FOCUSED RESEARCH

“Risk and Protective Factors of Gambling among Young Adults: Analysis of the Manitoba Longitudinal Study of Young Adults Data”

Reference # FR-12-14
# TABLE OF CONTENTS

## PART A – BACKGROUND

A 1. The Manitoba Gambling Research Program 2

## PART B – PROJECT DETAILS

B 1. Project Details 3
B 2. Project Scope 3
B 3. Proposal Submission 6
B 4. Questions and Inquiries 6
B 5. Proposal and Assessment Criteria 7
B 6. Evaluation and Selection 8
B 7. Acceptance of a Proposal 9
B 8. Negotiations 9
B 9. Notification of Outcome 9

## PART C – PROJECT MANAGEMENT

C 1. Role of Sponsoring Organization 10
C 2. Ethics and Required Approvals 10
C 3. Intellectual Property 10
C 4. Release of Information and Publication Rights 11
C 5. Acknowledgements 11
C 6. Payment and Reporting 11

## PART D – PROPOSAL TERMS AND CONDITIONS

D 1. Disqualification 12
D 2. Right of Rejection 12
D 3. Right to Reissue Solicitation 12
D 4. Ownership and Cost of Proposal 12

## PART E – APPENDICIES

Appendix A 2012 Research Priority Areas 13
Appendix B Proponent Certification 14
Appendix C Budget Template and Timelines/Eligible and Ineligible Expenses 15
A 1. The Manitoba Gambling Research Program

The Manitoba Gambling Research Program builds gambling research capacity and supports the development of high quality research that enables the evidence-based advancement of responsible gaming programs, and problem gambling prevention and treatment.

A Research Council, consisting of community members and provincial gambling stakeholders, oversees the research funding.

All research proposals and reports are peer reviewed to ensure their relevance and quality.

Any research undertaken through the Manitoba Gambling Research Program must fit within the research priorities listed in Appendix A. The 2012 research priorities were identified through consultations with key stakeholders in Manitoba and leading researchers, treatment providers, and prevention organizations worldwide.

The 2012 research priorities are grouped into four areas:

1. **Responsible Gaming Strategies:** Advancing strategies designed to support key responsible gaming priorities including prevention, harm minimization and problem gambling support and referral.

2. **Gambling Continuum and Behaviours:** Understanding what influences movement and stability across the range of gambling behaviours.

3. **Understanding Problem Gambling Risk and Program Responses:** Effectively responding to the needs of individuals and families with gambling problems.

4. **Emerging Technologies and Responsible Gaming:** Understanding the potential of technological developments in gaming to improve responsible gaming tools and problem gambling responses.

Focused Research provides the opportunity for researchers to investigate specific questions, as identified by the Research Council, and support research projects of high scientific standard within the research priorities of the Manitoba Gambling Research Program.

Through Focused Research the program aims to:

- Enhance understanding of topics within the Manitoba Gambling Research Program’s research priority areas.

- Increase Manitoba-based gambling research.

- Support the development of existing and new researchers in the field of responsible gaming and problem gambling research, and build research capacity in Manitoba.

- Support gambling research projects that have practical application.

- Disseminate information and share expertise on gambling research.

The Manitoba Gambling Research Program, managed by Manitoba Lotteries (MLC), is an element of the responsible gaming strategy of the Corporation.

The procurement process for all research undertaken through the Manitoba Gambling Research Program is managed by MLC. The Research Council is responsible for the final award decision.
PART B - PROJECT DETAILS

B 1. Project Details

Eligible Proponents: At least one principal investigator must be affiliated with a recognized Canadian university or organization that conducts research on a regular basis. The principal investigator(s) and co-investigator(s) must demonstrate the necessary ethical, technical and analytical standards and capacity to carry out the proposed research project.

Note: Currently, only principal investigators affiliated with a Manitoba university or organization are eligible to access the MLSYA dataset. Principal investigators without Manitoba affiliation will be eligible to access the MLSYA dataset after March 31, 2013. Full eligibility requirements are outlined in the MLSYA Data Access Program.

