

Career Counsellors Chapter Practitioner Research Grant Application (2024)

Once completed, this form constitutes an application for the Career Counsellors Practitioner Research Grant funded by the Career Counsellors Chapter (CC Chapter) of the Canadian Counselling & Psychotherapy Association. A grant in the amount of \$500 up to \$1,500 may be awarded to a current member(s) in good standing of CCPA and the Career Counsellors Chapter, carries the CCC designation, and who in the opinion of the Chapter Executive/Designates, meets the criteria identified below for this grant.

APPLICATION INFORMATION

Completed application must include the following:

1. Completed Applicant(s) Information sheet(s) with signature(s) (found on page three).
2. Research proposal that includes the following components (max. 1 page):
 - a) Title of the project,
 - b) Clear statement of the objectives for the project,
 - c) Brief description of project, including
 - Relevant background literature,
 - Methodology,
 - Significance to career counselling in the community and/or Canada.
3. Budget indicating how grant funds will be used and the dates they are required. Please also identify **any** other sources of funding secured to support the applicant(s) or project. (Max. 1 page)
4. PDF copy of certificate indicating completion of Tri-Council's course on research ethics. Please refer to the following link for more information and to complete the online course:
<https://tcps2core.ca/welcome>
5. One letter of support (max. 1 page) from an individual familiar with the project or the applicant's research abilities.

FURTHER INFORMATION ABOUT APPLICATION PROCESS

- a) Applications must be submitted by June 30th of each year to be considered. Notification of decisions will be made by email by early August of the same year. This schedule is selected to harmonize with the academic year. As a consequence of this timing, recipients of the grant will be acknowledged at the annual CCPA Conference in the calendar year following the allocation of the grant.
- b) Any interested applicant is invited to contact the Executive of the [Career Counsellors Chapter](#) to discuss or ask questions pertaining to the research grant.
- c) If a member of the Post-Secondary Counsellors Chapter Executive has a conflict of interest with either the project or the applicant, that member will advise the Executive and recuse themselves

from the evaluation process.

- d) Participants must sign the grant application form to confirm that they have read and understand their responsibility in accepting the grant if successful (see below).
- e) Applications must be emailed to ccchapter@ccpa-accp.ca.

RECIPIENT RESPONSIBILITIES

- a) Recipients agree to send to the Chapter President (or designate) an interim report by the end of January following the awarding of the research grant advising on the progress of the project. This interim report may be included in the Chapter's Annual Report.
- b) Grant Awarding Process: Grants of \$500 will be awarded in full at the start of the grant period. If the recipient is awarded a larger grant, the grant may be awarded in two installments, with one half awarded at the start of the grant period and the second half awarded at the completion of the interim report.
- c) At the completion of the project, recipients will be asked to present their project information and general findings to the Career Counsellors Chapter's membership with an article to be published on the Chapter's website, and/or with a short presentation at the Chapter's annual general meeting. Upon notification that a grant has been awarded, recipients must inform the Career Counsellors Chapter President which option they choose for disseminating their findings to the Chapter membership.

Failure to comply with this process may result in a termination of the grant.

APPLICANT(S) INFORMATION

For projects with more than one applicant, please attach a separate Applicant Information sheet for each person.

Preferred Salutation:

First and Last Names:

CCPA Membership #:

Confirm CCC Designation:

Institution/Community:

Address:

Email Address:

Phone No:

Cell No:

Title (Role in Project):

Project Title:

SIGNATURE(S)

I acknowledge that I have completed and attached all sections of the application form to the best of my ability.

I have fully read and agree to all of the “Recipient’s Responsibilities”, and understand that failure to comply with the responsibilities may result in termination of the grant.

Name (Printed):

Signature:

PROPOSED RESEARCH PROJECT

Project Title:

Project Objectives:

Description of project (i.e., relevant literature, methodology)

Impact of Project (i.e., significance to post-secondary counselling, scope)

Dissemination Strategy:

Project Start Date: Project End: Site for the Project (include Institution and City if applicable):

BUDGET

Budget indicating how grant funds will be used and the dates they are required. Please also identify **any** other sources of funding secured to support the applicant(s) or project.

Item	Description	Value (\$)
	Subtotal	
<i>Other Sources(Enter as negative (-) numbers)</i>		
	Subtotal	
Total		