

# CiCea RESEARCH GRANT Regulations

**Section 1: General Information**

1. The grant was established to promote research initiatives on contemporary challenges to citizenship among CiCea members.
2. The grant is awarded for proposals carried out in team collaboration made by a group of at least THREE Association members, from different institutions.
3. Research projects with a duration of 1 year are subsidized.
4. The available grant award is is up to 1500 Euro.

**Section 2: Application, implementation and settlement procedure**

1. The Research Grant Competition is announced annually, in early to mid Autumn.
2. The deadline for applications is **December 15th**. Applications should be made in the format indicated in Appendix 1, and e-mailed to the Association office (ciceassociation@gmail.com).
3. All applications will be reviewed by the CiCea Executive Committee.
4. The winner of the grant is announced on **December 17th-20th .**
5. The award will be transfered to a designated official bank account by **January 15th.**
6. The grant period begins in January 1st and finishes December 31st of the following year.
7. The project should be completed within 18 months. The Association will require a final report at the end of the project, that describes how the goal of the research was met, the research itself and its results and planned dissemination of the results. The final report should also contain the descripton of the expenditure. A final report is due by July 1st next year.
8. The support of the Association must be acknowledged in all reports, articles, publications, etc., resulting from the project.



**Appendix 1: Grant outline**

1. Please indicate the ***title (1)*** of the research proposal
2. Please describe the ***aim of the research (2)*** and its ***relevance*** in terms of ***citizenship and/or identity* *(3)*** (250 words)
3. Please give a short ***(4) theoretical background***: what has been done in the given field and how the proposed research can contribute with new insight to the already existing knowledge (500 words).
4. Please describe the ***planned research (5)****:* sample (who will be researched – if applicable), what methodology will be used, how the results will be analyzed and provide an indicative ***timetable (6)*** (750 words).
5. Please describe the **planned outcomes (7)** of the research (publications, conferences, educational use etc.) (250 words).
6. Please provide a ***one page long CV******(8 a, b,c)*** of ***each applicant*** and a ***list of up to 5 of their publications/activities******(8.1 a, b, c)*** that are relevant in relation to the proposed research project
7. Please include a ***detailed budget (9)*** proposal using the template provided (see template in Application Appendix). Please provide an informative and detailed description of the budget. The financial planning should be realistic and in line Associations’s criteria for funding:
8. The budget can include:
	* travel for research purposes
	* transcription costs
	* research assistance
	* events directly linked to the research project
	* incentives for research participants
	* photocopying
	* statistical consulting
9. The budget ***cannot include***:
	* conference registration and associated fees
	* general subsistence
	* capital expenditure (e.g., building refurbishment, equipment acquisition, etc.)
	* consumables (e.g., stationery, scientific supplies, websites etc.)
	* school, college or university fees
	* research or study by an individual school/college/university student
	* covering existing salary costs or professional fees
	* retrospective research
	* replacement of statutory funding
	* commercial activities
10. In case the grant is planned to be used to supplement other awards and grants, then the research proposal must clearly specify what the present proposal adds to the overall project.
11. The Association will require a ***final report* *(10)*** at the end of the project, that describes how the goal of the research was met, the research itself and its results and planned dissemination of the results (3000 words). The final report should also contain an appendix on the **descripton of the expenditure**.

**Inquiries should be addressed to Beata Krzywosz-Rynkiewicz
CiCea Research and Publication Officer, at:****beata.rynkiewicz@wp.pl**

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**CiCea research grant application form**

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| --- | --- |
| **DATE SUBMITTED** | **PROJECT NAME & ACRONYM**  |
|   |  |
| **SUBMITTED BY** | **NAME, ADDRESS & EMAIL OF SUBMITTING PARTY** |
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1. **RESEARCH PROJECT PURPOSE**

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1. **HYPOTHESIS**

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1. **PROJECT ABSTRACT**

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1. **AIMS & OBJECTIVES**

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1. **PROJECT TEAM [A one page cv must be attached for each partner in the Appendices. You may add more lines if you have more partners.**

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| NAME, ROLE & Email | QUALIFICATIONS | Up to 5 publication titles |
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1. **PROJECT BACKGROUND**

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| --- | --- |
| 1. SCOPE OF PROBLEM
 |   |
| 1. REVIEW OF RELEVANT LITERATURE
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| 1. WHY THIS STUDY NEEDS TO BE DONE
 |   |
| 1. THEORETICAL BASIS
 |   |
| 1. LONG-TERM USES OF RESEARCH
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1. **METHODOLOGY**

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| 1. DESIGN OF THE STUDY
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| 1. DATA COLLECTION PROCEDURES
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| 1. TRAINING PROCEDURES
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| 1. FACILITY & EQUIPMENT ACCESS
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| 1. CONFIDENTIALITY PROCEDURES
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| 1. LIMITATIONS
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| 1. ALTERNATIVE METHODOLOGIES
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**TIMELINE**

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| ACTIVITY | PROJECTED DATE |
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1. **BUDGET**

**BUDGET OVERVIEW**

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| ITEM DESCRIPTION | PRICE | QUANTITY | TOTAL |
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| **TOTAL** |  |

1. **STATISTICAL CONSIDERATIONS**

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1. **EXPECTED OUTCOMES OF STUDY**

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1. **INSTITUTIONAL APPROVAL**

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1. **APPENDIX**

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| FILE NAME | DESCRIPTION | LOCATION attachment / link |
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