Award Maximum: $70,000.00
Closing Date for Questions: September 17, 2012 (16:00 CST)
Addenda Deadline: September 24, 2012
Proposal Closing Date: October 15, 2012 (16:00 CST)
Notification of Award: January 2013
Project Timeline: Project should be completed within 12 months upon signing of the agreement.

Access to MLSYA Dataset

The successful proponent will be required to submit an application to the MLSYA Data Access Program to be granted access to the MLSYA dataset and must follow all terms and conditions of the MLSYA Data Access Program. Acceptance of a proposal does not guarantee access to the MLSYA dataset. The Data Access Program Guidelines can be found at: www.mgcc.mb.ca/mlsya.html.

B 2. Project Scope

Background

Manitoba Longitudinal Study of Young Adults (MLSYA) is a joint project by Manitoba Gaming Control Commission, Addictions Foundation of Manitoba, and Manitoba Lotteries. The MLSYA was designed to collect longitudinal information to learn more about young adult Manitobans’ changing gambling behaviours and attitudes and about how these changes relate to a broad spectrum of protective and risk factors.

The MLSYA followed a longitudinal sample (N=679) of 18-20 year olds from across Manitoba over a five year period from 2007-2011.

- The study includes four waves of data collection, with data collected via Internet, telephone and mail. Data were collected approximately every 12 to 18 months.
- At wave 1, 679 18-20 year olds were enrolled in the study. The sample sizes at wave 2, 3, and 4 were 607, 561 and 517 respectively.
- The MLSYA data includes demographic variables, psychological context (personality, cognition and mental health), biological context (gender, physical health), social context (social support, family environment, and political and public environment), and risk taking including substance use and gambling involvement (attitudes and preferences).
- The problem gambling risk level in the MLSYA dataset was measured by using the Problem Gambling Severity Index (PGSI), a subset of the Canadian Problem Gambling Index (CPGI).
The MLSYA dataset includes the following instruments:

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<tr>
<th>Instrument</th>
<th>Cycle 1</th>
<th>Cycle 2</th>
<th>Cycle 3</th>
<th>Cycle 4</th>
<th>Key Source</th>
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<tr>
<td>Demographics, including age, gender, marital status, education and employment status, region, personal and household income, household composition, religion, citizenship, and ethnic identity questions</td>
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Note: This table is reprinted from the “MLSYA Data Access Program Guidelines” (2012), which can be found at: www.mgcc.mb.ca/mlsya.html
Project Goals
The purpose of this project is to analyze existing Manitoba Longitudinal Study of Young Adults (MLSYA) data in order to identify protective and risk factors associated with safer gambling and risky gambling among young adults. Specific project goals are to:

• Identify transitions and stability in problem gambling risk levels (according to the PGSI) over time;
• Identify and test a model or models to explain transitions and stability in problem gambling risk levels; and
• Identify potential implications and opportunities for programs and strategies in prevention and treatment of problem gambling.

Proponents should clearly address all project goals in their proposal.

Given the wealth of data contained in the MLSYA dataset, proponents will need to identify and focus on what they consider to be the key variables to address the project goals.

Methodology
Given the very large dataset, proponents are expected to identify the key variables to be included in the analysis of transitions and stability of problem gambling and a model to predict increases, decreases, and stability in problem gambling risk levels.

The analytical components listed below are included to provide a sense of the level of statistical analyses required for this project. Applications are welcome to propose alternative or additional analyses methods provided they are well justified and address the project goals outlined in this project guide.

• Identify transitions in problem gambling levels over five years using both raw scores and categories of the PGSI including non-gambling, non-problem gambling, low risk gambling, moderate risk gambling, and problem gambling.
• Model longitudinal data using specialized techniques such as hierarchical linear (multilevel) models (HLM), latent class and transition analyses (LCA/LTA), structural equation modeling (SEM), and latent growth curve models (LGM).
• Assess the independent and relative effect of variables on time-related outcomes, including time to event occurrence (e.g., entry or departure from gambling states), or transition rates between states (e.g., PGSI levels), as well as associated predictors (e.g. SES, mental health, gender, risk factors, etc.).
• Techniques to simultaneously examine the complex relationships of problem gambling risk levels.
• Identify strategies for dealing with missing responses and attrition.
• Identify the limitations associated with the recommended or proposed analyses.
B 3. Proposal Submission

Proposals are accepted through the Manitoba Gambling Research Program website, manitobagamblingresearch.com. Proponents are required to complete an on-line application form prior to submitting a proposal. Proposals must be submitted no later than the Closing Date and Time. Proponents will receive an automatic email notification from the Manitoba Gambling Research Program confirming the submission of their application.

