Small Grant Guide
2017
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**Manitoba Gambling Research Program**

The Manitoba Gambling Research Program builds gambling research capacity and supports the development of high quality research that enables evidence-based advancement in three areas:

(a) responsible gambling programs;

(b) problem gambling prevention; and

(c) problem gambling treatment.

The Manitoba Gambling Research Program, managed by Manitoba Liquor & Lotteries, is an element of the responsible gambling strategy of the Corporation. An independent 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.

Applicants from a diversity of disciplines are strongly encouraged to apply.

**2015–2018 Research Priorities**

The 2015–2018 research priorities were identified through consultations with key stakeholders in Manitoba and leading researchers, treatment providers, and prevention organizations worldwide.

Any research undertaken through the Manitoba Gambling Research Program must fit within one of the twenty research priorities listed in Appendix A. Proposals must clearly demonstrate how the research topic fits within the research priority(s) identified, as fully worded (e.g., examine an area and its implications). Proposals that do not clearly fit within the research priorities listed in Appendix A will be disqualified and will receive no further consideration.

Please note that preference will not be given to proposals that fit within more than one research priority. Proposals that fit within research priorities that are under-represented when compared to all previous research funded by the program may receive additional consideration.

**Purpose**

Small Grants support research projects of high scientific standard within the research priorities of the Manitoba Gambling Research Program.

Through Small Grants, the program aims to:

- Enhance understanding of topics within the Manitoba Gambling Research Program’s research priorities.
- Increase Manitoba-based gambling research.
- Support the development of existing and new researchers in the field of responsible gambling and problem gambling research, and build research capacity in Manitoba universities.
- Support gambling research projects that have practical application.
- Disseminate information and share expertise on gambling research.
Funding

Maximum $50,000
Projects cannot exceed two years in duration.

Examples of small grant projects include, but are not limited to:
- Stand-alone research projects or a pilot project;
- Preliminary research in preparation for a large research project, such as a comprehensive literature review, or instrument development and testing; and
- Research tasks subsequent to a full research project, such as follow-up testing.

Cycle

Small Grant Proposals are accepted three times per year in February, July and October.

<table>
<thead>
<tr>
<th>Proposals Due</th>
<th>Funding Notification</th>
<th>Estimated Project Start</th>
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<tbody>
<tr>
<td>February 22, 2017</td>
<td>June 2017</td>
<td>September 2017</td>
</tr>
<tr>
<td>July 26, 2017</td>
<td>October 2017</td>
<td>January 2018</td>
</tr>
<tr>
<td>October 11, 2017</td>
<td>January 2018</td>
<td>March 2018</td>
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Proposals must be received by 16:00 prevailing Winnipeg time on the closing date; no application will be considered which is received after the Closing Date and Time.

The estimated project start date is typically the earliest that work on projects can commence (after the agreement has been developed and signed by all parties). Applicants may, however, plan the project start date later in the year, and may submit their proposal in any of the three closing dates above regardless of when in the year the project start date is planned.

Eligibility

The principal investigator must have an appointment with a recognized Canadian university (adjunct, visiting, or other appointments may be eligible). The principal investigator and co-investigator(s) must demonstrate an appropriate level of research training and experience to carry out the proposed research project.

Preference will be given to projects where the principal investigator has an appointment with a Manitoba university. For submissions originating outside of Manitoba to be considered, the project proposal must demonstrate collaboration with a researcher(s) affiliated with a Manitoba university.

Please note that Manitoba collaboration is not restricted to the involvement of an established gambling researcher; Manitoba researchers with particular skill sets (e.g. expertise in subject area, statistical analysis, etc.) would fulfill the collaboration criteria.

The sponsoring organization must be a Canadian university at which an appointment is held by the principal investigator.
Preference is given to projects where the majority of data collection is within Manitoba and focuses on Manitoba residents. Projects where data collection occurs outside of Manitoba may be considered with justification and where the findings can be applicable to Manitoba.

