

**Budget Summary:** Attach a separate document that indicates the breakdown of all requested funds (rounded to the nearest dollar) and label it as: “Attachment B – Budget Summary”.

**Budget Justification:** Applicants must attach a detailed budget, fully justifying all items requested as supplies, expenses and salaries. Please attach to the application as “Attachment C – Budget Justification”.

**A. Supplies and Expenses:** Include expenses for materials (for example: photocopying and printing) and research and/or meeting travel. Expenses will not be paid for conference travel, rent, telephone, Internet, etc.

**B. Salaries and Wages:** Graduate students, research assistants (RAs), technical and professional assistants are eligible to receive salary support from a grant as long as they are not listed as team members (*Principal Applicant may not receive salary support from the grant*). Postdoctoral fellows/trainees who are listed as team members may receive support from the grant. The following also applies:

- Any person holding an academic rank equivalent to Lecturer (who is drawing a salary from the Institution), Assistant Professor, or higher who is already drawing a salary, but who is considered to be a professional assistant, advisor or research associate, are not eligible to receive salary support from a grant;
- Employees of the federal or provincial governments and investigators based outside of Canada are not eligible to receive salary support from a grant, and
- Annual increments should not be included.

List all members of the proposed team for whom support is sought. Give appropriate details regarding their specific qualifications, duties and proposed salaries or stipends. If an individual is to be supported on a part-time basis, indicate the amount of time to be spent on this work.

**C. Yearly Total Requested:** Please indicate the yearly totals requested in each year in the space provided.

**Name of Financial Officer:** Provide the name and address of the financial officer who will be responsible for the administration of this research grant and to whom all correspondence about the accounting should be sent.

**Other Funding Sources:** List chronologically all grants currently being applied for, applications pending, applications about to be submitted and all grants received, for the current research proposal. This should include all applications for support for the Principal Applicant and each Team member(s). An additional page can be attached to the proposal if required. Please label as “Attachment C – Other Funding”. All travel under these grants will be required to follow Canadian Aboriginal AIDS Network (CAAN) travel policies and rates.

## **PRINCIPAL APPLICANT INFORMATION**

**Name of Principal Applicant:** The Principal Applicant must be based in Canada and acts as the primary contact for the proposed research team. AIDS Service Organization (ASO) staff, staff at community-based organizations, Graduate students, postdoctoral fellows, research associates and technical support staff are eligible to be a Principal Applicant.

## **TEAM MEMBERS INFORMATION:**

**Name of Team members:** Provide the names, addresses and affiliations along with a brief (100 word) bio of up to three (3) Team members included in the proposal. Please note that each person named on the proposal as a Team members must provide a signature (electronic signatures are acceptable) to acknowledge that they are aware of, and agree to contribute to the completion of this research project. AIDS Service Organization (ASO) staff, staff at community-based organizations, Graduate students, postdoctoral fellows, research associates and technical support staff are eligible to be listed as Team Members on this grant. Technical support staff, and/or investigators based outside of Canada are not eligible.

Individuals designated as Team members are **not** eligible to receive salary support from a grant, except in the case of technical and professional assistants, graduate students and post-doctoral fellows/trainees, who may receive salary from the grant.

**Curriculum Vitae (CV)** Attach a Curriculum Vitae (CV) for the Principal Applicant/s and all Team Members. Each CV should be no longer than five (5) pages, and include publications only from the last 5 years. These should be labelled as "Attachment D – Curriculum Vitae". For non-academic researchers, please see the document entitled "Guidelines for the writing of a non-academic CV".

### **Guidelines for the writing of a non-academic CV**

A *Curriculum Vitae* (CV) is a short description of your life, particularly as it pertains to your suitability for employment or for obtaining a grant. Please include any information that you think is important for the AHA Centre to know about you, the following list of items is meant to serve as a guide only.

**Personal details** – name, address, contact information

**Education** - list

**Professional qualifications** – list membership in professional associations, any courses that may be relevant to the project

**Certificates and diplomas** - list

**Courses pertinent to community health issues**

**Work experience** – concentrate on your most recent jobs

**Research experience** – include a description of your involvement in the project

**Computer skills** – in particular list any software with which you are familiar

**Community activism experience** - list

**Community board experience** - list

**Major Achievements** – List and describe how you achieved these if you feel that they will tell something about who you are, and what is important to you.

**Description of your ties to the community involved in the research project**

**Other experience**

**Interests/Hobbies** – include any volunteer work