Items or requirements identified as “must”, “shall” or “will” are mandatory requirements and items or requirements identified as “should” or “may” are those that are preferable. The proposal submitted must meet all mandatory requirements; please ensure your proposal features the mandatory requirements prominently.

The proposal should not exceed fifteen pages (including title page) with a maximum of fifteen pages of appendices (30 pages total maximum).

Appendices may include references, completed budget template, curriculum vitae, etc.

All proposals should use:

- Single spacing
- Black, 11-point Arial font
- 2 cm margins (all sides)
- No headers or footers (footnotes exempted)
- Page numbers in bottom, right hand corner of each page (excluding title page)
- No hyperlinks
- Correct spelling and grammar

The proposal should be submitted as one file in PDF format (max.15 MB), and should include the following sections in this particular order:

- Proponent Certification (Appendix B)
- Proposal (include Budget - Appendix C)
- Appendices

Note: The scanned Proponent Certification form should be dated and signed by the appropriate individuals.

B 4. Questions and Inquiries

Proponents are solely responsible for obtaining all information that may be necessary in order to understand the requirements of this project. No allowance shall be made for the failure of a proponent to obtain such information or to make such investigations. Should a proponent discover any errors or omissions, or require clarification or additional information, they should notify Carly Sacco via email at carly.sacco@mlc.mb.ca prior to the closing date for questions.

Requests should include the following:

- Reference # and Title
- Proponent name and address
- Reference to specific area in question

By no later than the addenda deadline, clarifications, amendments or additional information related to this Project Guide will be issued as written addenda on manitobagamblingresearch.com.
B 5. Proposal and Assessment Criteria

Proponents should organize the research proposal by answering the following questions. Included for each question is the assessment criteria.

1. Rationale and Literature Review (30%)
   a) Provide an overview of the literature that is relevant to the research question and/or hypothes(es).
      Assessment Criteria: Is the literature review comprehensive and relevant?
   b) State the research question(s) that are to be addressed by the proposed research.
      Assessment Criteria: Are the research questions clear and appropriate in scope?

2. Methodology (30%)
   a) Describe the methodological approach, specific design and features of the proposed research and justify their appropriateness.
      Assessment Criteria: Is the research design and methodological approach appropriate and clearly described?
   b) Describe and justify all measurement instruments and other tools to analyze the data.
      Assessment Criteria: Are measurement instruments and other tools and protocols justified and appropriate to the design of the study?
   c) Describe the proposed data analysis procedures and their relevance to the research question(s).
      Assessment Criteria: Are data analysis procedures clearly presented and appropriate to the research question(s)?
   d) Identify any ethical considerations from the proposed research and how they will be addressed.
      Assessment Criteria: To what extent have salient ethical issues been identified and addressed?
   e) Describe the limitations to the proposed design, data analysis procedures, and any other foreseeable challenges to the project. Explain how you propose to address these issues.
      Assessment Criteria: Are the limitations to the proposed methodology and foreseeable challenges to the project identified and appropriately addressed?

3. Qualifications (25%)
   a) Describe the qualifications and experience of the key members of the research team in relation to their ability to conduct the proposed research.
      Assessment Criteria: To what extent does the team have the skills and expertise to successfully conduct the research project?
4. **Timelines and Budget (15%)**

**Timelines**

Describe the proposed work plan, including specific milestones for each phase, team member assignments and timelines aligned with successful implementation of the research. Include any resources or tasks that will be required from MLC.