Researchers are not restricted in the number of applications they can submit for research grants (either as principal investigator or co-investigator) provided the research projects are sufficiently different in scope and do not overlap. Applicants are not permitted to concurrently submit the same or a similar proposal to a separate funding agency.

Eligibility Checklist:

✓ Proposal clearly demonstrates how the research topic fits within the research priority(s) identified.

✓ The principal investigator has an appointment with a Canadian university, and the sponsoring organization is the Canadian university of the principal investigator.

✓ The research team includes a researcher affiliated with a Manitoba university.

✓ Proposal timeline and budget do not exceed the maximums (2 years; $50,000).

Application

Applicants are required to submit a proposal that follows the proposal template provided in Appendix B. The budget template is provided in Appendix C, and the Excel version should be downloaded from the website and completed as part of the proposal.

The Manitoba Gambling Research Program administers grants through an electronic grants management system. Applicants submit all application materials through the manitobagamblingresearch.com website.

Applicants are required to create a user profile and complete an on-line application form prior to submitting a proposal. The proposal should be submitted as one file in PDF format. Applicants will receive an automatic email notification from the Manitoba Gambling Research Program confirming the submission of their application.

For questions regarding the application process contact:

• info@manitobagamblingresearch.com or
• Carly Sacco at (204) 957-2500 ext. 2417

Proposals in which a conflict of interest or potential conflict of interest is deemed to exist may be removed from consideration.
Application Review Process

Proposals are first screened to eliminate submissions that do not meet basic eligibility requirements. If any aspect of a submission is unclear, clarification may be sought from the applicant. Proposals not meeting the mandatory requirements will be disqualified and will receive no further consideration.

Proposal re-submissions should address Research Council feedback and peer reviewer comments previously provided. Proposal re-submissions that, in the Research Review Committee’s view, do not substantively respond to or address the applicable feedback and comments may be removed from further consideration at the screening stage.

Proposals are evaluated by three independent peer reviewers. Applicants will not be advised of the names of reviewers. Proposals are rated in five areas:

1. **Significance**: Originality, value added to the gambling research field, practical application, plans for information dissemination.
2. **Rationale**: Supporting literature, justified research questions.
3. **Methodology**: Adequacy, appropriateness and feasibility of the research design.
4. **Qualifications**: Required expertise and skills.
5. **Timeline & Budget**: Appropriate budget and feasible work plan.

Details on scoring are provided in Appendix B alongside the proposal and application requirements.

Proposals are submitted to the Small Grant Research Review Committee, a subcommittee of the Research Council.

Funding Decisions

The Research Review Committee reviews the applications.

Small Grants aim to include representation from a variety of disciplines, a mix of project types and a mix of project sizes. In judging the comparative merits of the grants, the following will be considered:

- Peer reviews of proposals;
- Practical application of the research;
- Research priority(s) the proposal fits within;
- Manitoba involvement;
- Diversity of disciplines and approaches;
- Other sources of funding received by applicant(s);
- Annual program budget.

The Research Review Committee will develop funding recommendations and rank proposals based on the above criteria for the Manitoba Gambling Research Program’s Research Council, who is responsible for the final decision.
All applicants are notified in writing of the outcome, and will receive feedback from the Research Council and the peer reviewer comments. In some instances, applicants may receive conditional approval provided that certain revisions are made. Decisions are final; there is no decision appeal process.

Successful applicants will receive an official letter of award. Copies of the notification will be sent to all members of the research team and to the sponsoring organization. Successful applicants must accept in writing before the grant is activated. The sponsoring organization will enter into a grant agreement with Manitoba Liquor & Lotteries to obtain funding. Any public announcement regarding the grant must be withheld until the grant agreement has been signed by all parties.

**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. Applicable ethics certifications from the principal investigator’s sponsoring organization are required; the review process must comply with the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*. The sponsoring organization is responsible for withholding research project funds until the required ethics approvals have been provided to Manitoba Liquor & Lotteries.

