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| UBCLogoBlack | The University of British Columbia |  |

# **HAMPTON FUND RESEARCH GRANT**

## **IN THE HUMANITIES AND SOCIAL SCIENCES**

**New Faculty Grant**

This form includes the Identification, Budget, and Checklist sections for the Hampton New Faculty Grant. Consult the SPARC website for complete program information and instructions:

<https://sparc.ubc.ca/programs/ssh-internal-funding-opportunities>

Hampton New Faculty Grant applications must be accompanied by a complete [Research Project Information Form](http://www.research.ubc.ca/vpri/research-project-information-form) (RPIF), which should be included at the beginning of the application as a single, continuous PDF. Signatures can be provided in hard copy, as a digital ID, or as a scanned signature.

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| Identification |
| Applicant Last name | Applicant First name      | Academic Rank      |
| Faculty      | **Department**      |
| **Project Title** |
|       |

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| **Budget**  |
| Please consult the [Tri-Agency Financial Administration Guide](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/index_eng.asp) for information about the eligibility of expenses. Further questions should be directed to the sparc.hampton@ubc.ca mailbox for clarification. Note that grants have a project maximum of $10,000, and a minimum request of $1,000 is required each year.  |
|  | **Year 1** | **Year 2** |  |
| **1. Student salaries & benefits** | $      | $      |  |
| **2. Salaries - Other** | $      | $      |
| **3. Travel - research purposes**  | $      | $      |
| **4. Travel – communication purposes**  | $      | $      |
| **5. Supplies and other expenses** | $      | $      |
| **6. Equipment** | $      | $      |
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| **Total** | $      | $      |

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| **Application Checklist****Submit the following modules in the specified order as a single PDF. See Attachment Requirements below for formatting guidelines.** | **Included** |
| Research Project Information Form (completed and signed) |       |
| Identification and Budget  |       |
| Checklist  |       |
| Summary of Proposed Research (max. 1 page) |       |
| Detailed Description (max. 4 pages) |       |
| List of Works Cited or References (max. 1 page) |       |
| Budget Justification (max. 1 page) |       |
| Grant Application/Funding History (max. 1 page) |       |
| Need for Research Funds (max. ½ page) – Assoc. and Full Professors ONLY |       |
| UBC Curriculum Vitae |       |
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| **Attachment Requirements**All applications must be submitted as a single PDF which conforms to the following formatting conventions:* **Font**: Size 12 pt Times New Roman
* **Page size**: 8 ½” x 11”
* **Spacing**: Single-spaced
* **Margins**: Minimum ¾ inch (1.87 mm)
* **Headers**: Starting with the Summary module, the principal applicant’s name must appear in the top right corner of every page. Each section should begin on a new page and be clearly identified with a header (e.g. Budget Justification).
* **Pagination**: Starting with the Summary module, insert continuous page numbers throughout the document in the upper right corner. If desired, begin the written portion of the application on the next page of the current document.
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Completed applications must be submitted via email to sparc.hampton@ubc.ca by **September 1[[1]](#footnote-1) at 4:00pm PST.** Applications will be forwarded to the Office of Research Services (ORS) on your behalf.

**Okanagan Applicants:** Please submit your applications by the same deadline to the Okanagan ORS. They will forward your applications to SPARC on your behalf.

1. If Sept 1st falls on a weekend or holiday, the deadline moves forward to the next business day [↑](#footnote-ref-1)