*Assessment Criteria: To what extent are the proposed work plan, team members assigned, and timelines aligned with successful implementation of the research?*

**Budget**

Identify total budget for the proposed research project. The budget template is provided in Appendix D, and the excel version should be downloaded and completed as part of the application. You may also include a narrative budget justification as part of the proposal.

The following categories are included in the budget template:

- Personnel Compensation
- Equipment and Supplies
- Knowledge Transfer/Dissemination
- Other Expenses
- Overhead (up to 20% of the total)

Budgets are reviewed carefully and should include only those expenses as outlined in the Eligible and Ineligible Expenses description (Appendix D) and necessary for the proposed research. All purchases, reimbursement for services and travel costs must follow guidelines and rates set by the sponsoring organization and must be undertaken in accordance with the sponsoring organization’s standard procedures.

*Note: Overhead is part of the total project budget which cannot exceed the maximum funding amount.*

*Assessment Criteria: Are all expenses appropriate and justified? Are all expenses within the eligible expenses of the Manitoba Gambling Research Program?*

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**B 6. Evaluation and Selection**

The selection procedure will be finalized through the following steps:


2. Proposals are screened to eliminate submissions which do not meet the mandatory requirements. Proposals not meeting the mandatory requirements will be disqualified and will receive no further consideration. If any aspect of a submission is unclear, clarification may be sought from the proponent. Items or requirements identified as “must”, “shall” or “will” are mandatory requirements and items or requirements identified as “should” or “may” are those that are preferable.

3. Proposals meeting mandatory requirements are evaluated by three peer reviewers who are not proponents. Peer review is universally recognized as the most impartial and effective way to allocate research funds. Proponents will not be advised of the names of reviewers.
Proposals are rated on the following four key areas. Assessment Criteria are outlined clearly in section B5.

1. **Rationale:** Supporting literature, justified research questions (30%)
2. **Methodology:** Adequacy, appropriateness and feasibility of the research design (30%)
3. **Qualifications:** Required expertise and skills (25%)
4. **Timeline & Budget:** Appropriate budget and feasible work plan (15%)

4. Following peer review, the Research Review Committee, a subcommittee of the Manitoba Gambling Research Program’s Research Council, will meet to further evaluate short listed proposals.

5. The Research Review Committee will make award recommendations to the Research Council who is responsible for the final award decision. The Research Council may select one or more proposals, or it may select none at all.

All decisions on the degree to which a proposal meets the stated criteria or the score assigned to a proponent or to part of a proposal, will be determined solely by the Research Review Committee and Research Council. The Research Council’s determinations in this regard are final and may not be appealed by a proponent.

**B 7. Acceptance of a Proposal**

If the Research Council decides to accept one or more proposals, it will accept the proposal(s) that, in their sole opinion, offer(s) the best solution to the project goals identified in the project scope of this document.

**B 8. Negotiations**

Any proponent whose proposal has been selected must be prepared to proceed in good faith to negotiate and enter into an agreement with MLC. Notwithstanding any other provision contained in their solicitation or in a proponent’s proposal, selection of a proposal does not guarantee an agreement with MLC; rather, selection of a proponent’s proposal is expected to initiate a process of negotiation which may lead to one or more agreements with MLC.

**B 9. Notification of Outcome**

Proponents will receive written notification in regard to the outcome of their proposal once the process has been closed.
PART C - PROJECT MANAGEMENT

C 1. Role of Sponsoring Organization

The sponsoring organization is the university, company or other type of organization of which the principal investigator is affiliated.

The sponsoring organization is responsible for:

- Establishing a separate research account for each research project.
- Managing the research account and ensuring the timely flow of funds to researchers.
- Submitting to MLC a statement of expenditures signed by the principal investigator as soon as practical after the close of the sponsoring organizations’ fiscal year.
- Notifying MLC immediately if the principal investigator is unable, for any reason, to carry out or to complete the research for which funds are provided.
- Monitoring the research project to ensure that the research is being conducted in accordance with the research proposal and the sponsoring organization’s professional and usual research standards and protocols.

