grant recipients will receive the grant in two halves to encourage completion of the research project as well as dissemination of the results. As such, half the amount will be granted immediately and the final half once the researcher(s) present their findings at a CAFCE Conference or AGM, and publish.

Research Priorities

The CAFCE Co-operative Education Recognition Grant will be presented to research that helps to strengthen the development of Canadian co-operative education. Priority will be given to studies that provide a deeper understanding of what engages, enacts, and enriches students, faculty, employers, and staff as well as studies that make reference to and address the significance of findings to the Canadian context.

CRITERIA AND REQUIREMENTS

Evaluation Criteria

The following criteria will be used to evaluate all proposals submitted. As such, it is advisable that applicants address each of the criteria in their submission.

- Relevancy of topic to stated priorities and contribution of research to field 30%
- Clarity of research purpose and objectives 10%
- Appropriateness of design 10%
- Originality and creativity 10%
- Qualification of researcher(s) 10%
- Adequacy of budget 10%
- Plan for dissemination of results 10%
- Overall quality of the research proposal 10%

Submission Requirements

In order to be considered for the CAFCE Co-operative Education Research Grant, applicants must submit a proposal that includes a cover document and a narrative of the research project.

Cover Document

The cover document, not to exceed 5 pages (12 point font, single spaced) must include:

1. Title of research
2. Brief abstract (100 words)
3. Name(s) of principle researcher(s)
4. Name of university, organization of individual submitting the proposal
5. Address, phone fax and e-mail
6. Statement of qualifications of the researcher(s)
7. Projected timetable
8. Plan for dissemination of results
9. Budget plan¹

¹**Note:** As part of the budget plan, a description on how the funds will be spent must be included. The following information may prove helpful:

Examples of allowable budget expenses include personnel (clerical support, student assistance, etc.), postage, printing, photocopying, travel for conference presentation, telephone and fax costs, and office supplies. Items must be directly related to achieving the research project.

Examples of non-allowable budget expenses include salary for the researcher, indirect institutional expenses, institutional overhead, permanent equipment and capital purchases.

Narrative of the Research Project

The narrative of the research project, not to exceed 5 pages (12 point font, single spaced), must include:

1. **Statement of the problem.** Purpose and objectives of the research should be clearly stated including research questions or hypotheses to be tested.
2. **Relevance of the research.** Applicants should articulate how the research will meet the stated priorities, and contribute to the broad field of co-operative education and, where possible, its relationship to co-operative education in Canada
3. **Background information.** Include a review of the relevant research and literature.
4. **Research methodology.** Applicants should describe how the data for the project will be collected and provide a timetable for data collection. Any research instruments to be used should be explained and, if possible, a sample attached. Methods for data analysis should be explained.

Addenda

The submission should also include:

1. Reference List (one page)
2. Appendices (not to exceed 10 pages)

Applicant and Recipient Responsibilities

Applicants

Applicants are required to submit a complete research proposal demonstrating that the project is in keeping with the Association's research priorities, closely follow the submission criteria, and submit on time (via e-mail). In general, applicants must clearly demonstrate that the research project is appropriate, ethical, and feasible.

Recipients

Sign research grant agreement: Grant recipients are required to sign an agreement where they agree to meet the Association's expectations. The expectations include adhering to the deadline of completing the research and disseminating the results at a conference, and in a juried journal within two years. In general, the purpose of the document is to ensure the Association's expectations are clear and therefore, helpful to recipients in understanding and meeting the Association's expectations.

Fax the signed agreement back to the CAFCE Research Committee Chair: Grant recipients are required to sign and fax the grant agreement to the CAFCE Research Committee Chair and retain a copy for themselves.

Fulfill research objective and disseminate results: Grant recipients must complete their research and present their findings at a CAFCE Conference or AGM, and publish within a two-year timeframe.

DEADLINE AND CONTACT INFORMATION

Submission Deadline

The CAFCE Co-operative Education Research Grant is an annual award. The deadline for proposal submissions is the last Friday in March each year.

2012 – Friday, March 30

2013 – Friday, March 29

Send Proposals to

Co-Chairs: Charlene Marion and Peter Rans at researchchair@cafce.ca

Questions or Comments

For questions, comments or additional information please contact Charlene Marion and Peter Rans at researchchair@cafce.ca