Volt-Age Grant Application: Template

# Completion Instruction Note:

Please do not delete the instructions in the template. **Page limits do NOT include the instructions.**

# Project Overview

**Project Title:**

**Short Project Title (max 6 words):**

**Keywords (maximum 5 terms):**

**Lay Summary (no more than 200 words):**

*Use plain language to briefly description the nature of the work. Indicate why and to whom the research is important and describe the anticipated outcomes and advancements that will result in economic, social, or environmental benefits for Canada and Canadians. Note: This summary will be made available to the public on the Volt-Age website if your proposal is funded. The summary can be submitted in one official language or both, at the applicant’s discretion.*

# Core Research Team (maximum 2 pages)

Complete the information below for each of your core team members, including the Principal Applicant, all co-Applicants, and Collaborators. Duplicate the table for each researcher. Discuss the role of each individual, their area of focus for the project, and how their contributions will be integrated into the project.

|  |  |
| --- | --- |
| Name |  |
| Affiliation |  |
| Email Address |  |
| Role (PI, Co-Applicant, Collaborator) |  |
| Research expertise/area of focus for this project |  |

# Partnerships and Collective Governance

## Organizational, Institutional, and Industry Partners

Please complete the following table for each **non-community** partner (i.e. organization, company, institution, research center, non-profit, industrial partner) involved in your project. The individual listed below should be authorized to bind the partner to the commitments noted in their accompanying letter of support.

|  |  |
| --- | --- |
| Name |  |
| Organization/Company/Institution/Association |  |
| Type of organization (public, private, non-profit) |  |
| Email Address |  |
| Duration of relationship with partner |  |
| Role/contribution to the project |  |

## Community Partner(s)

Please complete the following table for each **community** partner, including the Living Lab Host Community. If applicable, the individual listed below should be authorized to bind the community partner to any commitments listed in their accompanying letter of support.

|  |  |
| --- | --- |
| Community Name |  |
| Community Representative |  |
| Email Address |  |
| Connected Core Research Team Member (if applicable) |  |
| Duration of relationship with community |  |

## Community Engagement (maximum 1 page)

Briefly describe the community/ies – geography, people, etc. – and their interest in electrification and decarbonization. Describe any partnership activities that have taken place thus far between members of the core research team and the community/ies, such as meetings, research activities, knowledge sharing, and workshops.

## Indigenous Knowledge and Respect (complete only if working with Indigenous community) (maximum 1 page)

Please describe the partnership activities that have taken place thus far between members of the core research team and the Indigenous community, such as meetings, research activities, knowledge sharing, and workshops. How does your project methodology allow for the inclusion of Indigenous and traditional knowledge across the research process? What training will you provide to your research team and students to help them understand the cultural context and history of the community with whom you will be working? Please include any institutional resources you plan on using to ensure ethical engagement.

## Governance (maximum 1 page)

Describe how partners will be involved in the collective governance and management of the project

# Research Plan (maximum 10 pages total)

## Purpose, Contribution, and Outcomes (maximum 5 pages)

In a narrative format, please describe your research plan for your project. Your response should include the following:

* Overall objectives of your project, including what problem or issue you are trying to solve, how it contributes to electrification and decarbonization initiatives in Canada, and the particular community or communities that could benefit from your research (include reference to your Living Lab host community)
* Originality and significance of your research project as well as its expected contribution to the broader research field (include current knowledge gaps and existing challenges)
* Key outcomes that are expected from your research, including IP and commercialization potential, replicability and scalability of your research process and solutions identified, and long-term commitment to your solution beyond the end of the funding (including relationships with partners)
* Ways in which you will share your research and make it accessible to a wide variety of audiences, including alignment with the [Tri-Agency Open Access Policy](https://science.gc.ca/site/science/en/interagency-research-funding/policies-and-guidelines/open-access/draft-revised-tri-agency-open-access-policy-publications)

## Work Packages and Research Methods (maximum 2 pages)

Describe the research methods and methodology that will be used in your research in each of your project’s work packages. Ensure that your research plan reflects the needs and priorities of the Living Lab host community and includes co-creation throughout the process. Include in your research methods your plan for collecting and integrating feedback from the community, including a plan for agility when facing unexpected changes. Include an outline of the data management plan that will be utilized throughout your research process. Note: Please refer to the [Tri-Agency Research Data Management Policy](https://science.gc.ca/site/science/en/interagency-research-funding/policies-and-guidelines/research-data-management/tri-agency-research-data-management-policy) and the [First Nations Data Governance Strategy](https://fnigc.ca/what-we-do/first-nations-data-governance-strategy/) (if applicable) to ensure your data management plans align. Tables and charts are welcome, however note that they are **included** in the total page limit.