The Manitoba Gambling Research Program may, in its sole discretion, independently monitor and/or conduct progress reviews and/or an audit. This may include meetings with the principal investigator and research team to review the progress or with the sponsoring organization in connection with the administration of the research project.

C 2. Ethics and Required Approvals

Proposals for research involving humans must ensure that subjects are protected from research risks, and that ethical considerations have been addressed.

The ethics review process must comply with the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*. In the event that a university based Research Ethics Board is not utilized, the sponsoring organization is required to complete an ethics review with a professional, independent, established research ethics board.

The sponsoring organization is responsible to withhold research project funds until the required ethics approvals have been provided to MLC.

C 3. Intellectual Property

MLC, in its capacity as administrator of the Manitoba Gambling Research Program, shall own all right, title and interest in and to the data, compilation of data, analysis, research and intellectual property that is the subject of all research projects funded under this Program (the “Research”).

Subject to the provisions of Sections C4 and C5 hereof, the proponent shall have a non-exclusive, perpetual, fully-paid and royalty-free licence to use the Research for further research and other academic purposes, including the publication of technical data, journal articles, presenting at symposia and professional meetings, and other non-commercial uses, which includes those resulting from any further research.

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The proponent will provide MLC with copies of the data gathered as part of the research. This may include:

- Any aggregate dataset built from analysis of the raw data; and
- Any other data systems or intellectual property developed as part of this project.

**C 4. Release of Information and Publication Rights**

The proponent agrees that no proprietary or confidential information shall be disclosed as part of any publication. The sponsoring organization or proponent shall not publish or otherwise release the final report in whole or in part for at least sixty (60) days following the final report being accepted by the Research Council.

Any preliminary research findings that have not been previously provided in an interim report, must be provided to MLC at least thirty (30) days prior to any publication or release by the sponsoring organization or the proponent.

Unless the proponent first complies with the provisions of this Section C4, the proponent shall not publish or present the final report or any portion thereof.

**C 5. Acknowledgements**

Proponents will be expected to acknowledge MLC in any publications that arise, in whole or in part, as a result of the Research using the following statement: “This research was funded by the Manitoba Gambling Research Program of Manitoba Lotteries; however, the findings and conclusions of this paper are those solely of the author(s) and do not necessarily represent the views of Manitoba Lotteries”.

**C 6. Payment and Reporting**

Upon signing the agreement, 20% of the research funds will be distributed to the sponsoring organization, and the proponent will be required to provide a summary of the research project suitable for posting on the Manitoba Gambling Research Program website. Payments of remaining project funds will be made on a regular basis, subject to agreed progress and timeframes in the approved work plan in the agreement. Principal investigator(s) will be required to provide an interim report(s) on the progress of the project, including milestones reached and/or issues that may adversely affect the outcome relating to timeframes, budgets or other aspects of the project.

MLC will send the final report for peer review and the principal investigator(s) will be required to address any comments from reviewers. Once comments have been considered, the final report is submitted to the Research Council for acceptance.

Final payment will occur after the research report has been formally accepted by the Research Council. Final reports may be posted on the Manitoba Gambling Research Program website.
A proponent should clearly understand, and by submitting a proposal, agrees that its proposal is subject to the following conditions, in addition to any other terms and conditions set out in this solicitation.

**D 1. Disqualification**

No proposal will be considered which is received after the Closing Date and Time. No proposal will be considered which does not meet the mandatory requirements. No proposal will be considered from a proponent where Research Council, in its sole discretion, determines that a potential conflict of interest exists. No proposal will be considered that is in any way conditional or that proposes to impose conditions on MLC that are inconsistent with the requirements as outlined in this solicitation and the terms and conditions stipulated herein.

**D 2. Right of Rejection**

The submission of a proposal, the receipt of a proposal by the Manitoba Gambling Research Program, and the opening of a proposal; or any one of those, does not constitute acceptance of a proposal in any way whatsoever.

The Research Council reserves the right to waive deficiencies in any proposal. The decision as to whether a deficiency will be waived or will require that a proposal be rejected will be made by the Research Council in its sole discretion.

