



## 2023/2024 Research Grant Proposal Guidelines & Application Form

**Internal Application Deadline:  
to respective University Research Office (RSO)  
Tuesday, July 04, 2023**  
*From RSO to Alberta Gambling Research Institute: Monday, July 10, 2023*

If you require additional information, please contact your University's Research Coordinator, your Research Services Office (RSO) contact, or send an e-mail to *Glenda Wong, Executive Director, Alberta Gambling Research Institute*, [gfwong@ucalgary.ca](mailto:gfwong@ucalgary.ca).

Research Coordinator	Research Services Office contact
<i>Dr. Fiona Nicoll</i> Department of Political Science University of Alberta <b>e-mail:</b> <a href="mailto:fnicoll@ualberta.ca">fnicoll@ualberta.ca</a>	<i>[Your Faculty]</i> Research Facilitation Office University of Alberta <b>e-mail :</b> see Contact RSO webpage: <a href="#">Contact Us   Research Services Office (ualberta.ca)</a>
<i>Dr. David Hodgins</i> Department of Psychology University of Calgary <b>e-mail:</b> <a href="mailto:dhodgins@ucalgary.ca">dhodgins@ucalgary.ca</a>	<i>Stephanie Patrick</i> Research Grants Officer Research Services University of Calgary <b>e-mail:</b> <a href="mailto:stephanie.patrick@ucalgary.ca">stephanie.patrick@ucalgary.ca</a>
<i>Dr. Robert Williams</i> Faculty of Health Sciences University of Lethbridge <b>e-mail:</b> <a href="mailto:robert.williams@uleth.ca">robert.williams@uleth.ca</a>	<i>Natasha Chaykowski</i> Grants Facilitator Office of Research and Innovation Services University of Lethbridge <b>e-mail:</b> <a href="mailto:natasha.chaykowski@uleth.ca">natasha.chaykowski@uleth.ca</a>

### Alberta Gambling Research Institute Background

The Alberta Gambling Research Institute is a consortium of the Universities of Alberta, Calgary, and Lethbridge. Its mission is *'to facilitate evidence-based broad research that informs gambling public policy and educates Albertans and the wider audience about the effects of gambling'*.

The provincial government has committed resources to support research and build capacity at the participant Universities. This grant application cycle runs from **May 1, 2023 to July 10, 2023 (by July 04, 2023, to respective RSOs)**. The Institute's other activities include:

- funding of literature reviews on various gambling-related research topics;
- supporting capacity building at each of the participant Universities;
- developing and maintaining the Institute website;
- developing the collections and promoting access to library and support resources;
- organizing and sponsoring symposia and conferences;
- participating in research events;
- disseminating information and publications on current research; and,
- awarding graduate and doctoral level scholarships and research allowances to new scholars.

The administrative hub for the Institute is located at the University of Calgary (2500 University Drive NW, Calgary, AB T2N 1N4). Each of the partner Universities also has an affiliated research coordinator (see contact information above). For more information about the Institute and its achievements to date, please see <https://research.ucalgary.ca/alberta-gambling-research-institute> or contact the office at [agri@ucalgary.ca](mailto:agri@ucalgary.ca).

### **Goals of AGRI:**

1. To encourage, foster, and solicit research to better understand the role and impacts of gambling on the individual and society
2. To ensure research is collaborative and has stakeholder support
3. To support the development of research capacities across broad research disciplines
4. To contribute to making research accessible, useful and applied

### ***Stakeholder Identified High Priority Research Areas***

For the 2023/2024 proposal cycle, the following stakeholder identified priorities will receive particular consideration:

*Public policy* – Comparative and evaluative research on social responsibility programs with a view to determining best practice guidelines. How should responsible gambling be measured? How should revenue generation be balanced with effective social responsibility? Some examples of particular interest are: effects of advertising, sustainability of gambling under ideal regulatory conditions, and the role of recreational gambling and sports betting in Alberta.

*Indigenous / First Nations gambling* – A continuing priority identified by stakeholders is the need for further, including comparative, research into gambling behaviors and industry involvement of First Nations and other indigenous populations.

*Longitudinal follow up studies* – Basic understanding of the gambling behaviors and habits of various age cohorts was identified as being an integral building block for future research. Associated and follow-up research continues to be a high priority.

*Internet / Remote gambling* – The pervasiveness of this relatively recent format has accelerated it to the forefront of research demand. Some research has been completed, much is underway, but it will assuredly remain high on the gambling research agenda.

