

**Carleton University  
Research Award – Seed Funding  
Guidelines**

**Application deadline October 31, 2025**

Application Process: online [Application Form](#) (must be connected to Carleton VPN to access)

Please save the following sections save as a single pdf for submission. Ensure your application is written in plain language suitable for a multidisciplinary committee, and that any discipline-specific terminology or acronyms are explained.

Sections I to V should not exceed 5 pages.

The PDF file cannot exceed 5MB.

**I. Summary of Proposed Research (250 word)**

Suitable for a public announcement, please provide a high-level summary of the research proposed for this Seed Funding award.

**II. Research Proposal**

Describe proposed research project.

**III. Contribution to Research Program**

Describe how this award will contribute to your research program.

**IV. Budget and Budget Justification**

Describe how the award will be spent.

Eligible expenditures are:

- Salaries/stipends to graduate students and salaries for undergraduate and postdoctoral fellows
- Payments for technical and professional services
- Purchase or rental of equipment
- Materials, supplies and incidentals
- Travel
- Other as per Carleton's [Research Expense Guidelines](#)

**V. Any other relevant information**

Please begin this section on a separate and clearly labeled page.

**VI. Current Curriculum Vitae (CV)**

Attach a current CV that will be used by the review committee, together with the other sections, to assess how an award might enhance research productivity.

To facilitate the review by a multidisciplinary committee, as part of the CV, you may wish to include the following sections (as applicable):

- Interruptions and Special Circumstances
  - Include the start and end dates of the interruption with a general description of its impact on your research productivity.
- Publication Conventions
  - Identify any discipline-specific conventions, such as name order in citations, and the status of journals and other publications in your field. This information will assist the committee members whose areas of research differ from your own.

### **Submission Steps:**

Login to the [Application Form](#) (must be connected to Carleton VPN to access)

Submit on or before October 31, 2025. *(Your application will be routed for electronic approval by your Department Chair/School Director and Associate Dean, Research (ADR). To view the signing authority routing for your file, consult the “Approvals” Tab.)*

Late or incomplete applications will not be accepted.