



# Alberta Centre for Labour Market Research Grant

Application Guidelines

Alberta Centre for Labour Market Research Grant | Alberta Jobs, Economy and Northern Development  
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# Alberta at Work - Alberta Centre for Labour Market Research Grant

## Call for Applications (CFA) – Important Information

### a) Contact

All inquiries pertaining to this CFA should be directed to [jend.lmegrants@gov.ab.ca](mailto:jend.lmegrants@gov.ab.ca).

### b) Closing Date and Time

Completed grant applications must be received electronically by **11:59 p.m. MDT on April 28, 2023**.

It is the responsibility of the applicant that their application is received on time. An acknowledgement email will be sent upon receipt. If an acknowledgement email is not received, check your junk folder.

Hard copies will NOT be accepted.

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# Application Guidelines

## A. Grant Description

The Government of Alberta intends to select one post-secondary institution in Alberta to operate the *Alberta Centre for Labour Market Research*. The post-secondary institution will receive an annual grant from the Government of Alberta to operate the centre.

The Alberta Centre for Labour Market Research will be responsible for developing an annual research agenda. The centre will identify and maintain a network of labour market researchers and experts that can support and implement research agenda, and produce research outputs.

### A.1. Activity Parameters

The centre's activities **must**:

- Address gaps in information or labour issues relevant for Albertans or employers in Alberta;
- Develop or utilize rigorous methodologies that have been peer-reviewed or based on sound analysis;
- Contribute to the training and education of researchers, students and professionals in the field; and
- Make a significant contribution to the understanding of Alberta's labour market.

Activities **must not**:

- Be solely designed to benefit any individual, institution, union, private or public organization, or government financially or in any other way.
- Develop or provide training and/or services to the general public;
- Duplicate existing or ongoing research or activities;
- Be based on unverified or unsubstantiated opinions; and
- Generate research or analysis that is attributed to the opinions of the Government of Alberta or the Ministry of Jobs, Economy and Northern Development.

Activities **may**:

- Provide policy recommendations to any/all levels of government;
- Develop partnerships or relationships with non-profit organizations;

### A.2. Eligible Applicants

To be eligible for this grant, the primary applicant must be a researcher at an [Alberta Comprehensive Academic and Research University](#). Only one application per department will be accepted. It is recommended to partner with co-applicants across departments at your institution to strengthen the application.

The primary applicant and department must have an established history of being a national leader in economic and labour research and analysis. This can be assessed based on metrics including, but not limited to:

- Research output
- Impact of research output
- Collaborations
- Innovation
- Talent attraction
- Reputation

### A.3. Outcomes

The Alberta Centre for Labour Market Research will provide Albertans with independent and credible information on labour market issues affecting Alberta. The centre will contribute to:

- Improved understanding of the labour market in Alberta, through the implementation of a robust and coordinated research agenda.
- Increased collaboration among labour market researchers and experts in Alberta, resulting in a strong network that can provide expert analysis on labour market issues.
- Enhanced training and education opportunities for researchers, students and professionals, contributing to a highly skilled workforce with a deep understanding of Alberta's labour market.
- Strong partnerships and relationships with industry partners, government, and other research organizations, resulting in greater collaboration and knowledge sharing across sectors, and improved outcomes for workers and employers in Alberta.

### A.4. Grant Agreement and Duration of Project

The grant agreement can be up to \$400,000 per year, for two years. The Government of Alberta may choose to renew funding on an annual basis.

## B. Application Package

Grant applications must be received electronically by **11:59 p.m. MDT on April 28, 2023. Only complete applications will be considered.** A complete application consists of **ALL** of the following mandatory components:

1. Signed Application for Grant form (EMP 0126)
2. Project Application
3. Budget Template
4. Supporting documents, as applicable:
  - 4.1. Resume or C.V. for the principal applicant
  - 4.2. Resume or C.V. for each co-applicant
  - 4.3. Proposed research agenda

Hard copies will not be accepted.