*Provision and delivery of effective treatment programs* – Although the evidence base for preventing and treating gambling disorders is growing, intervention research continues to be a priority. Stakeholders are interested in dissemination of research knowledge, translation of basic research findings into intervention, identification of best practices, development of easily accessible guidelines for clinicians/treatment providers, and provision of treatment in easily accessible modalities such as telephone, Internet and text. A specific stakeholder area of interest is to gain an understanding of the reason for the observed decline in numbers of treatment-seeking by problem gamblers as well as strategies for increasing treatment-seeking. Research on the basic personality, social, cognitive and neurological mechanisms of gambling and disordered gambling are also encouraged, in particular with ties to prevention and intervention.

*Socio-economic / Economic* – Over time, enormous focus has been put on developing and applying a model for identifying and assessing the fullest range possible of individual, family and societal impacts of gambling. Follow-up and further studies are needed to help determine: What is the appropriate level for the provincial government to make from gambling revenue? What percentage of revenue is from problem gamblers? How should revenue generation be balanced with effective social responsibility?

Proposals on these topics are encouraged but submissions are not restricted to only these topics. Applications for associated research that incorporates a gambling focus are eligible.

All research proposals are subject to expert peer review prior to approval. The Institute-funded initiatives to date are identified on the Institute's website – see: <https://research.ucalgary.ca/alberta-gambling-research-institute/research/major-grants>.

## Eligibility of applicants

An important aspect of the Institute's mandate is to promote collaborative and capacity-building research activity within the participant universities. Therefore, the applicant *must be one of the principal investigators and have faculty status at one of the three universities. This individual is responsible for overseeing the research activity, ensuring that expenditures comply with the approved budget, and meeting the annual and completion reporting requirements.* Research collaborators may come from other universities, be external experts or have faculty status at another post-secondary institution (with the proviso that confirmation is submitted indicating the length of their appointment extends beyond the research grant period). CVs of the principal and other investigators must accompany the application as well as an in-depth profile of any external collaborative research partners (e.g. consultants, treatment organization, etc.).

## Financial support

**Detailed budgets must be submitted with all grant applications.**

### **Eligible costs include:**

- Costs directly related to research
- Vendor quotes must be included for research equipment with component costs over \$1000
- Equipment acquired with grant monies is the property of the host University and reasonable requests for other related research use are to be accommodated wherever possible
- Maximum total awards will be \$160,000; maximum project lengths will be 3 years; many may be funded at much lower amounts or for shorter periods
- Approved multi-year grants are distributed on an annual basis with 100% of each year's award being paid at the commencement of the research period and annually thereafter. Overhead costs are not eligible expenses on individual research grants (since the Alberta Gambling Research Institute provides separate gambling research capacity-building funding to the partner universities)
- As the nature and scope of research projects varies considerably, costs such as research assistance remuneration will be approved in accordance with accepted policy of the host university
- Requests for paid consultants will be carefully reviewed by the Proposal Adjudication Committee (PAC), and they must be justified in the budget in a manner consistent with the host University's contracting arrangements for research purposes. The maximum amount will be \$10,000 per year for a maximum of two years. Travel costs for consultants may be requested, but the applicant must explain why alternative, less costly methods of communication (e.g. Zoom, Microsoft Teams, Skype, email, telephone) are inadequate substitutes.
- The principal applicant/investigator is responsible for initiating and monitoring any related contracts according to the host University's procedures
- Faculty members cannot be paid stipends from the grant awards
- If approved funding is found to be insufficient by the grantee, it is the responsibility of the grantee to obtain additional funding
- Retroactive funding will not be considered
- Varied and innovative **knowledge translation/transfer** initiatives
- Open Access (OA) publishing fees are allowed; however, discounted Author Processing Charges (APC) should be investigated and utilized whenever possible. For OA APC information and a list of available discounts/waivers in gambling-related journals – see: <https://research.ucalgary.ca/alberta-gambling-research-institute/resources/open-access-and-author-processing-charges>.  
If journals without APCs or discounted APCs cannot be used, justification for the non-discounted journal is required along with its associated costs.

