INTERNATIONAL RESEARCH PARTNERSHIP GRANTS
Program Guidelines

**Background**

The International Research Program Grants (IRPG) programs are internal seed grants aimed to provide Waterloo researchers with incentives to develop new or existing international research collaborations with leading institutions known for high quality research and global ranking. Projects must demonstrate strong potential to leverage direct funding to Waterloo researchers from major Canadian and international funding programs.

**Deadlines**

Proposals are due May 1 and November 1 annually. In exceptional cases, proposals will be considered outside the normal deadlines. Please inform the Office of Research program contact in advance if you intend to submit outside the bi-annual deadlines.

**Funding**

Amount: The IRPG are matching programs where the Office of the Vice-President Research and International will cover 50% of the costs up to $20,000. The remaining 50% must be cash from other sources.

*Example:* $20,000 from UW + $20,000 matching cash = $40,000 total project costs

Although internal match (i.e. start-up funds, departmental/Faculty cash, existing grants) is accepted, **strong preference is given to new, external cash from international partners.** Letters of support are required for each matching contribution. Note that in-kind is not an eligible matching contribution and should not be included in the budget.

**Eligible expenses** – grants are for:

- Partnership-building activities (i.e. workshops, travel, conferences, etc.);
- Associated research expenses, (lab user fees, disposable materials etc), including salary support for students or research assistants directly involved in planning and organizing the proposed activities; note this should not be a major part of the budget.;
- Compensation for students or RAs directly involved in organizing the activities; and
- Development of proposals for international research involving groups/consortia.

**Ineligible expenses:**

- In-direct or overhead costs associated with facilities and basic utilities; purchase, repair or shipping of office or lab equipment; computer purchases; insurance for equipment and
basic communication devices such as telephones and fax machines, computer software and terminals.

**Eligibility**

- Projects should involve a group of Waterloo researchers and international partners. Preference will be given to projects with multiple Waterloo faculties/departments and a network of partner institutions;
- Preference will be given to projects that have not received IRPG funding for a previous project with the same international partners;
- Preference is given to applications where matching cash contribution is from a new source or one that is outside of University of Waterloo, instead of existing research funds;
- Applications must identify proposed national or international research funding agencies/programs/calls that they will apply to as outcomes of the IRPG funding/collaboration;
- Matching funds cannot already be leveraged/matched to another research grant.

**Evaluation Criteria**

- Contribution to the advancement of knowledge (quality and scientific interest of the research/project);
- Quality and significance of the partnership (global or other rankings, areas of strategic mutual interest);
- Quality and significance of the team (expertise, complementarity);
- Possible outcomes of the research and collaboration (new international funding applications, scientific advances, technology development, policy formulation, scholarship; dissemination; others);
- Execution of research/project (activities plan, milestones, budget).

**Evaluation procedure**

All applications are evaluated by a Waterloo Selection Committee based on the guidelines noted above. The Committee is chaired by Associate Vice-President, Interdisciplinary Research.

Those selected for funding will be notified by email. Unsuccessful applicants may be provided with some evaluative comments.

**Submission instructions**

Each application package must include:

- Completed Application Form;
- Project Information section of application form should not exceed 4 pages;
- 1-2 page CV or biography for each of the PIs (Waterloo and Partner PI only). Include only recent activities (e.g. within the last 5 years). CVs/biographies more than 2 pages in length will not be accepted;
- Letters of support for each matching source identified in the “Source” section of the Budget. These must include the amount and what the funds will be used for;
• Completed and signed **Office of Research Cover Sheet** (please send the hardcopy via interoffice mail to the Office of Research)

Please email the above documents as a **single PDF** to Regan Child, Grants and Contracts Manager, International Research and Partnerships, Office of Research.

**Program contacts**

Please direct any questions or comments to:

• Drew Knight, Director, Global Research and Strategic Alliances ([d knight@uwaterloo.ca](mailto:d knight@uwaterloo.ca) / ext 32288) or

• Regan Child, Grants and Contracts Manager, International Research and Partnerships ([r child@uwaterloo.ca](mailto:r child@uwaterloo.ca) / ext 31587).