**Funded Case Studies Application Form**

Please use this form to submit your case study to the Monitoring and Evaluating Climate Communication and Education (MECCE) Project’s Call for Case Studies Proposals. We welcome applicants to direct inquiries to mecce.info(at)usask.ca.

**It is highly important to consult the** [**Call for Proposals**](https://mecce.ca/wp-content/uploads/2023/01/EN-Cohort-2-Call-for-Proposals-Case-Studies-FINAL.pdf) **and** [**Application Instructions**](https://mecce.ca/wp-content/uploads/2023/01/EN-Cohort-2-Case-Studies-Application-Instructions_FINAL.pdf) **to ensure your proposal meets the requirements.**

**Case Study proposals must be submitted through the** [**submission portal**](https://www.surveymonkey.ca/r/MECCE-applications)**. This word document is being provided to assist with proposal drafting.**

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| **PRIVACY STATEMENT** |
| You are in control of the personal data you provide to us. You can contact us at any time to have your information changed or deleted, as per the survey software’s [privacy policy](https://www.surveymonkey.com/mp/legal/privacy/). Should you have issues using the online application, please contact mecce.info(at)usask.ca.Any private data used in this application form will be used solely to select funded Case Studies and to contact you about your application’s results. By clicking the “next” button, you are agreeing to this condition.  |
| **ELIGIBILITY CHECKLIST** |
| * I have reviewed the Call for Proposals and Application Instructions to ensure my proposal is eligible and provides the required information
* The budget includes adequate calculations and justifications of proposed expenses
* The budget does not contain ineligible expenses (i.e., costs for overhead, costs to deliver CCE programming)
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| **SECTION 1: CONTACT INFORMATION** |
| **PRIMARY RESEARCHER** |
| Surname: | First Name: |
| Organization: |
| Role in Case Study:  |
| Address:  | Telephone (Including Country Code):  | E-Mail Address:  |
| **ADMINISTRATIVE CONTACT (IF DIFFERENT FROM PRIMARY RESEARCHER)** |
| Surname: | First Name: |
| Organization: |
| Role in Case Study:  |
| Address:  | Telephone (Including Country Code):  | E-Mail Address:  |
| **ADDITIONAL KEY CASE STUDY RESEARCH TEAM MEMBERS** |
| Surname: | First Name: |
| Organization: |
| Role in Case Study:  |
| Surname: | First Name: |
| Organization: |
| Role in Case Study:  |
| Surname: | First Name: |
| Organization: |
| Role in Case Study:  |
| **SECTION 2: CCE INITIATIVE INFORMATION** |
| Please tell us about the **quality** **CCE Initiative** your Case Study will study. This section tells us about the CCE Initiative you are studying, and the next section asks for the details of the Case Study research you will conduct in relation to the CCE Initiative. Please remember that the funding is not to deliver the CCE Initiative itself.  |
| **BACKGROUND INFORMATION** |
| CCE Initiative Name:  |
| CCE Initiative Website, if any:  |
| CCE Initiative Social Media Accounts, if any: |
| CCE Initiative Geographic Location(s): *(check all that apply,* [*click here*](https://unstats.un.org/sdgs/indicators/regional-groups) *to verify your region)** Global
* Central and Southern Asia
* Eastern and South-Eastern Asia
* Europe and Northern America
* Latin America and the Caribbean
* Northern Africa and Western Asia
* Oceania
* Sub-Saharan Africa
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| Please indicate the ‘ACE element’ or sector of the CCE Initiative being studied (see definitions section in the application instructions). * Pre-primary Education
* Primary Education
* Secondary Education
* Higher Education
* Training
* Public Awareness
* Public Access to Information
* Public Participation
* International Cooperation
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| Please rank the ‘ACE element’ or sector of the CCE Initiative being studied numerically in order of importance, with 1 being most applicable:\_\_\_\_\_\_ Pre-primary Education\_\_\_\_\_\_ Primary Education\_\_\_\_\_\_ Secondary Education\_\_\_\_\_\_ Higher Education\_\_\_\_\_\_ Training\_\_\_\_\_\_ Public Awareness\_\_\_\_\_\_ Public Access to Information\_\_\_\_\_\_ Public Participation\_\_\_\_\_\_ International Cooperation |
| Briefly Describe the Relevant Sector or Setting *(e.g., business communities, government, general public, schools, NGO)*:  |
| CCE Initiative Target Audience Gender Information: *(check all that apply)*Gender(s): \_\_\_\_\_ Female \_\_\_\_\_\_Male \_\_\_\_\_Other (please specify)CCE Initiative Target Audience Age Information: *(check all that apply)*Age range: \_\_\_\_\_ 0-5 \_\_\_\_\_ 6-11 \_\_\_\_\_ 12-18 \_\_\_\_\_ 19-30 \_\_\_\_\_ 31-35 \_\_\_\_\_ 35-64 \_\_\_\_\_ 65+If the CCE Initiative involves specific groups, check all that apply:\_\_\_\_\_ Climate deniers \_\_\_\_\_ Indigenous peoples \_\_\_\_\_ Girls \_\_\_\_\_ Women \_\_\_\_\_ Businesses \_\_\_\_\_ Policy makers \_\_\_N/A \_\_\_Other (please specify) |
| **DETAILED CCE INITIATIVE DESCRIPTION** |
| Applicants should refer to the accompanying Application Instructions prior to filling out the information below. |