The Research Council reserves the right to request clarification in any proposal to enable the Research Council to determine whether the proponent’s proposal merits further consideration. The right to clarify does not impose upon the Research Council a requirement to clarify any part of a proposal where the proposal is unclear or otherwise not acceptable in any aspect.

**D 3. Right to Reissue Solicitation**

The Research Council reserves the right to reissue the solicitation where, in the Research Council’s sole opinion, none of the proposals submitted in response to the solicitation warrant acceptance or where it would be in the best interest to do so.

**D 4. Ownership and Cost of Proposal**

All proposals submitted before the Closing Date and Time become the property of MLC and will not be returned to the proponent. All costs and expenses incurred by proponents in the development, preparation, submission or presentation of proposals in response to this solicitation will be borne by the proponent.

The selection of any proposal, the rejection of any or all proposals, the termination of this solicitation process, or initiation of a new solicitation process shall not render MLC liable to pay or reimburse any such costs or damages incurred by any proponent or any partner or associate of such proponent participating in this solicitation process.
2012 RESEARCH PRIORITY AREAS

1. Responsible Gaming Strategies: Advancing strategies designed to support key responsible gaming priorities including prevention, harm minimization and problem gambling support and referral.

   Informed Decision Making Model:
   - Explore ways to create demand and interest in individuals across the range of gambling risk behaviors for information designed to assist players in making informed decisions.
   - Identify effective approaches to address erroneous beliefs about gambling.
   - Investigate how attitudes about money and the value of money impact gambling decisions.
   - Increase understanding about the responsible gaming and problem gambling information needs of different population segments and how best to reach them, e.g., youth, older adults, males and females, ethnic groups, individuals with mental illness, immigrant groups.

Pre-Commitment Strategies:
- Explore the utility and effectiveness of pre-commitment strategies and tools in helping players maintain control over their gambling.

Assembling Gaming Customers:
- Identify effective approaches for interacting with players at gaming sites who may be exhibiting signs of at risk or problem gambling.

On-site Responsible Gaming Player Information:
- Identify effective approaches to providing on-site responsible gaming information to players aimed at promoting responsible play, and providing problem gambling support and referral information to customers.

Voluntary Exclusion:
- Identify effective practices and processes that will encourage casino players to link to support and assistance services following enrolment in a voluntary exclusion program.
- Identify effective practices and processes to minimize the number of voluntary exclusion breaches.


- Explore what risk and protective factors (individual, social, environmental) influence the movement back and forth between no risk and problem gambling risk levels.
- Examine what constitutes normative gambling (i.e. no risk or low risk) and what key factors keep gambling at a non-problem or low risk level.

3. Understanding Problem Gambling Risk & Program Responses: Effectively responding to the needs of individuals and families with gambling problems.

- Identify factors (individual or societal) that increase an individual's motivation to seek and commit to treatment and/or change.
- Examine the relationship between co-occurring disorders and at risk/problem gambling, and explore the implications for treatment.
- Examine which types of at-risk and problem gamblers could benefit from various brief interventions.
- Identify the major factors that may influence individuals to experience rapid treatment improvements.
- Examine which treatment modalities and approaches offer the most potential for effectively addressing problem gambling.


- Examine the potential of technological features or tools in assisting players in managing and monitoring their play.
- Examine the effectiveness of online interventions and information in preventing and/or assisting individuals with gambling problems.
Appendix B

**PROPONENT CERTIFICATION**

**Solicitation #:** FR-12-14    **Submitted To:** Carly Sacco, Manitoba Lotteries

**Name:** Risk and Protective Factors of Gambling Among Young Adults

**Submitted By:**

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**Principal Investigator 1:**

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**Principal Investigator 2 (if applicable):**

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**The proponent hereby certifies and acknowledges the following:**

1. The proponent is familiar with the requirements as stated in the solicitation document and will be able to perform the services to satisfy those requirements.

2. The proponent has read the solicitation document and understands the terms and conditions thereof and the full nature and extent of the work involved.

3. All of the information provided in this proposal is true and complete. The sponsoring organization authorizes the Research Council and MLC to publicly release its name and name of the principal investigator if the proposal is accepted.