## Timelines

<b>May 1, 2023</b>	Applications/guidelines distributed/posted
<b>July 04, 2023</b>	Applications due to Research Officer of Principal Investigator (PI)
<b>July 10, 2023</b>	Applications due to Institute from Research Officer
<b>July/August 2023</b>	Peer review process
<b>September - October, 2023</b>	Proposal Adjudication Committee (PAC)/Board approvals/ recommendations
<b>October 30, 2023</b>	Approval announcements
<b>April 15, 2024</b>	Progress reports (templates will be sent)
<b>Within 3 months of completion date* (variable)</b>	Completion reports (template will be sent)

\* **Time extensions** - If research projects cannot be completed within the approved time period, **requests for time extensions must be made 3 months prior to the specified completion date** (e.g. September 1, 2024 for an extension request with the originally approved completion date of November 30, 2024). The extension may be approved to a maximum of 6 months. Grant award payments will be correspondingly deferred.

## Selection and approval processes

A peer review process will be used to assess the grant applications. Applications will be distributed to reviewers in early July for return by the end of August.

*Applicants will not be advised of the names of the reviewers. To assist with their evaluations, however, reviewers will be provided with the CVs of the principal investigator(s).* The application form requests names of potential reviewers not affiliated with the research proposal under consideration. These names will assist with the development of a comprehensive contact list of researchers for subsequent peer review processes. Some, or all, of these individuals *may* be requested to participate in this review cycle. Reviewers will not be selected for applicants who were previous, or current, research collaborators or academic supervisors. These individuals may, however, be requested to review submissions of other applicants with a similar area of specialization.

A sub-committee of the Institute Board, PAC, will make **final** approvals and **notify successful applicants by October 30, 2023**. Within the context of the peer review recommendations, decisions will be based on:

- the merit of the proposal in addressing a research need (particularly identified stakeholder priorities);
- meeting the purpose of the Institute;
- the appropriateness of the amount of the budget request;
- the past performance of the principal investigator(s) with Institute grant awards;
- the contribution the research makes to capacity-building in the participant Universities;
- the identification of knowledge users;
- plans regarding knowledge mobilization, including the flow of research knowledge between researchers within academia; and beyond academia to inform and engage, where applicable, those involved in public policies, practices and/or debates; and
- plans to advance knowledge through, where appropriate, the sharing of research data.

All applicants will be provided with copies of the verbatim reviewer comments on their proposals. Applicants may receive conditional approvals (e.g., based on budget adjustments, willingness to pursue a collaborative undertaking, completion of active Institute-funded research projects, or requests for further information). Unsuccessful applicants will be provided with a summary of reviewer comments, advised of the rationale for the non-acceptance of their proposal, and invited to re-apply, with appropriate revisions, in subsequent grant cycles. There is no decision appeal process.

## **Accountability/Progress Reports**

The Institute is required to provide annual audited financial statements and reports on its research activities to its funder. It is also committed to providing information on the range of funded research projects through various communication and media activities (e.g. website listing, newsletter, and Research Offices). To assist with providing the most current and accurate information, researchers are required to provide brief annual reports (mid-April) as well as completion reports for all approved research projects. The *principal applicant* (see '*Eligibility of applicants*') is responsible for submitting the reports. The following information is required:

- progress towards meeting the identified research objectives;
- budget summary report including expenditures to date;
- timeline progress;
- remaining research activity;
- brief (2-3 sentence) descriptive statement for Institute website and/or newsletter on status of research to date.

Completion reports are due to the Institute within three months of the actual completion date of research projects. Grantees will also be required to submit a 1-2 page plain-language synopsis of the project, its main results, and implications, written for non-academic audiences. This synopsis will be submitted to AGRI no later than 3 months after the end of the grant award. Any unexpended grant funds must be returned to the Institute.

## **Research ethics and other required approvals**

Because of the tri-university eligibility for Alberta Gambling Research Institute grants, evidence of applicable certifications from the principal investigator's host university are required (e.g., human subjects, participant payments, etc.). Respective Research Officers will ensure approvals and/or certifications have been obtained as required and will release grant monies as per respective university policies and procedures.

## **Procedure for requesting information for research purposes from AGLC**

Due to their nature, some research investigations depend on access to information or data held by the Alberta Gaming and Liquor Commission (AGLC). A single point of entry has been established and a process to expedite their response and ensure that the proper authorizations are obtained. More information about accessing this type of data can be obtained by contacting Eric Baich at (780) 447-8777 or via email at: [Eric.Baich@aglc.ca](mailto:Eric.Baich@aglc.ca).

## **Intellectual property**

The guidelines and policies of the principal applicant's host University are applicable.