## EDI in Research Design and Practice (maximum 1 page)

Describe how EDI principles and approaches such as GBA+, intersectionality, and others are included in the formation of your research team, your research design, research process, and solution and impact outputs.

## Sustainability and Resilience (maximum 1 page)

Describe how your project impacts any or all of the five dimensions of sustainability and three pillars of resilience as defined by the tables included in the proposal context and instructions section of this document. Relate your response to the identified needs, goals and priorities of your Living Lab host community.

## Research Trainee and HQP Inclusion and Opportunities (maximum 1 page)

Describe how the project and the partnership offer training and mentorship opportunities for research trainees and HQP. Include the nature of the planned interactions with the partners and other relevant activities. Indicate how the knowledge and experience gained are relevant to career and/or academic advancement, to applying knowledge, or to strengthening the partners’ sectors. Explain how equity, diversity and inclusion are considered in both your recruitment process and your training and mentorship plan.

# Timeline and Key Milestones

Complete the following table including KEY milestones for your project. **The project should have no more than 15 key milestones.** Using a colour, indicate the period in which each milestone is planned for work and completion. Note: The table below shows examples using blue for indicating the schedule for each milestone. **The start date of the projects is April 1, 2026.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Milestones** | **Year 1** | | | | **Year 2** | | | | **Year 3** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| E.g. Prototype |  |  |  |  |  |  |  |  |  |  |  |  |
| E.g. Field testing |  |  |  |  |  |  |  |  |  |  |  |  |
| E.g. Data analysis model |  |  |  |  |  |  |  |  |  |  |  |  |
| E.g. Policy recommendation |  |  |  |  |  |  |  |  |  |  |  |  |
| E.g. Knowledge Mobilization |  |  |  |  |  |  |  |  |  |  |  |  |
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# Budget Justification (maximum 2 pages total)

This section is complementary to the accompanying Volt-Age Grant Application Budget Template. Instructions for completion are included in that document.

## Volt-Age Grant Funds (maximum 1 page)

Each project will be awarded a maximum of $1.5M. **A minimum of 40% of the total amount requested must go towards Research Trainees (Master’s and PhD students as well as Post-Doctoral Fellows) and/or HQPs (Research Assistants or Associates, staff scientists, technicians, professional and technical services, and consultants).** The remaining 60% of funds awarded can go towards eligible research costs, knowledge dissemination, technology transfer activities, and other project-specific costs. Consult the [Tri-agency guide on financial administration](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp) for information about the eligibility of expenditures for the direct costs of research and the regulations governing the use of grant funds.

Provide a detailed budget breakdown and justification for spending for the following categories:

* Salaries and benefits (include names if known as well as proposed salaries and/or non-discretionary benefits) for HQPs and Research Trainee numbers and fellowship amounts.
* Equipment / Facilities (list the items requested with details on models, manufacturers, prices and applicable taxes, and any usage/facility fees)
* Travel
* Dissemination and knowledge mobilization (include costs relating to publication, conferences, user workshops, and any other knowledge mobilization related to the project)
* Partnership or Living Lab process and actions (convening, hosting, collaborating governance, etc.)
* Technology transfer activities (expenditures for field trials, prototypes, scale-up costs, demonstration projects, workshops and other activities to develop and grow the research collaborations with the partner organizations)

## Partner Contributions (maximum 1 page)

Provide a detailed budget breakdown and justification for spending for all partner contributions utilizing the same categories listed above. **Note: All private partner cash contributions will be subject to a 25% overhead for indirect costs.**

# Relevant References

Use this section to provide a list of the most relevant literature references. Do not refer readers to websites for additional information on your proposal. **Do not introduce hyperlinks in your list of references.**