**2023-2024 Project Application  
Alberta Centre for Labour Market Research**

**FOIP NOTICE**

The personal information you provide on this form is being collected by Alberta Jobs, Economy and Northern Development under the authorization of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and is managed in accordance with Part 2 of FOIP. Your personal information will be used by Alberta Jobs, Economy and Northern Development for the purposes of determining and verifying your eligibility for a grant. If you have any questions about the collection, use, or disclosure of your personal information or should you need to make corrections to your personal information, please contact: [JEND.LMEgrants@gov.ab.ca](mailto:JEND.LMEgrants@gov.ab.ca)

**APPLICATION PACKAGE**

Grant applications must be received electronically by 11:59 p.m. MDT on April 28, 2023. Only complete applications will be considered. A complete application consists of ALL of the following mandatory components:

1. Signed Application for Grant Form
2. Project Application Form
3. Budget Template
4. Supporting Documents, as applicable:
   1. Resume or C.V. for the principal applicant
   2. Resumes or C.V. for each co-applicant
   3. Proposed Research Agenda

Hard copies will not be accepted.

**CONTACT INFORMATION**

All correspondence including application submissions are to be directed to [JEND.LMEgrants@gov.ab.ca](mailto:JEND.LMEgrants@gov.ab.ca).

Refer to the 2023 Alberta Centre for Labour Market Research Grant: Application Guidelines for information on completing this form.

**GRANT APPLICATION FORM**

**A. APPLICANT INFORMATION**

|  |  |
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| **Institution legal name:** | |
| Click or tap here to enter text. | |
| **Principal applicant (name, title, department, faculty):** | |
| Click or tap here to enter text. | |
| **Co-applicants (name, title, department, faculty):** *Separate names with semi-colon* | |
| Click or tap here to enter text. | |
| **Project start date (YYYY-MM-DD):** | **Project end date (YYYY-MM-DD):** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Government of Alberta funding requested ($):** | **Other funding, if applicable ($)[[1]](#footnote-1):** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Total project cost ($):** | |
| Click or tap here to enter text. | |

**B. PROJECT NEED**

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| **Labour market issues**  Identify gaps in labour market information or labour issues relevant for Albertans or employers in Alberta. At a high-level, discuss how these issues will be addressed by your proposed research goals. Use labour market information and/or other qualitative information to support the project need as required. |
| Click or tap here to enter text. |
| **Research contribution**  Describe how your research goals will make a significant contribution to the understanding of Alberta’s labour market. |
| Click or tap here to enter text. |

**C. PROJECT DESCRIPTION**

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| **Research priorities**  Describe the focus of your research priorities. Identify target populations, occupations, or sectors, as needed, and align those to the project needs discussed in A. |
| Click or tap here to enter text. |

**D. ACTIVITIES AND OUTPUTS**

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| **Communications plan**  Outline the centre’s communications plan. The plan should detail how the centre will be promoted, and how research and analysis will be made available to the general public. |
| Click or tap here to enter text. |
| **Audiences and end users**  Identify key academic and non-academic audiences, as well as potential end users of the research results. If you indicated collaboration with potential end-users in this application, list them in this section. Describe how this project will transfer knowledge to Albertans and the research community. (This knowledge transfer can happen during the active grant period or after it concludes.) |
| Click or tap here to enter text. |

**E. ABILITY TO DELIVER**

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| **Years of experience in conducting labour market research:** | **Area(s) of expertise** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **History conducting research**  Identify how the principal and co-applicants, department(s) and post-secondary institution are leaders in labour market research. Provide evidence of a history of conducting peer-reviewed, balanced and credible research in labour and economic issues for Alberta**.** | |
| Click or tap here to enter text. | |
| **Research studies**  Identify how the principal and co-applicants, department(s), and post-secondary institution will produce at least four unique research outputs under this agreement. Provide details on the use of undergraduate or graduate students and/or the intention to seek publication in academic journals. | |
| Click or tap here to enter text. | |

**F. GOVERNANCE**

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| **Governance**  Describe what an effective governance structure would look like, and the role of government, industry and/or labour organizations to provide input to the research agenda. |
| Click or tap here to enter text. |

**G. RISK MANAGEMENT**

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| --- | --- | --- | --- |
| **Risks**  Identify at least five project risks. Indicate the likelihood of the risk occurring, the impact it will have on the success of the project and the strategy to mitigate the risk. | | | |
| **Risk** | **Occurrence likelihood** | **Project impact** | **Mitigation strategy** |
| Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
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**H. BUDGET**

Submit a complete **Budget Template** as part of your Grant Application. The **Grant Application Guidelines** outline eligible and ineligible expenses for the Grant Application.

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| **Additional sources of funding**  If you have applied for additional research funding, identify the funding sources, if the funding has been received or is pending review, and who on the project team holds the funding. |
| Click or tap here to enter text. |

**I. PROJECT SIGNATORIES**

By signing and dating below, I, the undersigned, agree that I have read this proposal and am certifying that the statements contained within it are true, complete and accurate, to the best of my knowledge.

I have read and agree with the terms and conditions of the Alberta Centre for Labour Market Research Grant Agreement and have consulted with the appropriate advisors within my organization (e.g. research services office or equivalent).

I have read and agree with the terms and conditions of the Alberta Centre for Labour Market Research Grant Agreement and the [Government of Alberta Open Information and Open Data Policy](https://open.alberta.ca/policy).



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| **SUBMISSION INSTRUCTIONS** |
| **Important:**   * Grant applications must be received electronically by 11:59 p.m. MDT on April 28, 2023. Only complete applications will be considered. A complete application consists of ALL of the following mandatory components:  1. Signed Application for Grant Form 2. Project Application 3. Budget Template 4. Supporting Documents, as applicable:    1. Resume or C.V. for the principal applicant    2. Resume or C.V. for each co-applicant    3. Proposed research agenda  * Save this document as **[Your Institution] [Your Department] [Your Name] Grant Application** * Title the subject line as **[Your Institution] [Your Department] [Your Name] Grant Application Package** * An automatic reply will be received when the Government of Alberta servers has received your email.   All correspondence including application submissions are to be directed to [JEND.LMEgrants@gov.ab.ca](mailto:JEND.LMEgrants@gov.ab.ca).  Thank you for your interest in the Alberta Centre for Labour Market Research Grant Call for Applications. |

1. Indicate in section 5. Budget sources of additional funding, if funding has been received or is pending review, and who on the project team holds the funding. [↑](#footnote-ref-1)