

GUIDELINES FOR GRANT APPLICATIONS

A. Am I Eligible to Apply for an Alberta Advisory Committee for Educational Studies (AACES) Grant?

1. To apply for an AACES grant, an individual must be formally affiliated with one of the contributing organizations (the University of Lethbridge, the University of Alberta, the University of Calgary or the Alberta Teachers' Association) in one of the following categories:
 - Certificated teacher who is a member of the Alberta Teachers' Association
 - Faculty of Education sessional instructor
 - Faculty of Education member
 - Faculty of Education professor emeritus
 - Faculty of Education adjunct
 - Faculty of Education post-doctoral fellows
2. Grant holders may only hold one AACES grant at a time.

B. What Types of Projects does AACES Support?

1. Grants in excess of \$6,000 are awarded rarely because of limited available resources.
2. AACES is particularly interested in projects designed to improve teacher preparation or to benefit elementary and secondary education. Preference will be given to projects that are investigating educational issues or questions.
3. Graduate students in a master's degree program or doctoral degree program may not be the principal investigator on an AACES project where the funded research involves the subject matter of their thesis or dissertation notwithstanding that they may otherwise qualify for an AACES grant; however, graduate students involved in a research project in which they are not the principal investigator may use the results of that research for their degree program with the approval of the principal investigator.
4. AACES will *not* support activities whose major purpose is to produce commercial products (such as books, texts, curriculum guides and audiovisual aids) or that are deemed to constitute professional development.

C. How Do I Apply for an AACES Grant?

1. Download and fill out each section of the grant application form, which can be found at www.teachers.ab.ca under >For Members >Professional Development >Resources >Alberta Advisory Committee for Educational Studies (AACES).
2. Written submissions will be accepted in English or French. Proposals submitted in French require a summary of the research project in English.
3. The Ethics Approval Report or the application to the Ethics Review Committee must be included with the grant application. It would be prudent to ensure the required information to complete your research project is available from the source cited in your proposal.
4. Mail or deliver eight copies of the completed application form and each of the attachments to the AACES secretariat office by 4:30 PM on the published deadline

or

Assemble the application form and all attachments into one document, attach the document to an e-mail and send it to nikki.cloutier@ata.ab.ca by 4:30 PM on the published deadline.

Faxed copies will not be accepted.

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D. How are Grant Recipients Chosen?

1. AACES meets twice a year, once after the spring deadline and once after the fall deadline, to review applications that meet the above criteria. In the case of each application, the committee will rule in one of three possible ways: (a) to accept it for funding, (b) to reject it or (c) to recommend that the applicant revise and resubmit it by the next application deadline. Resubmitted proposals will be considered as part of a regular subsequent competition. Decisions of the committee are final.

E. What Expenditures Qualify for an AACES Grant?

1. Among the expenses that AACES may reimburse, in whole or in part, for a project that has been accepted are
 - o research assistants' salaries;
 - o telephone and postage charges;
 - o noncapital materials costs, such as paper, pencils, tapes and film;
 - o research-related travel expenses;
 - o transcription costs;
 - o consultants' fees;
 - o release time for school-based staff (provided that the school or school jurisdiction involved agrees to match the amount requested from AACES); and
 - o travel expenses associated with attending a conference outside the researcher's municipality.
2. Among the expenses that AACES will *not* reimburse are
 - o indirect costs (researchers are encouraged to list this item as part of the university's funding for the proposal);
 - o honoraria for the principal researcher or researchers; and
 - o capital expenses exceeding \$250.

F. What Happens if I Qualify for a Grant?

1. Projects must be initiated within one year following the date on which the grant was approved.
2. Grant funds awarded for research will not be released until AACES has received an Ethics Review Committee Approval Report. This report must be received within one year following the date on which AACES approved the grant, or the grant will be forfeited.
3. Grant funds awarded for research being conducted in a school or schools will not be released until AACES has received a school division and a school approval report. This report must be received within one year following the date on which AACES approved the grant, or the grant will be forfeited.
4. AACES grants will be disbursed only to an audited account on which the grant recipient may draw.
5. Grant recipients are expected to complete their project within two years, although they may apply in writing to the AACES secretariat for an extension of up to one year.
6. Grant recipients must submit a copy of the final report, along with an abstract of not more than 500 words, to the AACES secretariat within six months of the termination date of the project. If the final report is not received within the specified time, AACES will not consider further proposals from the principal investigator for a period of three years. AACES will also inform the dean of the relevant faculty of education or the superintendent of the relevant school division, in writing, that the final report was not received by the deadline. Grant recipients who fail to meet all obligations within two years of the termination date of their grant will not be considered for future grants.
7. AACES reserves the right to circulate the final reports of projects to participating organizations and interested parties.
8. Grant recipients who publish articles resulting from AACES-funded research should submit a copy of their articles to the AACES secretariat.