### B.1. Project Application

The Project Application form outlines the key evaluation criteria. This form, along with the supporting documents will be used to evaluate grant application packages.

### B.2. Budget Considerations

Applicants for this grant are required to use the budget template provided. All budget items must align with the research goals and objectives and be reasonable and necessary. The budget items you provide should only occur within the 12-month grant timeline.

**Eligible costs** include those associated directly with the research activities of the centre. These costs may include, but are not limited to:

- Personnel costs (salaries and wages of researchers and administrative staff involved directly in the research project)
- Travel costs (cost of travel and accommodations associated with attending conferences, conducting field work, or collaborating with other researchers)
- Publication and dissemination costs (costs of disseminating research findings)

**Ineligible costs** include, but are not limited to:

- Overhead (such as cost of facilities and utilities, such as rent, utilities and other administrative expenses)
- Buyouts of teaching time or other applicant responsibilities,

- Equipment costs (such as the purchase, rental or maintenance of computers or phones)
- Legal fees or expenses related to litigation or disputes
- Capital expenses (such as building renovations or construction)
- Personal expenses of staff or researchers not directly related to research activities
- Costs associated with non-research related activities or events
- Gifts or donations

### **Travel Costs**

Total annual travel costs cannot exceed **2.5% of the total budget**, or **\$10,000**, whichever is lower. Travel costs must reflect the Government of Alberta's [travel rates](#).

### **Permanent Equipment**

Provide information and estimated costs for any permanent equipment that will be needed for the project. The sum of these permanent equipment costs cannot exceed **2.5% of the total budget**, or **\$10,000**, whichever is lower.

### **Financial Reporting**

An audited financial statement of the organization is required, which includes a schedule showing the grant income and expenditures and the return of unused funds, if applicable.

### **Additional Funding Sources**

If you have applied for additional research funding related to this project, identify:

- the funding sources;
- if the funding has been received or is pending review;
- who on the project team holds the funding; and
- the requested/received funding amount.

## **B.3. Supporting Documents**

Supporting documents include principal and co-applicant resumes and C.V.s, as well as the proposed research agenda outlining the research activities of the centre in more detail than the Project Application form. Inclusion of these supporting documents is not required, but highly recommended to strengthen your application.

## **B.4. Evaluation Criteria**

After applying, the following steps occur:

### **1. Initial Screening**

Once the application package has been received, a notice of receipt will be sent to the applicant. An initial screening is done to ensure that the application is complete and meets the eligibility criteria.

### **2. Committee Review**

Applications that pass the initial screening are reviewed and scored by a committee. Evaluation will be based on how the overall proposal package, including supporting documents, addresses the following criteria:

- Project need
- Project description
- Activities and outputs
- Ability to deliver
- Governance
- Risk management
- Budget

### **3. Internal Review**

- All applicants will be notified of the results of their application upon completion of the evaluation process. No updates will be provided during the evaluation process.

## C. Expectations of Successful Grant Recipient

A government grant will be distributed for execution of research activities, upon approval. The successful grant recipient will be required to:

- create and maintain a public website for the centre and allow for research outputs and findings to be available to the public;
- submit complete, timely and accurate reports as they relate to the performance measures (Appendix A) on a quarterly basis;
- schedule quarterly update meetings with Jobs, Economy and Northern Development;
- respond to information requests regarding the project in a timely manner, as requested;
- demonstrate sound financial and personnel management throughout the project; and
- comply with the terms and conditions of the grant agreement.

In addition to the requirements outlined above, the successful grant recipient is expected to produce **a minimum of four research outputs per year**. These outputs may include peer-reviewed publications, conference presentations, data tools or datasets, articles and reports, research tools, or other relevant materials that demonstrate the progress and impact of the centre's research projects.

If the grant recipient is required to collect or handle personal information, they must comply with the privacy requirements of the *Freedom of Information and Protection of Privacy Act* as it applies to the recipient's operations and the personal information the recipient has access to, collects, or uses in providing the services under the grant agreement.