**Alberta Gambling Research Institute  
2020/2021 Research Grant Proposal Application Form**

**Internal Application Deadline to respective University RSO  
Tuesday, July 04, 2023**  
*From RSO to Alberta Gambling Research Institute: Monday, July 10, 2023*

**General Instructions:**

1. *Prior to completing this application, prospective applicants should read the Alberta Gambling Research Institute 2023/2024 Research Grant Proposal Guidelines*
2. *Application information is due to the principal investigator's University Research Services Office by **Tuesday, July 04, 2023.***
3. *An electronic copy (MS Word) of the completed application form is required.*
4. *The signed (e-signatures accepted) electronic copy must be **forwarded by the respective Research Officer to the Alberta Gambling Research Institute office ([gfwong@ucalgary.ca](mailto:gfwong@ucalgary.ca)) by 4:00 pm, Monday, July 10, 2023.***
5. *Only complete applications, duly signed, will be considered.*
6. *Resubmissions of applications from former Institute grant competitions are invited. They will be subject to the current review process.*

**PART 1: GENERAL INFORMATION**

Name of principal applicant/investigator (surname, given names)  
Department  
Faculty  
Telephone number  
Address for correspondence  
E-mail address

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Co-principal investigators (name, institution, department) <sup>1</sup>

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Short title of proposed research  
Descriptive statement for general information purposes (maximum 3 sentences)  
Research priority area (if applicable)  
Keywords (search terms)  
Project starting date  
Proposed completion date  
Total requested [per annum to maximum of 3 years and \$160,000]  
Indicate if proposed research involves human subjects, environmental impact implications, potential data privacy concerns, etc.

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<sup>1</sup> Include CV(s) of co-principal investigator(s) and/or profile of external research agency.

## **PART 2: FINANCIAL INFORMATION**

### **Budget summary:**

Detailed budgets must be submitted with all grant applications. Only those costs that are directly related to research are eligible (see also 'Financial support' section of guidelines). Include the following budget items:

- *Personnel*
  - Research assistance <sup>2</sup>
  - Technical assistance
  - Student assistance <sup>3</sup>
  - External researcher/consultant <sup>4</sup>
- *Materials and supplies*
- *Equipment* <sup>5</sup>
- *Knowledge transfer/information dissemination activities (including, but not limited to, conference attendance* <sup>6</sup>)
- *Open Access (OA) Author Processing Charges (APCs) (utilization of discounted OA APCs)* <sup>7</sup>
- *Other (please specify)*

### **Total requested:**

### **Total requested per year:**

Provide a brief rationale for each major category of budget item by relating it to the objectives and requirements of the proposed research.

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### **Other sources of funding**

Starting with the most recent, list the other granting agencies or programs from which you have requested or received funds within the last three years and indicate the status of this support (e.g. applied, held). Identify those awards, which are closely related to this grant request and, for each, describe its relationship to this request. This information, together with the CVs of the principal investigator(s), will be provided to external reviewers to assist them with assessing the past and current research performance and the relationship to the investigator'(s) research program.

*Agency/Organization*

*Project title*

*Amount/yr.*

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<sup>2</sup> As the nature and scope of research projects varies considerably, costs such as research assistance remuneration will be approved at the level normally allocated for similar assistance within the department/faculty of the host university. To be eligible for status as a 'research assistant', the individual must have employee status with one of the partner universities and may not be receiving other AGRI funding (e.g., scholarship).

<sup>3</sup> Student(s) providing assistance may not be receiving other AGRI funding (e.g., scholarship).

<sup>4</sup> Requests for paid consultants will be carefully reviewed by PAC, and they must be justified in the budget in a manner consistent with the host University's contracting arrangements for research purposes. The maximum amount will be \$10,000 per year for a maximum of two years. Travel costs for consultants may be requested, but the applicant must explain why alternative, less costly methods of communication (e.g. Skype, email, telephone) are inadequate substitutes.

<sup>5</sup> Vendor quotes must be included for research equipment with component costs over \$1000. Equipment acquired with grant monies is the property of the host University. Only in exceptional circumstances will computers/software be eligible for grant support. An explanation for funding of equipment / infrastructure must be provided to clearly indicate how the funding of those purchases will contribute to capacity building around gambling-related research in the future.

<sup>6</sup> Knowledge transfer activities may vary; however, conference travel is limited to an annual maximum of \$3,000 per grant.

<sup>7</sup> Open Access (OA) publishing fees are allowed; however, discounted Author Processing Charges (APC) should be investigated and utilized whenever possible. See <link for OA APCs document> for a list of OA APCs and available discounts/waivers in gambling-related journals. If journals without APCs or discounted APCs cannot be used, justification for the non-discounted journal is required along with its associated costs.