**Intellectual Property**

The ownership and use of intellectual property will be determined in accordance with the sponsoring organization’s established and documented policy.

**Role of Sponsoring Organization**

The sponsoring organization must be a Canadian university at which an appointment is held by the principal investigator. The sponsoring organization is responsible for:

- Establishing a separate research account for each grant;
- Managing the research account and ensuring the timely flow of funds to researchers;
- Submitting to Manitoba Liquor & Lotteries a statement of expenditures signed by the principal investigator and sponsoring organization;
- Notifying Manitoba Liquor & Lotteries 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 including an ethics review.

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 grant.

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Grant Management

Upon receiving written acceptance from the principal investigator, Manitoba Liquor & Lotteries will activate the grant and begin developing the agreement. The agreement will include any negotiated revisions made to the research proposal by the principal investigator.

Grant funds will be distributed by Manitoba Liquor & Lotteries to the sponsoring organization; 40% of the grant is disbursed upon signing the agreement. The sponsoring organization is responsible to administer the funds. Research funds are to be spent according to the budget as outlined in the agreement.

Occasionally, it may be necessary to reallocate grant funds between approved categories if the needs or circumstances of the research project have changed. Grant holders require pre-approval from Manitoba Liquor & Lotteries if the reallocation between categories involves 10% or more of the grant’s total.

Funds may be used only for expenses incurred according to the terms of the grant agreement. Please note the following circumstances:

- The principal investigator may request approval to use any portion of the grant unexpended at the expiration of the agreement term for additional work related to the original proposal. In the absence of such approval, the remainder of the grant shall be returned to Manitoba Liquor & Lotteries within ninety (90) days following the expiration of the agreement term.

- Should the research program under which the grant was awarded be permanently suspended prior to all grant funds being used, all remaining funds must be returned to Manitoba Liquor & Lotteries no later than ninety (90) days after the grant was suspended.

- Grants are awarded for the support of research at the specified sponsoring organization where the principal investigator is located. If the principal investigator moves from one institution to another the grant is normally terminated and the remaining funds returned to Manitoba Liquor & Lotteries. With prior permission of Manitoba Liquor & Lotteries, however, it may be possible to transfer the unexpended balance of the grant to a different sponsoring organization or to another principal investigator at the existing sponsoring organization.

- Equipment purchased through a Manitoba Liquor & Lotteries grant is vested in the name of the sponsoring organization.

- Any commitment incurred by a grantee in excess of the grant funds is not the responsibility of Manitoba Liquor & Lotteries.

Changes to Research Proposal

Manitoba Liquor & Lotteries holds the sponsoring organization responsible for monitoring and ensuring compliance with the research grant agreement and the quality of the completed research. This includes, but is not limited to, any project timelines, budgets, investigators, tasks and methodology. Changes to the research proposal require prior written consent of Manitoba Liquor & Lotteries that at the sole discretion of Manitoba Liquor & Lotteries may be declined.
**Reporting Schedule**

The principal investigator will be required to provide a summary of the research project upon signing the agreement, an interim report on the progress of the project as well as a final report to Manitoba Liquor & Lotteries.

Reporting timelines vary by the length of the grant:

- **One Year Grant:** Interim Report at 6 months  
  Final Report within sixty (60) days of project completion
- **Two Year Grant:** Interim Report at 1 year  
  Final Report within sixty (60) days of project completion

Twenty percent (20%) of the grant funds will be withheld until the final reports, as described below, are received by Manitoba Liquor & Lotteries.

**Report Requirements**

**A) Project Summary**

This consists of a one page summary of the research project suitable for posting on the Manitoba Gambling Research Program website, to communicate research funded by the program. The summary is expected to be written in a way that is, as much as possible, suitable for the general public.