| Please tell us about the CCE Initiative being studied, including what makes it unique? (250 words) |
| How does the CCE Initiative represent quality CCE, including multiple aspects of climate understanding and learning (e.g., cognitive, socio-emotional, and action oriented)? (250 words) |
| How does the CCE Initiative engage with climate justice? (150 words) |
| **SECTION 3: CASE STUDY INFORMATION** |
| Please tell us about your **Case Study** research by answering the following questions. |
| Applicants should refer to the accompanying Application Instructions prior to filling out the information below. |
| **DETAILED CASE STUDY DESCRIPTION** |
| 1. Title: Please provide the title of your Case Study. This should reflect the topic of the Case Study research, rather than the name of the CCE Initiative being studied. (50 words) |
| 2. Aims and Objectives: Include information on the Case Study aims and objectives. Please ensure you articulate how your Case Study connects to the overall MECCE Project’s objectives of better understanding and informing quality CCE. (150 words) |
| 3. Research Questions: Please outline the Case Study’s research questions. You should be able to provide key questions that will guide your research, or in other words, what are you hoping to find out through the Case Study. (150 words) |
| 4. Data Collection and Analysis Methods: Describe the planned research methods. Include information on the number and type of participants with whom you might collect data, and other specifics of the planned data collection and data analysis processes. (500 words) |
| 5. Reporting: Please outline how you plan to share the Case Study’s findings. There is an expectation that Case Studies will be published in an academic or professional publication, and presented to target audiences *(e.g., policy, public, academics)* as part of the required MECCE Project Case Study deliverables. Please name at least one proposed publication and one proposed presentation venue that you are committed to undertaking as part of the Case Study work. (250 words) |
| 6. Ethics: Please explain how you will ensure the research is ethical. All Case Studies must comply with the ethical guidelines of the [Canadian Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html). Please also consider the [Guidelines for the Merit Review of Indigenous Research](https://www.sshrc-crsh.gc.ca/funding-financement/merit_review-evaluation_du_merite/guidelines_research-lignes_directrices_recherche-eng.aspx) if applicable. If you do not have an existing relationship with a research institution or researcher, we recommend you establish such a relationship if your Case Study is funded to support any required ethics applications and to fully consider ethics and other research considerations. (250 words) |
| 7. Researcher Qualifications: Please tell us why the applying researcher(s) are qualified to conduct the Case Study. Please address key aspects that will ensure successful completion within the timeframes (e.g., initiative access, research expertise). Case Studies focused on Indigenous research methods and/or participants are required to have Indigenous researchers on their research team, and please address this in your application. Please do not submit full CVs. (500 words) |
| **SECTION 4: BUDGET AND JUSTIFICATION** |
| **Please attach the budget table as a Word document or PDF.** Estimate as accurately as possible the costs of the Case Study’s research activities. The maximum budget is CAD $10,000. **To ensure your Case Study is eligible:*** You must include sufficient justification for the expenses in column 2.
* You must include sufficiently detailed calculations for the adjudicators to assess whether your estimates are reasonable in column 3.
* The funds can only be used to fund the direct costs of the research activities and Case Study deliverables outlined in the description.
* The funds cannot be used for programming activities (such as paying an instructor to deliver a CCE program) or overhead costs (such as administration fees, office/building costs).
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| **Applicants should refer to the accompanying Application Instructions prior to filling out the information below**. |
| **PRIMARY RESEARCHER NAME:** |
| **CASE STUDY TITLE:** |
| **CATEGORY** | **JUSTIFICATION** | **CALCULATIONS**  | **TOTAL AMOUNT CAD** |
| **SALARIES** |
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| **TRAVEL (E.G., AIR/GROUND TRAVEL, PER DIEMS)** |
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|  **EQUIPMENT, MATERIALS, AND SUPPLIES** |
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| **OTHER EXPENDITURES** |
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| **TOTAL BUDGET** | **CAD** |
| **CONSENT TO USE INFORMATION** |
| Do you consent to having your CCE Initiative (as described in Section 2) included on the MECCE Project’s website, even if it is not selected for funding? *The MECCE Project reserves the right to not publish initiatives it deems do not sufficiently correspond to the Call criteria.* \_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No |
| Do you consent to have the MECCE Project tag you on social media, if your Case Study is funded?\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No |