



Research Project: Principal Investigator Checklist

Each Research Project requires standard documents to be completed during the project lifecycle.

Before Writing Begins

- Review Conestoga's policies and procedures about research
- Consult with Chair and/or Executive Dean on the scope of research project.
- Register the research project with the CARI office.
- Review all funder protocols that are needed for submitting a proposal or application.
- Complete TCPS2 training when project involves human participants.

Writing for a Proposal or Application

- Review the various components required for the submission.
- Review the technical components of the submission with the Chair, Executive Dean, and/or others.
- Review overall composition and general sections with the CARI office.
- Review the funding agency's requirements on ethics and environmental reviews and approvals (and any other reviews and approvals that may be required) – prior to submission.
- Submit budget for review to CARI's Financial Administrator (2+ weeks before due date).
- Submit application for internal sign-offs.

After a successful Notice of Intent (NOI)

- When informed directly, advise Chair, Executive Dean, and the CARI office.
- Review the research project's scope with Chair or Executive again.

After a successful Application or Proposal

- When informed directly, advise Chair, Executive Dean, and the CARI office.
- Meet with the CARI office to review all reporting dates/deadlines required.
- Meet with the CARI office to prepare contractual agreements.
- Ensure that all ethics and other reviews are completed and approved prior to commencement of the project.
- Work with the CARI office to determine contracts for students and/or contractors.

Interim and Final Reports

- Ensure 'due dates' list for reports are provided to the CARI office.
- Complete reports in a timely manner.
- Confer with the CARI office to ensure that adequate time has been allocated for financial records and report signatures.

10 Steps to a Winning Research Proposal

(Adapted from George Hazelrigg)

1. Prior to proceeding with a research proposal, meet with your Chair or Department head to discuss your research interests.
2. Know yourself, your area of expertise and learn something about the previous research conducted in the area/field.
3. Know the research funding program from which you are seeking support and ensure it is the correct program for your research, BEFORE you write a proposal. Understand the specific goals and requirements.
4. Formulate an appropriate research objective that is relevant to the program and doable within a reasonable budget and timeline.
5. Formulate a viable research plan to accomplish the objective, ensuring that you clearly state your research objective early in the proposal (ideally first paragraph).
6. Acknowledge the works of others, and make clear your contribution, as well as the benefits of the research/impact for the field.
7. Quality writing, grammar and spelling, as well as formatting all matter. Adhere to the application guidelines, and use brevity. Exceeding page or word limits may disqualify your proposal.
8. Familiarize yourself with the review process and timelines.
9. Proof read your proposal before it is sent. Don't spend five weeks writing a proposal, just to kill it with a minor omission (e.g. a required signature or reference letter).
10. Ensure that you have met all College/School requirements for research applications BEFORE you submit the proposal.
11. Submit your proposal on time. Do not wait until the last due date to send it. Technical difficulties DO arise with online applications that may cause you to miss the deadline. Don't take chances. Submit at least two or three days prior to the deadline.

Conestoga's Applied Research and Innovation office collects information, processes, and monitors status for the following items (but not limited to): Memorandum of Understanding, Mutual Non-Disclosure Agreement, Scoping & Budgeting Documents, Conestoga Approvals, Research Collaboration Agreement, Research Ethics Board Approvals, Research Project Team, Member Agreements, Tracking Documents to COMPANY, Research Personnel Documents, Research Project Completion, Metrics Survey, and Success Story Write-up.