**B) Interim Report**

The interim report outlines milestones reached and/or issues that may adversely affect the outcome relating to timeframes, budgets or other aspects of the project. It includes:

- Progress towards meeting the identified research objectives;
- Timeline progress;
- Research findings to date;
- Remaining research activity;
- Budget summary report including expenditures to date;
- Any issues that may affect timelines, budgets or other major aspects of the project;
- Information about when and where the research proposal or the research findings to date will be published and/or presented;
- A brief descriptive statement (approx. 200 words) on the status of the research project to date for public use on the Manitoba Gambling Research Program website, to communicate the progress of the project.
C) Final Report

Manitoba Liquor & Lotteries must receive the final report within sixty (60) days of project completion, which includes the following: final research report (including changes and/or comments based on peer review), summary report, final budget report, and plans for dissemination of the research.

Final Research Report

The final research report must follow the template provided in Appendix D. Manitoba Liquor & Lotteries will send the draft final report to two peer reviewers for comment. Amongst other things, the peer reviewers will consider:

- The scope of the literature review (where relevant);
- The adequacy of hypotheses testing and data analysis;
- The validity and reliability of statistical or mathematical models utilized;
- The interpretation and discussion of results, and particularly whether alternative explanations are addressed; and
- The relevance and strength of the conclusions drawn.

Manitoba Liquor & Lotteries will provide, on an anonymous basis, the comments received from the reviewers to the principal investigator. These comments are to be considered by the researchers who are expected to make the suggested amendments, accordingly, or provide written response as to why comments from the reviewers are not relevant or acceptable.

Once comments have been considered, the final research report must be submitted to Manitoba Liquor & Lotteries at least sixty (60) days prior to the release or publication of the final report or research findings.

The final research report will be provided to the Research Council, and may be posted on the Manitoba Gambling Research Program website.

Summary Report

The summary report is a two page overview of the completed research project including significance, research questions, methodology, key findings, conclusions and implications. The summary will be posted on the Manitoba Gambling Research Program website and is expected to be written in a way that is, as much as possible, suitable for the general public.

Final Budget Report

Manitoba Liquor & Lotteries must receive a final budget report from the sponsoring organization including all expenditures within sixty (60) days of project completion. The format of the final budget report shall be consistent with the Research Proposal Budget with a comparison of actual expenditures to budgeted expenditures.

Dissemination Plans

Reporting on when and where the research findings have been or will be published and/or presented must be provided to Manitoba Liquor & Lotteries.
Release of Information and Publication Rights

Any public announcement regarding the grant must be withheld until the grant agreement has been signed by all parties. Any such announcement must be made in accordance with the terms of the grant agreement. Failure to withhold public announcement could result in grant agreement delays.

The sponsoring organization and principal investigator agree that Manitoba Liquor & Lotteries may publish descriptions, excerpts and reports describing the research undertaken through this grant, in either written or electronic form, as part of its efforts to disseminate information about funded research through the Manitoba Gambling Research Program.

Any preliminary research findings that have not been previously provided in an interim report must be provided to Manitoba Liquor & Lotteries at least thirty (30) days prior to any publication or release of findings (including conference presentations) by the sponsoring organization or the principal investigator.

The sponsoring organization or principal investigator shall not publish or otherwise release the final research report for at least sixty (60) days following the final research report (incorporating changes based on peer review) being received by Manitoba Liquor & Lotteries.

Acknowledgements

The Manitoba Gambling Research Program of Manitoba Liquor & Lotteries shall be acknowledged in any publications and presentations during the term of the grant or that arise, in whole or in part, as a result of the grant using the following statement:

“This research was funded by the Manitoba Gambling Research Program of Manitoba Liquor & 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 Liquor & Lotteries”.

Poster presentations should (if possible) include the Manitoba Gambling Research Program logo, which should be obtained from Manitoba Liquor & Lotteries.
2015–2018 RESEARCH PRIORITIES

**Responsible Gambling Strategies:**
Advance strategies designed to support key responsible gambling priorities including prevention, harm minimization and problem gambling support and referral.

