Explore Research Program Application Form Preview

Canadian Standards Association (CSA)
Explore Research Program
178 Rexdale Blvd.
Toronto, ON M9W 1R3
explore.research@csastandards.org

Last updated: 2026-10-22

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NOTE: All applications must be submitted through SMApply. Applications submitted by any other means will not be considered. The following application preview is for reference only.

1. Applicant Information

Principal Investigator

First and Last Name:

Title/Position:

Institution/Organization:

Province/Territory:

Email Address:

2. Project Proposal

To support the double-blind peer-review process, please refrain from including personally identifiable information in this section.

Project Title

Keywords (up to 10)

Executive summary (250 words)

In plain language, please describe your proposed research project, its significance to the overall research initiative, and the impact of the research on anticipated or emerging challenges. This summary may be made public.

Background and project motivation (750 words)

Explain the rationale for the proposed research and clearly articulate its significance. Describe the knowledge gap or emerging opportunity that motivates the project, as well as how the project builds on current knowledge and why the topic matters, drawing on relevant literature.

Research question(s), objective(s), and contributions (500 words)

Clearly state the research question(s) and objective(s). Highlight the originality, importance, and potential contribution of the project to its field or sector.

Methodology and workplan (1500 words)

Describe your planned data sources, analysis, and any frameworks guiding the work. Explain how the proposed research design and methodology will address the research questions. Describe the proposed workplan and explain why it is achievable within the timeframe and using the requested resources. Include references where applicable.

Risk mitigation (300 words)

Identify potential barriers and risks to completing the research as proposed, and outline realistic mitigation steps to manage their impact on the project.

Relevance and cross-disciplinary impact (500 words)

Describe how the proposed research project directly contributes to the CSA research initiative identified in the Call for Proposals. Explain the potential for societal, organizational, economic, and/or operational impact and outline how this project may achieve that impact. Briefly discuss how the project could support cross-disciplinary exploration of the research initiative over the next decade.

References (no word limit)

Please provide a reference list in any accepted referencing style. Relevant citations should be included throughout previous sections.

3. Team Information

Research team (if applicable)

Name	Institution/Organization	Title/Position	Email	Province/Territory	Co-PI?

Team expertise and contributions (500 words)

Describe the relevant expertise of the Principal Investigator (PI), co-PI, and collaborator(s), clearly explaining how their knowledge and contributions will support different aspects of the project. Highlight research achievements that demonstrate the preparedness of the team to undertake the proposed work and the significance of their contributions to the field. Outline any past or ongoing collaborations among members of the research team, noting any shared outputs that illustrate an effective research partnership. Refer to items in the attached CVs as necessary.

4. Project Budget (max 2 pages; PDF upload)

Please use the following Budget Template to generate your project budget **(see end of document for Budget Template example; standalone Budget Template available in the application portal)**.

5. Project Timeline (max 1 page; PDF upload)

List the projected outcomes and milestones of the project. It is recommended to use a Gantt chart or similar chart/table to illustrate the project timeline.

6. Team CVs (max. 5 pages per team member; PDF upload)

Include an abridged CV for the PI and each collaborator. The focus of the CVs should be on research activities within the past 5 years. CVs may follow any accepted format and should not exceed 5 pages. Trainee CVs are not required.

7. Reviewer Suggestions

Identify a minimum of 3 external reviewers who can provide a constructive, unbiased evaluation of your submission. We recommend suggesting a diverse set of experts in your research area. Reviewers must possess a high level of expertise, demonstrate research excellence in the field, and have no conflict of interest with the applicant(s) that may influence their ability to provide an impartial review. Examples of relevant conflicts of interest include:

- Shared institutional affiliations or direct collaboration in the last 5 years;
- Personal relationships (e.g., familial, close friend) or professional relationships (e.g., former supervisor/student); or
- Employment, consultancies, financial interests, or patents connected to the research proposal topic. CSA reserves the right to select all, some, or none of the suggested reviewers.

The review process is double-blind: applicants will not know who reviewed their submission, and reviewers will not receive applicant identities.

Name	Institution	Email

8. Collaboration and Information Sharing

Acknowledgment

I acknowledge that collaboration and information sharing are core expectations of the CSA Research Initiative, and I understand that active participation in these activities is required.

If applicable, please describe any partnership agreements, confidentiality expectations, or other considerations that may limit or preclude the sharing of ideas, research findings or insights. This may include organizational policies, proprietary information, or existing partnership arrangements. Applicants may use this space to outline how such considerations will be managed to support participation in the CSA research initiative and enable effective knowledge mobilization activities.

Note: CSA does not claim IP rights over findings arising from funded research projects. Please see the Application Guide for further details.

Research Project Budget Template

Principal Investigator:

Project Title:

Please complete the following table and outline all direct research costs associated with the proposed project, in detail. Applicant should provide cost estimates that align with the proposed research plan and provide a justification for listed expenses. The maximum funding request is $150,000 in total ($75,000 per year).

Applicants may add rows as needed to capture all relevant cost categories, ensuring the budget reflects the scope of the proposed project.

Direct Research Costs	Description	Year 1 (max. $75,000)	Year 2 (max. $75,000)	Justification
Personnel				
Example: Research Assistant	*0.25 FTE graduate research assistant to support data collection and analysis*	*$12,500*	*$12,500*	*Required personnel to conduct interviews, transcription, and coding as outlined in methodology section*
Supplies, consumables, and other materials				
Travel				
Services, publishing fees and other expenses				
TOTAL				

Note: All proposed expenses should be listed in Canadian dollars.

Other relevant funding sources (Optional)

Please list any related or complementary funding opportunities that will be active during the same period as the CSA Explore Research Program project. This may include other grants, contracts, or institutional funding that supports overlapping research activities.

CSA Explore-funded projects cannot depend on unconfirmed funding from other sources and must proceed as described in the Project Timeline regardless of other funding sources.

Agency and program name	Year(s) active	Amount	Confirmed? (Y/N)