**PART 3: QUALIFICATIONS AND EXPERIENCE**  
**[Synopsis - not to exceed 2 pages per investigator] <sup>8</sup>**

A. *Principal applicant/investigator information*

Name of principal investigator (surname, given names)

*Academic and professional experience* (starting with the most recent)

- Date
- Institution/Organization
- Faculty/School/Department
- Position (e.g., tenure track (rank), sessional lecturer, research associate, etc.)

*Degrees Awarded* (starting with the most recent) list the following:

- Degree
- Discipline
- Institution
- Date awarded

Current research interests (describe in key words)

Academic Awards and Distinctions

Record of research/scholarly achievements

B. *Co-Principal investigator(s)*

Provide information similar to A, for co-principal investigator(s) and the rationale for including external researchers/consultants, where appropriate.

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**PART 4: RESEARCH PROGRAM**

**Abstract** (250 word maximum)

- *provide a concise, non-technical statement of the general objectives and significance of the proposed research*

**Description of proposed research** (10 page maximum; minimum of 12 cpi)

*Attach a description of the proposed research initiative being sure to include:*

1. *the objectives of the proposed research and its relationship to existing research, the investigator(s) research program, and literature;*
  2. *its potential theoretical and practical significance;*
  3. *the theoretical/conceptual framework guiding the research and, where applicable, the research hypotheses;*
  4. *the methods and procedures to be used and the resources that are required, with particular emphasis on those for which funding is being requested;*
  5. *a description of any proposed collaborative aspects; and,*
  6. *a timetable for the completion of the proposed research (note: award advice given by October 30, 2023).*
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<sup>8</sup> Outline relevant and significant contributions to research/scholarship **within the last 3 years or most recent period of research activity**, including publications (articles, books, book chapters, book reviews), works in press, research reports and papers, etc. **Start with the most recent and identify those works which are published in refereed journals. Do not exceed 2 pages.** This information will serve as an overview of the more detailed CV(s) submitted as separate files.



## APPLICATION CHECKLIST

	<i>Included</i>	<i>Not applicable</i>
1. An electronic copy with all required signatures (as appropriate to the principal applicant/investigator's host University) and containing separate files (MS Word format) of the application and CVs for each principal investigator and/or external partner profiles – send via email to: <a href="mailto:gfwong@ucalgary.ca">gfwong@ucalgary.ca</a>		
2. Confirmation that any necessary certifications and/or permissions will be obtained prior to grant allocation		
3. Vendor quote(s) for equipment over \$1000		
4. Confirmation that any related research contracts will be put in place prior to authorization to proceed (e.g. with external consultants, data collection agencies, etc.)		
5. This checklist		

### PART 5: SIGNATURES

Due to variations in internal structural and reporting arrangements, some, or all, of the following signatures are required. Advice should be obtained from the Research Officer of the host University (University of Alberta, University of Calgary, or University of Lethbridge) of the principal applicant/investigator. **The completed application and checklist is to be submitted to the Alberta Gambling Research by 4:00 pm, July 10, 2023.** Research grant accounts will be set up and funds disbursed according to the usual internal practices of the respective Research Offices.

#### **Note to signatories:**

**The undersigned hereby certify acceptance of the terms and conditions of the Alberta Gambling Research Institute as outlined in the guidelines and on this application form and of any conditions applied to a grant pursuant to this application.**

\_\_\_\_\_  
Principal investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-investigator(s)

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Dean

\_\_\_\_\_  
VP Research (or Associate)

\_\_\_\_\_  
Research Officer (signature indicates checklist confirmation)

### **Peer reviewer recommendations:**

Please provide the names and contact information (phone and e-mail address) of *three (or more)* potential peer reviewers who are not affiliated with this grant proposal, preferably including researchers outside of Alberta. These names will assist with the development of a comprehensive contact list of researchers for this and subsequent peer review processes. Some, or all, of these individuals *may* be requested to participate in this particular cycle. Applicants will not be advised of the names of the reviewers, however, reviewers receive applicant information to assist them with evaluating the past performance of the researcher(s) and commenting on the feasibility of the project.

Please include:

- Name/title
- Address/Institutional affiliation
- E-mail address
- Previous Affiliation\* (please indicate any prior or current research affiliation with the researcher(s) involved in the proposed initiative)
- Area of specialization

\* Please note: Peer reviewers will not be selected who have been previous research collaborators or academic supervisors of the applicant(s). Letters of introduction of the Alberta Gambling Research Institute will be sent to potential reviewers prior to requests for reviews being distributed.