**Informed Decision Making:**
1. Explore ways to meet the information needs of individuals across the range of gambling risk behaviours in order to assist players in making informed decisions.
2. Explore ways to assist players to apply responsible gambling information/knowledge (e.g., erroneous beliefs, randomness, odds of winning) to gambling behaviour.
3. Investigate how attitudes about money and the value of money impact gambling decisions from a psychological, sociological, educational, economic, business, cultural, etc. perspective.
4. Increase understanding about the responsible gambling and problem gambling information needs of different population segments and how best to reach them (e.g., by age cohort, gender, ethnic or cultural group, physical/mental health status, socioeconomic status, etc.).
5. Explore the utility and effectiveness of pre-commitment strategies and feedback tools in helping players maintain control over their gambling.

**Voluntary Self-Exclusion:**
6. Identify effective practices and processes that will encourage individuals who have enrolled in a voluntary exclusion program to connect with support and assistance services.
7. Identify effective practices and processes to minimize the number of voluntary exclusion breaches.

**Preventing & Reducing Gambling-Related Harm:**
8. Determine effective approaches for identifying and interacting with players who may be exhibiting signs of at-risk or problem gambling.
9. Explore what game types and characteristics contribute to the appeal and/or increase the potential for harm.
10. Identify what responsible gambling policies/practices/programs are effective in preventing and/or reducing gambling-related harm (e.g., alcohol controls, signage, pop-up warnings, employee training, etc.).

**Gambling Behaviour:**
Understand what influences gambling behaviour, and/or the movement and stability across the range of problem gambling risk levels.

11. Explore what risk and protective factors (e.g., behavioural, psychological, cultural/social, environmental, health, demographic, etc.) influence the movement back and forth between no risk and problem gambling risk levels and examine the resulting implications for prevention, harm minimization and/or treatment of gambling problems.
12. Examine what constitutes non-problem gambling and what key factors (e.g., behavioural, psychological, cultural/social, environmental, health, demographic, etc.) keep gambling at a non-problem or low risk level.
13. Investigate how economic, cultural/social, or jurisdictional factors influence gambling behaviour and what the implication may be for preventing and/or reducing gambling-related harm.

**Problem Gambling Risk & Program Responses:**
Effectively respond to the needs of individuals and families faced with gambling problems.

14. Identify factors (e.g., behavioural, psychological, cultural/social, environmental, health, demographic, etc.) that increase or decrease an individual’s motivation to seek and commit to treatment and/or change.
15. Examine the relationship between co-occurring disorders and at-risk/problem gambling, and explore the implications for treatment.
16. Identify ways of linking individuals and families who could benefit from intervention/support with the effective treatment modalities and/or approaches best suited to their needs.

17. Examine effective strategies for transferring knowledge about preventing and/or reducing gambling-related harm to practitioners.

**Emerging Technologies & Responsible Gambling:**
Understand technological developments in gambling and their potential to improve responsible gambling tools and problem gambling responses.

18. Examine the potential of technological features or tools (e.g., online feedback systems, smartphone apps, social media, etc.) in assisting players in managing and monitoring their play.
19. Examine the effectiveness of online information and interventions in preventing, assisting and/or treating individuals with gambling problems.
20. Identify whether there is a pathway between social gambling and online gambling and what the implication may be for preventing and/or reducing gambling-related harm.
Appendix B: Small Grant Research Proposal Instructions

All requirements should be completed before submitting applications on manitobagamblingresearch.com.

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<th>REQUIREMENTS</th>
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<tr>
<td></td>
<td>Create a user account at manitobagamblingresearch.com (if you are a new applicant).</td>
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<tr>
<td></td>
<td>Complete the on-line application.</td>
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<td></td>
<td>Ensure the cover page is dated with original signatures by the principal investigator and sponsoring organization.</td>
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<tr>
<td></td>
<td>Check figures in Budget Template for accuracy prior to inserting into Research Proposal.</td>
</tr>
<tr>
<td></td>
<td>Upload the Research Proposal.</td>
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Organize the research proposal using the following headings:

1. **Cover Page**
   - Title stating “Proposal for Small Grants”
   - Title of the proposal
   - Name of sponsoring organization
   - Research team
     - Investigator names and contact information (institutional affiliation, title, address, telephone and fax number, email address)
     - Note the eligibility criteria that for submissions originating outside of Manitoba to be considered, the project proposal must demonstrate collaboration with one or more researchers affiliated with a Manitoba university.
   - Date of proposed period of support
   - Total dollar amount requested
   - The cover page is required to be dated with original signatures by the:
     - Principal investigator;
     - Administrative contact; and
     - Individual authorized to sign the agreement on behalf of the sponsoring organization (research office contact)

2. **Significance (15%)**

   Introduce the research objectives and indicate which of the twenty research priorities these objectives will address. Clearly explain how the proposed research fits within the research priority(s). Describe the value of the proposed research in terms of addressing knowledge gaps in the research priorities. Discuss practical applications of the research.

   **Assessment Criteria:** Does the research topic address an information gap in knowledge? Are the results likely to have practical applications? Is there a clear plan for the dissemination of the findings?

   Note: Any research undertaken through the Manitoba Gambling Research Program must fit within at least one of the twenty research priorities. Proposals which do not clearly fit within the research priorities will be disqualified and will receive no further consideration.
3. Rationale and Literature Review (15%)
   a) Provide a review of the most relevant literature to the research topic and justify the need for the proposed research within this existing body of literature.

      **Assessment Criteria:** Is the literature review comprehensive and relevant? Is the research topic supported and justified by the literature review?

   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?

4. Methodology (45%)
   a) Describe the methodological approach, specific design and features of the proposed research and justify their appropriateness. Where applicable, describe any preparatory work completed.

      **Assessment Criteria:** Is the research design and methodological approach appropriate and clearly described?

   b) Describe and justify the approach for obtaining information. This includes the sampling strategy to recruit participants, the use of existing data sources, all measurement instruments and other tools, or any other approaches to gather information. Clearly indicate what portion of the data will be collected within Manitoba.

      **Assessment Criteria:** Are the study population and sampling procedures well-specified and adequately justified? Are measurement 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, approach for obtaining information and 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?
5. Qualifications (10%)

Describe the qualifications and experience of the key members of the research team in relation to their ability to conduct the proposed research. Researchers are encouraged to include student research assistants where possible.

Assessment Criteria: To what extent does the research team have the necessary skills and expertise to successfully conduct the research project?

6. 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 (applicants should refer to the Small Grant cycle on page 3 when planning the start date of their project as work can only commence after an agreement with the sponsoring organization has been developed and signed).

Assessment Criteria: To what extent does the proposed work plan and timelines align with successful implementation of the research?

Budget

Identify total budget for the proposed research project. The budget template is provided in Appendix C, and the Excel version should be downloaded from the website and completed as part of the proposal. You may also include a narrative budget justification as part of the proposal. Copies of quotes should be provided for work that is not being conducted by the research team (e.g. data collection undertaken by research firms) and for equipment or supplies which cost over $15,000.

The following categories are included in the budget template:
- Personnel Compensation
- Data Collection
- 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 C) and necessary for the proposed research. Further detail or justification for expenses may be requested. 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. Where sub-contracting is proposed, researchers are strongly encouraged to use Manitoba-based companies.

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

Assessment Criteria: Are all expenses appropriate and justified?
Other Sources of Funding Received by Applicant(s)

In the appendices of the proposal, list all research projects for which the principal investigator and Manitoba researcher(s) have requested or received funding within the last five (5) years which have not been completed, and indicate the current status of the project and support as indicated below.

List funding sources starting with the most recent, and include the following information for each:

- **Researcher’s name**
- **Agency/organization of funding source**
- **Project title**
- **Role of the researcher(s) on the project**
- **Amount requested/received**
- **Status of funding (applied or held)**
- **Funding period (start and end date of the research project)**
- **Status of project relative to original timeline (e.g. on time, behind by two months, etc.)**

This information will be used to assist in the assessment of the qualifications and experience of the key members of the research team.