All documents submitted to Alberta Jobs, Economy and Northern Development become the property of the Government of Alberta, and are subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act*. This act allows any person right of access to records in the custody or under the control of the department subject to limited and specific exceptions. Should you wish to learn more about the application of the act to the proposal you are submitting, please visit: <http://www.servicealberta.ca/foip/resources/guidelines-and-practices.cfm>



## **D. APPENDICES**

### **D.1. Appendix A: Performance Measurement**

The research centre's performance will be assessed on a quarterly basis, through monitoring of the following areas:

- Publications: The quantity and quality of research papers published and/or seeking publication.
- Research collaborations: Establishing collaborations with other researchers, research organizations, and industry partners.
- Research outputs: The type and quality of research outputs, including data sets, data and research tools, studies, papers and other forms of intellectual property.
- Conferences and events: The research centre's ability to organize and/or participate in conferences, seminars, workshops, and other events that advance the field of research.
- Training and education: Engagement and mentorship of undergraduate and graduate students and other researchers.
- Industry and labour engagement: Establishing and maintaining relationships with industry, government, and labour groups.

## D.2. Appendix B

Frequently asked questions:

### Alberta Centre for Market Research Grant

How long should the Proposed Research Agenda be and what should be included in it?	The proponent can be flexible in terms of the length and components of the Proposed Research Agenda document, as long as it presents a clear plan and focus of what the proponent plans to work on, the activities that will be undertaken, and the methodology that will be employed, among others.
Can the Centre receive funding from the government beyond two years?	The total funding available for this project is for two years only. The amount for each year could be up to \$400,000. Renewal for the second year will be determined by the Government of Alberta at a later date. The budget submission should cover the activities of the first year, which can be up to \$400,000.
Is there a type of Centre model that the government is looking for in terms of structure and governance?	There is no model that the Government of Alberta prefers or requires. The Government of Alberta is open to considering any research centre model that is applicable and most relevant as determined by the proponent/s.
Does the Province have a preference regarding the type of research and methods that should be proposed?	The Government of Alberta does not have a preference for the type of research and methods that should be proposed. The Government of Alberta welcomes relevant and innovative research ideas with focus on labour market issues facing Alberta and Albertans. Section A.1. of the Application Guidelines document defines the activity parameters that can be undertaken under the Alberta Centre for Labour Market Research Grant.
How big should the research network be at the proposal stage? Is there a recommended number of co-applicants to include in the application?	Partnership with co-applicants is recommended to strengthen the application but the Government of Alberta does not have any specific recommendations in terms of the number of co-applicants or the areas of expertise that should be included in the partnership. The research agenda being proposed; what needs to be achieved; and the expertise and experience of the main proponent, among others, would determine the partnership that a proponent may require.
Could you provide some examples of project risks?	All projects are subject to some elements of risk that could be related to project management, timelines of deliverables, and/or inadequate staffing resources. These are only examples and may not be relevant in your case. Please discuss risks that are applicable to your proposal.
Are software costs an eligible expense?	Eligible costs include those associated directly with the research activities of the Centre, which can include software expenses. Please note that any expense item should be reasonable and realistic.

What are the expected timelines for research? What does the government expect in terms of start/end dates?

The Government of Alberta will notify the successful recipient in June 2023. Reasonable timelines for project initiation can be proposed in the Research Agenda.

Who is adjudicating the applications (e.g., a committee or expert group)?

An Evaluation Committee that includes representatives from external organizations with interest in labour market information, as well as internal to the Government of Alberta will be evaluating the applications.

Is there any weighting of criteria in the grant evaluation?

The evaluation will be based on how the overall proposal package addresses the following selection criteria: project need (i.e. how the project can contribute in a significant way to the understanding of Alberta's labour market environment) (20%); project description (35%); activities and outputs (10%); ability to deliver (20%); governance (5%); risk management (5%); and budget (5%).

