

Program Guidelines:

1.0	Overview of The Western Humanitarian Award	2
2.0	Award Value	2
3.0	Eligibility	2
4.0	Submission Process	2
4.1	<i>Application Form</i>	2
4.2	<i>Submission to RDS</i>	2
4.3	<i>Troubleshooting</i>	2
5.0	Adjudication	2
6.0	Post award requirements	3
6.1	<i>Project time period</i>	3
6.1.1	<i>Extension Requests</i>	3
6.2	<i>Restricted/unrestricted funds</i>	3
6.3	<i>Reporting</i>	3
6.4	<i>Frequency of application</i>	3
7.0	Contact information	3

1.0 Overview of The Western Humanitarian Award

Funded by the Office of the Vice-President (Research), this award is to recognize faculty, staff and students at Western (group and/or individual submission), who are engaged in a range of efforts directed towards improving the quality of life for individuals and communities around the world.

This award will be presented at annual ceremony, with the winner making a short address. Preference will be given to the recognition of activities undertaken by the candidate that have current or potential international impact. Individuals or groups may apply or be nominated by third parties.

2.0 Award Value

A maximum of \$5,000 may be awarded and must be used in support of humanitarian efforts as chosen by the recipient(s).

3.0 Eligibility

Faculty, staff and students at Western University are eligible to apply for the award or be nominated by a third party at Western.

4.0 Submission Process

4.1 Application Form

The application form must be completed by the nominator and submitted to RDS. The application form is available on the program website. All relevant information should be included within the application. No appendices or additional documents will be considered with the application.

4.2 Submission to RDS

The completed application form must be received by RDS by 4:00 p.m. on the date of deadline. It is the responsibility of the nominator to ensure that all conditions are met and that applications are complete and submitted to RDS.

4.3 Troubleshooting

During the proposal development phase, prospective applicants are encouraged to contact RDS with any questions. See *Section 7* for contact information.

5.0 Adjudication

Applications will be adjudicated by the Subcommittee for the Western Humanitarian Awards (SUWHA), who will be appointed by the University Research Board. The committee will compose of faculty and/or peers from a variety of Departments and Faculties. The Vice-President (Research), or his/her designate, will Chair the committee and RD&S personnel may also attend as ex officio members.

6.0 Post award requirements

6.1 Project time period

The Award time period will be one [1] year from the approval of the application. All eligible expense must be incurred in this period, or an extension requested prior to the end of the award cycle.

6.1.1 Extension Requests

The award recipient may request a one [1] extension to use the funds. The researcher will provide the rationale for the extension and a plan for spending for the upcoming year to internalgrants@uwo.ca.

6.2 Restricted/unrestricted funds

Awards will be transferred to a Dean's account and managed by the Faculty. Expenses should be posted to the account within one year. Award recipients are expected to expend the funds in a manner that will continue to support humanitarian efforts.

6.3 Reporting

Within 3 months of completing this award, recipients must submit a final report to RD&S at internalgrants@uwo.ca. Final report forms are available to download at http://www.uwo.ca/research/excellence/awards/western_humanitarian_award.html

6.4 Frequency of application

The award is not intended to sustain multi-year initiatives. Successful candidates are eligible for only one award.

7.0 Contact information

The competition is administered by: Research Development & Services (Support Services Building, Rm 5150. T: 519-661-2111 x84500 rwprizes@uwo.ca).