

**Fillable Application Form: Research Workshop Program (RWP)**  
**Offered by the Trottier Institute for Sustainability in Engineering and Design (TISED)**

Please fill out and save this form before submitting to [TISED@McGill.ca](mailto:TISED@McGill.ca)

**LEAD APPLICANT (TISED MEMBER)**

Full Name  
Department

**CO-APPLICANTS** (*if applicable*)

Full Name  
Department

Full Name  
Department

Full Name  
Department

**TARGET AREA(s)**

- Sustainable Infrastructure and Urban Development
- Renewable Energy and Energy Efficiency
- Sustainable Industrial Processes and Manufacturing
- Climate Change Adaptation and Resilience
- Other

**TITLE OF YOUR RESEARCH WORKSHOP**

*a descriptive title for your research workshop program*

**DESCRIPTION OF RESEARCH WORKSHOP PROGRAM**

The Research Workshop Program is comprised of the public seminar, workshop meetings and the publication/proposal submission. **Please provide approximately 2 pages of text addressing the following points:**

- The scope of the research topic to be addressed in the workshop program and the significance of the major issues/questions to be addressed;
- The relevance of your program to sustainability in engineering and design; and
- The policy issue(s) to be targeted through this program.





## Research Workshop Program (RWP) – *cont'd*

### **TIMING**

The public seminar and research workshops should be organized on consecutive days, preferably during the Fall or Winter semester. Please provide the intended time of year to host this workshop program:

Month Year

### **PUBLIC SEMINAR**

*The public seminar should feature speakers with distinguished track-records of research.*

Even if only tentative, please provide names, titles, affiliation for your external speakers (at least 2 required) and McGill speakers (at least 3 required, preferably with one from outside the Faculty of Engineering):

External Speaker 1

Full Name

Affiliation/Institution

Position

External Speaker 2

Full Name

Affiliation/Institution

Position

*Please add names, affiliation and position of additional external speakers (if any, below):*

McGill Speaker 1

Full Name

Department, Faculty

Position

McGill Speaker 2

Full Name

Department, Faculty

Position

McGill Speaker 3

Full Name

Department, Faculty

Position

### Research Workshop Program (RWP) – *cont'd*

*Please add names, affiliation and position of additional internal speakers (if any, below):*

#### **RESEARCH MEETINGS/WORKSHOPS**

The meetings/workshops you organize for external speakers and core researchers are intended to be venues to discuss and advance particular research questions. They may be by invitation-only/closed and must contribute to the development of your publication or research proposal.

Description of the format of the research meetings/workshop:

What is the composition of your intended meetings/workshop attendees? Please explain their expertise and how their expertise contributes to the quality and focus of the workshop:

## Research Workshop Program (RWP) – *cont'd*

### **PUBLICATION AND/OR RESEARCH PROPOSAL**

These elements are directly related to your research theme. If you choose to publish, your publication should impact the larger community (especially with policy implications) and should be submitted for publication within six months of the conclusion of the workshop. If you develop a research proposal for a funding agency, it should be submitted for external funding within six months of the conclusion of the workshop.

Publication

Possible venues for publication:

Competitive research proposal for external funding

Possible venues for submission:

### Research Workshop Program (RWP) – cont’d

#### PRELIMINARY BUDGET

Up to \$5,000 of the \$15,000 award amount may be used towards student or staff support for organizing the event, and towards funding proposal development and/or publication expenses. The remaining funds, up to \$10,000, are to be used towards the seminar event and travel expenses for public seminar speakers and research meetings’ participants.

Expense	Estimate (\$)
Public seminar venue TISED will select, secure, and pay the public seminar venue (in line with anticipated audience size and TISED budget)	0\$ (TISED pays)
Public seminar branded event materials <i>TISED will provide McGill/TISED-branded electronic material for the public seminar (e.g. logos)</i> <i>TISED will provide McGill/TISED-branded physical materials for the public seminar (e.g. pop-up banner, tablecloths)</i>	0\$ (TISED pays)
Clerical/student logistical support <i>(up to combined maximum of \$5000 inclusive of publication or funding proposal expenses)</i>	
Speaker fees/honoraria	
Travel expenses	
Accommodation expenses	
Catering (food/beverage) <i>In accordance with guidelines on hospitality here:</i> <a href="http://www.mcgill.ca/financialservices/policies/hospitality-entertainment">http://www.mcgill.ca/financialservices/policies/hospitality-entertainment</a>	
Graphic Design and printed material <i>(keeping in mind sustainability, so limited print promotion, more electronic)</i>	
Advertising/outreach TISED, working with you, or your designates (e.g. graduate students), will offer in-kind support for your public seminar advertising	
Other items	
Other items	
Other items	
<b>Total</b>	