**Signed and Submitted:**

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<th>Sponsoring Organization</th>
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<td>Individual authorized to sign on behalf of Sponsoring Organization</td>
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## Appendix C: Budget Template and Timeframe

### PERSONNEL COMPENSATION

#### Non-Student Compensation

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<tr>
<th>Personnel</th>
<th>Task Description &amp; Timeframe</th>
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Subtotal $0.00

Total Personnel Compensation $0.00

### EQUIPMENT & SUPPLIES

<table>
<thead>
<tr>
<th>Equipment</th>
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<tbody>
<tr>
<td>Computer Software</td>
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<td>Electronic Equipment</td>
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<td>Photocopying, Printing, Lab Supplies</td>
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Subtotal $0.00
### KNOWLEDGE TRANSFER/DISSEMINATION

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<tr>
<th>Expense</th>
<th>Quantity</th>
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<td>Accommodation</td>
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<td>Conference Registration</td>
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<td>Communication</td>
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<tr>
<td>Other</td>
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<td><strong>Subtotal</strong></td>
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### OTHER EXPENSES

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### OVERHEAD (20%)

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### SUMMARY INFORMATION

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<td>Equipment &amp; Supplies</td>
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<td>Knowledge Transfer/Dissemination</td>
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<tr>
<td>Other Expenses</td>
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| Budget (not including overhead)| **$0.00** |
| Overhead (max. 20%)             | **$0.00** |

| Total Budget                   | **$0.00** |
Eligible and Ineligible Expenses

1. Personnel

Eligible Expenses

For Investigators: Proponents employed full-time at an academic institution are eligible for a course buyout, with justification and appropriate task detail. Only one course per year is allowed at a maximum of $10,000 per course, provided that the course in question will be offered with substitute academic personnel.

For proponents who are not employed full-time at an academic institution or a publicly funded agency, a per diem is calculated as salary plus benefits divided by 261 to a maximum of $800 CAD per day. Adequate justification should be provided for both the time allocated and the required level of expertise in relation to the assigned tasks. The per diem per day should include any and all obligations including any applicable taxes.

NOTE: Above policy is subject to consistency with the consulting fee policy of the sponsoring organization.

For Research support: Salary for support staff, research assistants and student assistants (in accordance with standard rates at the university, sponsoring organization, or particular locale where the work is being carried out).

For Consultants: Consulting fees may be included in the budget only if it can be demonstrated that expert advice is needed to resolve highly technical problems. These fees must be justified in the proponent's Research Plan. Where reasonable, key project personnel are expected to have the full qualifications and experience necessary to carry out the research for which they are funded, or to obtain the help of fellow scholars/practitioners as part of reciprocal collaboration.

Ineligible Expenses

Proponents employed full-time at an academic institution are not permitted to receive direct personal payment for their time allocated to the research.

Costs related to staff awards and recognition.

Fees for informal consultation with colleagues.

Supplements to salaries / stipends are not allowed for the following activities:

- Salary for individuals registered in a degree/program related to this research project
- Indirect payroll costs (e.g. medical insurance)
- Preparation of teaching materials
- Curriculum development
- Severance pay and separation packages
- Administrative charges and fees
2. **Personnel Travel**

**Eligible Expenses**

Only Canadian and Continental US travel is eligible.

Travel and subsistence costs directly related to:
- The conduct of the research activities (e.g. for data collection, team meetings)
- Knowledge translation (i.e. the presentation of research results)

For air travel, proponents must obtain the lowest rate available, not to exceed full economy fare. If an advance purchase excursion (APEX) fare is the least expensive option, subsistence costs may be included for the additional days the traveler may be required to stay in order to take advantage of the fare, provided that the total cost of the APEX fare and subsistence is less than the cost of a full economy fare.

Subsistence costs must be justified by the requirements of the programs and activities and may be applied only to time spent away from home.

Rental or mileage costs are allowed only if the use of a car is essential.

Subsistence and mileage costs will be calculated using the sponsoring organization’s rate(s).

**Ineligible Expenses**

Any expenses for overseas travel.

