

DR. STIRLING MCDOWELL
Foundation
FOR
RESEARCH INTO TEACHING



RESEARCH

LETTER OF INTENT FORM

Deadline: 4 p.m. (CST) January 27, 2014

Research Grant Program Letter of Intent Form

Saving, Naming and Form Completion Instructions

Before you start completing the Letter of Intent form, use “save as” (under the file menu) Microsoft Word (.doc) format to save a blank form to your hard drive. When you start to fill in the form, use “save as” and create your own file name.

To complete the attached Letter of Intent form, click on each shaded area and begin typing or make your selection from drop down menus. Please be brief and use lists or point form where possible. Assistance in completing the application is available by reviewing the call for letter of intent cover letter or by contacting the Foundation at mcdowell@stf.sk.ca.

Technical Issues or Applying Without the Fillable Form:

You may experience technical issues if you are running an older version of MS Word. If you are unable to fill the form, please submit all information requested in a MS Word document format. Refer to the *How do I Apply Without the Fillable Form* section provided at the end of this document.

Submission Instructions

Please ensure all shaded areas within the letter of intent form have been completed and the form (or your own MS Word document) has been saved and submitted as a word document. PDF submission will be accepted; however, we will send you a request for a word document format.

**All submissions should be electronically submitted (via email) to mcdowell@stf.sk.ca.
Submission deadline is 4 p.m. (CST) January 27, 2014.**

If you would like immediate notification that the electronic (email) submission was received, please add a request for a read (or delivery) receipt to your email.

Questions

If you have any questions please contact:

Lanette Kuchenski, Manager, McDowell Foundation
Phone: 306-373-1660 or 1-800-667-7762
Email: mcdowell@stf.sk.ca

1. Project Summary Information

Project Title:
Estimated Funding Requested (<i>maximum \$20,000</i>): \$
Will the research be used, in part or whole, to fulfil an academic degree? <input type="checkbox"/> Yes <input type="checkbox"/> No
Research Team Experience Level: (<i>Please self-declare your support requirements.</i>)
Personal Data Sheet of Lead Applicant: (Last sheet within this form) <input type="checkbox"/> Yes, personal data sheet emailed with application. <input type="checkbox"/> No, personal data sheet will be emailed separate.

2. Lead Applicant Contact Information

First Name:		
Last Name:		
Address (Home) :		
City/Town:	Province:	Postal Code:
Phone (home):	Phone (work):	
Phone (mobile):	Best Time to Call:	
Email Address:		
Employment Title:		

3. Contact Information for Additional Applicants (if applicable)

Co-Applicant Name (first, last)	School or Place of Employment	Email Address

4. Research Summary

Please answer the following questions either within the expandable form or in a separate word document. The letter of intent should be no more than two to four pages using Calibri or Times New Roman 12 point or similar font size.

i. What is the problem or area you are interested in studying?

ii. What research question are you proposing?

iii. Describe why the study is needed.

iv. What other information, literature or experiences related to your area of interest are you aware of?

v. How would you propose to answer your question? What actions will you take?

Personal Data Sheet – Project Personnel

Name:
Position Within the Project:
Role in the Proposed Project:
Describe the role you will play in the proposed research and the approximate amount of your time you will be able to devote to the project.
Years of Teaching (if applicable):
Current School or Place of Employment:
Personal Background List in reverse chronological order your education, research, professional and/or related experience relevant to the project. Do not attach curriculum vitae or resumés.
The information presented above is accurate and complete to the best of my knowledge.
<hr/> <i>Date</i>
<hr/> <i>Researcher's Signature</i>

How do I Apply Without the Fillable Form?

Letters of intent may be sent by email in MS Word format and should include the information listed below. The letter of intent should be a maximum of four letter-sized pages using Calibri or Times New Roman font size 12 or a font of similar size.

1. Project name;
Estimated funding requested;
Will the project be used, in part or whole, to fulfill an academic degree;
Self-declare your preferred support requirements
 - a. Emerging Action Researcher – workshops and support is requested.
 - b. Novice Action Researcher – I will attend workshops and contact the Foundation if I require support.
 - c. Skilled Action Researcher – I will not attend workshops or support.
2. Lead applicant contact information including
Full name, home mailing address, home and work phone numbers, email address, best time during the day to contact, school or place of employment and employment title.
3. Team member names, school or place of employment and email address.
4. What is the problem or area you are interested in studying?
5. What research questions are you proposing?
6. Describe why the study is needed.
7. What other information, literature or experiences related to your area of interest are you aware of?
8. How would you propose to answer your question? What actions will you take?
9. Lead applicant personal data:
 - a. Describe the role you will play in the proposed study and the approximate amount of your time you will be able to devote to the project.
 - b. The number of year you have been teaching (if applicable).
 - c. List in reverse chronological order your education, research, professional and/or related experience relevant to the project. Do not attach curriculum vitae or resume.

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