**Please consult the CRFA Grant Guidelines on the website prior to submitting your application (http://arts.ucalgary.ca/crfa/home/grant-guidelines).**

 **PART 1: APPLICANT INFORMATION**

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| --- | --- |
| **FAMILY NAME:** | **GIVEN NAME AND INITIAL(S):** |
| **DEPARTMENT/DIVISION:**  |  | **EMAIL:** |
| **FOR FACULTY MEMBERS, PLEASE INDICATE YOUR RANK**:[ ]  PROFESSOR [ ]  ASSOCIATE PROFESSOR [ ]  ASSISTANT PROFESSOR[ ]  OTHER ACADEMIC (PLEASE PROVIDE DETAILS)**PLEASE INDICATE YOUR TYPE OF APPOINTMENT:**[ ]  TENURED [ ]  TENURE-TRACK [ ]  FULL-TIME [ ]  PART-TIME[ ]  ADJUNCT [ ]  LIMITED/CONTINGENT TERM**FOR GRADUATE STUDENTS, PLEASE INDICATE YOUR PROGRAM:**[ ]  PhD [ ]  MASTER’S**DATE FIRST REGISTERED IN YOUR CURRENT PROGRAM:****NAME OF SUPERVISOR:****ANTICIPATED PROGRAM COMPLETION DATE:** |

 **PART 2: PROJECT INFORMATION**

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| --- |
| **TITLE OF PROJECT:** |
| **PROPOSED START DATE:** |
| **PROPOSED DATE FOR EXPENSE CLAIM SUBMISSION IF AWARDED A CRFA GRANT:** |

**PART 3: PROJECT DESCRIPTION**

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| **PLEASE PROVIDE A DETAILED DESCRIPTION OF YOUR PROJECT (maximum 1 page). Please also append relevant supporting materials (e.g., letter of invitation; conference presentation abstract; proof of acceptance; etc.). If you are requesting funding for conference travel, please indicate in your project description why the proposed conference is significant to the field and to your research.**  |

**PART 4: BUDGET**

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| **PLEASE PROVIDE A DETAILED STATEMENT OF YOUR *EXPENSES AND REVENUES* FOR THE PROJECT, including total amounts for each. Your budget should indicate what CRFA funds will be spent on if you are awarded a grant. Also, PLEASE SPECIFY THE AMOUNT YOU ARE REQUESTING FROM THE CRFA AND WHAT COSTS YOU WILL BE USING THE FUNDS FOR IF YOU ARE AWARDED A GRANT.****If you are receiving an honorarium or professional/artist’s fee for your work on the project, please include this amount as revenue in your budget.** **Your budget for costs such as meals per diem and automobile travel should comply with the guidelines set forth in the University of Calgary’s *Travel & Expense Reimbursement Handbook*. You can find the handbook via this link:** [**https://www.ucalgary.ca/finance/expenses-reimbursement/submit-travel-expenses**](https://www.ucalgary.ca/finance/expenses-reimbursement/submit-travel-expenses) **(click on “Access Handbook”).** |

**PART 5: SIGNATURES**

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| **APPLICANT SIGNATURE:** | **DATE:**      |
| **FOR GRADUATE STUDENT APPLICANTS:****SUPERVISOR’S SIGNATURE SIGNIFYING AWARENSS AND APPROVAL OF YOUR APPLICATION:**  | **DATE:**      |

**Please submit your complete application (including appended supporting documentation) by email as *a single PDF attachment* to the CRFA email address** (crfa@ucalgary.ca) **in advance of the application deadline specified in the Grant Guidelines on the CRFA website.**