

# Application Guidelines

## Janus Research Training Grant

A complete application for the Janus Training Grant must include:

- The project title

In separate documents uploaded as PDFs, please provide:

- Your CV
- A letter from either your department chair or program director supporting protected time for you to complete the Grant Generating Project (GGP) Program; the letter of support (as required by the GGP) should include:
  - Assurance of adequate—a least 20 per cent—protected time to complete the proposal and related GGP requirements
  - Departmental or program support of your research interest
  - Departmental or program commitment of time and funding required for you to attend all GGP workshops
  - Approval of the time required for you to attend the GGP workshops (the Janus Grant is specifically geared toward supporting travel to these workshops)

In another separate document, please provide a draft concept paper that includes:

- A project summary (maximum 300 words)
- A description and the background of the problem or issue to be investigated (maximum one page)
- Research goal and questions
- Overall study design
- Participants and recruitment
- Data analysis methods
- The significance of the problem or issue (maximum one page)
- A brief literature review (maximum one page)
- Your research aim, including hypotheses (research goals and questions; maximum one page)
- Methodology (overall study design, participants, recruitment, outcome measures, data management and analysis, etc.; maximum three pages)
- Your budget (overall estimate and breakdown of major line items such as salaries, travel, supplies, and statistical support; maximum one page in a table format)
- Ethical considerations (maximum half a page)

Please upload your complete submission as a PDF and adhere to these formatting requirements:

- Font – Arial or Times New Roman
- Font size – 12 point
- Margins – Standard one-inch margins
- Page restriction – 10 pages maximum

All sections must be completed. Submissions that exceed 10 pages will be truncated.