General Instructions

- Submissions are accepted through the Manitoba Gambling Research Program website. Proposals must be received no later than the Closing Date and Time. Applicants will receive an automatic email notification from the Manitoba Gambling Research Program confirming the submission of their application.

- Applicants are required to create a user profile and complete an on-line application form prior to submitting a proposal.

- The proposal should not exceed ten pages (including cover page) with a maximum of fourteen pages of appendices (24 pages total maximum).

- Appendices could include References, Completed Budget Template, Curriculum Vitae, Other Sources of Funding, 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 cover 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:
  - Cover page
  - Proposal
  - Appendices

- The scanned cover page must be dated and signed by the appropriate individuals.

For questions regarding the application process contact:

- [info@manitobagamblingresearch.com](mailto:info@manitobagamblingresearch.com) or
- Carly Sacco at (204) 957-2500 ext. 2417
### Appendix C: Budget Template and Timeframe

#### PERSONNEL COMPENSATION

##### Non-Student Compensation

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Task Description &amp; Timeframe</th>
<th>Hours</th>
<th>Rate</th>
<th>Budget</th>
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##### Student Compensation

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**Total Personnel Compensation** $0.00

#### DATA COLLECTION

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### EQUIPMENT & SUPPLIES

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### KNOWLEDGE TRANSFER/ DISSEMINATION

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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><strong>Total Budget</strong></td>
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Eligible and Ineligible Expenses

1. Personnel

Eligible Expenses

For Investigators:

- Applicants 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 applicants 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.

- Applicants who are employed full-time at a publicly-funded agency are not normally entitled to a per diem. Exceptions may be made under certain circumstances.

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

For Research support:

- Salary and benefits for support staff, research assistants and student assistants in accordance with standard rates at the sponsoring organization.

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 applicant'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

Applicants 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, such as those for administrative or human resources support or employee services (e.g. operating costs for an employee gym)
- Preparation of teaching materials
- Curriculum development
- Severance pay and separation packages
- Administrative charges and fees
2. Personnel Travel

Eligible Expenses

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, applicants 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

Alcoholic beverages.

Commuting costs between the residence and place of employment or between two places of employment of the grantee 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 will not).

Knowledge transfer activities may vary; conference travel is limited to an annual maximum of $2,000 per grant (e.g. a maximum of $4,000 for conference travel can be budgeted for a two year project and may be utilized at any time). Please note researchers affiliated with a Manitoba university are eligible to apply for Conference Grants.

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, but purchase or rental of laptop computers and printers for fieldwork and/or data collection may be eligible with approval from Manitoba Liquor & 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 applicants do not have access to such items through the university or sponsoring organization and with approval from Manitoba Liquor & 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**

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 Manitoba Liquor & Lotteries.

**Ineligible Expenses**

Any expenses incurred before the project start date (defined as the commencement date of the grant agreement).

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.
Appendix D: Final Report Template

Manitoba Liquor & Lotteries must receive an electronic final research report and summary report within sixty (60) days of project completion.

Format:

- Single spaced
- 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

Content:

A) Final Research Report (please include the following section headings in the report)

- Title Page - Include project title, principal investigator(s), co-investigator(s), and sponsoring organization
- Table of Contents – Include list of figures and appendices
- Acknowledgements (including Manitoba Liquor & Lotteries disclaimer)
- Abstract – Include a list of three to five key words at the end for indexing
- Introduction – Literature review, research questions and significance of the topic
- Method – Description of participants, data collection instruments and procedures, analysis and ethics review and limitations
- Results
- Discussion
- References using APA format
- Appendices (if applicable)

B) Summary Report (to be posted on the Manitoba Gambling Research Program website)

- Approximately two pages (single spaced) in length
- Overview of the research project including significance, research questions, methodology, key findings, conclusions and implications (please include these section headings in the report).
- Written in a way that is, as much as possible, suitable for the general public.