**Catalytic Platforms – template for start-up funding requests**

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| **Principal Applicant:** |  |
| **Suggested name of Platform** |  |
| **Catalyst Funds Requested:** | **$** |
| **Submission Date:** |  |

**Program Guidelines:**

1. **The Principal Applicant must be a member of the O’Brien Institute who is eligible to hold funds at the University of Calgary. Trainees, O’Brien members ineligible to hold funds at the University, and non-O’Brien members are eligible Platform members.**
2. **Catalytic Platform start-up awards are not intended to fund a Platform in perpetuity. These small awards (< $5,000) support the early stage (1-3 years) of Platform activities, with the goal of the Platform becoming self-sustaining in the longer term.**
3. **Eligible start-up costs include: catering for journal club or symposium; honoraria or travel for visiting speaker; workshop expenses; creating an on-line discussion group or web presence; shared RA time from W21C; *etc***
4. **Partner contributions are not mandatory, but desirable to ensure that all relevant stakeholders are committed to the Platform’s success.**
5. **Awarded Principal Applicants will submit Annual Outcomes Reports.**
6. **Awarded Platforms will support** [**the goals, focus areas, and values of the Institute**](https://obrieniph.ucalgary.ca/OBrien-Institute-strategic-plan-2022-2027)**.**

**A) Catalytic Platform Description**

1. Provide the rationale for the Catalytic Platform/Research Interest Group for which Start-up Funds are being requested. (1 page maximum)
   * What is the public health topic area that needs capacity building within the Institute?
   * How will increased capacity contribute to one or more of the Institute’s [areas of focus](https://obrieniph.ucalgary.ca/OBrien-Institute-strategic-plan-2022-2027)?
   * What tangible academic or societal outcomes (*e.g.*, team grant applications, team publications, public facing event, *etc*.) might arise eventually from the Platform?

**B) Platform Team**

1. Append a CV for the **Principal Applicant** in a format convenient for the applicant (abbreviated format, if available), and summarize the roles and expertise of any co-applicants (0.25 page max)
2. List other members or affiliates of the Institute (including names and/or specific areas of expertise/experience) who you anticipate would be a member/participate in the activities of the Platform. Indicate with an asterisk those who have already agreed in principle to participate.
3. Describe your plans for engaging other relevant members of the Institute, who may as yet be unknown to you. (0.25 page max)

**C) Platform Activities**

1. Estimate the **timelines** of expending the Catalytic Platform Start-up funds (1 to 3 years), indicating relevant project activities and milestones (0.3 page max)
2. Provide a **budget** for the start-up activities (below), outlining anticipated expenses for the entire start-up period, and explain:
   * if any (and how much) partner funding has been requested or secured; and
   * plans for financial sustainability of the Platform, once Start-Up funds are spent down.

**EXPENSES of Start-up period**

|  |  |
| --- | --- |
| Item/Explanation | Estimated Cost |
|  |  |
|  |  |
|  |  |
| TOTAL PLATFORM START-UP COST |  |

Submit completed template and CV to <iph@ucalgary.ca>