Alcoholic beverages.

Commuting costs between the residence and place of employment or between two places of employment of the proponent and/or his/her research personnel.

Reimbursement for airfare purchased with personal frequent flyer point programs.

Child care or babysitting expenses while a parent is travelling.

3. **Communication**

**Eligible Expenses**

The following items may be included in the budget only if they are directly related to the research activities: disposable supplies (such as stationery), postage, long distance telephone calls and purchase of books, documentation, and duplicated material, workshops, seminars, round tables, conferences, public lectures directly related to the research activities (the cost of meals for workshop participants may be included in the budget, but alcoholic beverages may not).

Knowledge transfer activities may vary; conference travel is limited to an annual maximum of $2,000 per grant.

Page charges for articles published, including costs associated with ensuring open access to the findings (e.g. costs of publishing in an open access journal or making a journal article open access).

Preparing a publication (e.g. preparing a camera-ready manuscript, preparation and/or purchase of illustrations, figures, maps, drawings and photographs).
Preparing primary data to make them accessible to other researchers/practitioners.

Sending copies of data, reports or publications in Canada or abroad.

Research activities leading to publication: salaries of office staff (including editorial assistants), and travel and subsistence related to preparing a publication.

Preparation of materials for mass media and other audiences (e.g. digital media, Website maintenance fees, etc.).

**Ineligible Expenses**

Standard monthly connection or rental costs of telephones.

Connection or installation of lines (telephone or other links).

Voice mail.

Cellular phone, smartphone, tablet computer (e.g., iPad), personal digital assistant (PDA) (e.g. Blackberry, Palm Pilot, Pocket PC), or similar electronic device rental or purchase, including service plans, long distance or local charges, unless they are necessary for data collection.

Library acquisitions, computer and other information services provided to all members of the institution.

Professional training or development, including computer and language training.

Requests for translation, unless specifically included for a research instrument (e.g. questionnaire), or for communications of research results.

**4. Equipment and Supplies**

**Eligible Expenses**

The sponsoring organization should supply computer equipment; however, purchase or rental of laptop computers and printers for fieldwork and/or data collection may be eligible with approval from Manitoba Lotteries.

All computer services or licensing for which user fees must be paid. Sponsoring organizations are expected to offer researchers "most-favoured-user" rates for computer services, where available.

Other non-disposable equipment: purchase or rental of equipment such as cameras, video equipment, laboratory equipment are allowed only if proponents do not have access to such items through the university or sponsoring organization and with approval from Manitoba Lotteries.

**Ineligible Expenses**

Insurance costs for equipment.

Costs for the construction, renovation or rental of laboratories or supporting facilities.

Purchases or rental of standard office equipment such as desks, chairs, filing cabinets, photocopiers, facsimile machines and answering machines.

Field vehicles.
5. **Participant Compensation**

**Eligible Expenses**

Fees paid to or incentives purchased for research subjects, as incentives for participation, where ethically acceptable.

6. **Other**

**Eligible Expenses**

The cost of the project’s ethical review through a professional, independent, established research ethics board, which complies with the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* if the sponsoring organization is *not* a university.

Recruiting costs for research personnel, such as advertising.

The purchase of specialized services not formally provided by the sponsoring organization and directly related to the research activities may be eligible with approval from MLC.

**Ineligible Expenses**

Any expenses incurred before the project start date.

Costs of entertainment, hospitality and gifts.

Sales taxes for which an exemption or rebate applies.

Any research expenses related to work being carried out by the researcher under contract to a public or private agency or firm for their own purposes, with the exception of work commissioned by a non-governmental publisher.

Monthly parking fees for vehicles unless specifically required for field work.

Cost of memberships in professional associations.

Purchase of land.

Contingency allowances.

7. **Overhead**

**Eligible Expenses**

Overhead is calculated in addition to the direct costs of the proposed research project, to a maximum of 20% of the direct costs. Overhead is expected to cover the costs of normal research support, including office space, administrative supports, computers, etc.

Note: Overhead is part of the total project budget which cannot exceed the maximum funding amount.