Can researchers be added as co-applicants in Year 1 to the grant? Or should they be included (and listed in the application) as potential affiliated researchers to our network?

The proposal can identify potential co-applicants who are under consideration and indicate that formal partnership arrangements are still being worked out.

Instead of only one lead investigator, can there be a co-lead approach between two departments in one institution?

The Government of Alberta welcomes any collaboration structure that the proponent believes to be the most effective approach.

How do we pay for any "mandatory" overhead costs to our institutions?

Overhead costs, including those mandatory to institutions, are not an eligible expense under this grant agreement. Please reach out to your appropriate research services offices for institution-specific processes in this case.

Can personnel costs include payments to an administrator and/or an administrative assistant?

Yes, personnel costs for administrative staff related directly to research activities are eligible to be paid out of the grant.

For an event, can we put most of this cost under dissemination and use travel costs up to the \$10k cap?

Yes.

<p>Can we budget for hardware above the \$10k cap if we assume an application for a matching grant?</p>	<p>The grant will only cover 2.5% of the total budget, or \$10,000, whichever is lower. Funds from other sources may be used to fund hardware cost in excess of the grant cap.</p>
<p>Is our "ability to deliver" based on our CVs and/or the Centre's quarterly performance metrics?</p>	<p>Ability to deliver will be based on how the proponent identifies itself as a leader in labour market research. The proponent must have a history in conducting peer-reviewed, balanced and credible research in labour and economic issues for Alberta. The <i>Project Application Form</i> asks for a summary of how the institution and co-applicants are leaders in labour market research. In addition, the <i>Grant Application Guidelines</i> document also indicates that CVs can be included in the application package. This information will be used in the assessment process. Please refer to page 11 of this D.2. Appendix B document for information on evaluation criteria and their respective weights.</p>
<p>Would one solution to governance be to form an advisory group? Or is a board preferred?</p>	<p>The Government of Alberta does not have a preferred structure for a governance body. A proponent is welcome to propose any governance structure that is effective and most relevant to their individual cases.</p>
<p>How tight are the bounds around the definition for the "related funds" that we are collecting from co-applicants? Is there an expectation to include in-kind in this amount?</p>	<p>There are no expectations for the applicants to provide in-kind funds.</p>
<p>What are examples of risk management techniques that have previously been used?</p>	<p>Some examples of risk management techniques can be:</p> <ul style="list-style-type: none"> <li>• monitoring trends and developments in the research landscape;</li> <li>• encouraging transparency and open communication on methodologies, approaches, and data sources used when disseminating research findings;</li> <li>• developing contingency plans for funding shortfalls and monitoring risks of cost overruns;</li> <li>• implementing and enforcing policies of ethical behavior; and</li> <li>• ensuring researchers are aware of the institutions' appropriate data and information security procedures when collecting private information.</li> </ul>
<p>Can the annual budget go over \$400k, assuming that additional money might be raised from outreach events?</p>	<p>Yes. Additional sources of funding can be indicated under Section H. Budget of the <i>Grant Application Form</i>.</p>

How will the intellectual property rights be treated if additional funds are raised?

The provisions of Section 4. Intellectual Property Rights contained in the *Grant Template for Public Bodies* document attached to the call for applications will apply.

Can faculty be compensated from these funds?

Yes. Faculty involved directly in the research project can be compensated from the grant money under the personnel costs budget item.

Can dissemination funds, or those from another category, be used for data construction/licensing, software licensing, and/or website construction/licensing?

Yes, these are eligible expenses under the grant.

Would disclosing information about the Alberta labour market to the general public (for example, through a website) be an ineligible activity under this grant?

Disclosing information to the general public via a website does not fall under this restriction. An example of training and/or services provided to the general public that is ineligible under this grant would be career support services such as resume writing workshops provided to unemployed persons. More examples of ineligible training can be found here: <https://www.alberta.ca/training-and-employment-services.aspx>.