

## Proposal to Establish a Research Group

Refer to the Research Institutes, Research Centres, and Research Groups policy document for definitions and an overview of the establishment process. All establishment proposals should demonstrate alignment with [Teaching Greatness: Strategic Vision 2030](#), and the [Tactical Plan for Scholarship](#).

Establishment proposals should be sent to [research@macewan.ca](mailto:research@macewan.ca) for the Associate Vice-President, Research to review.

Proposals should be a maximum of 3 pages, excluding attachments, and include:

- **Details of the Proposed Group Lead**

Include the name of the Group Lead, Faculty/School, and position held at the University.

- **Membership**

List all group members' names, titles, contact details, and Faculty/School, if applicable.

- **Research Group Name**

- **Mandate and Justification**

Describe the mandate of the research group, type of Scholarship that will be conducted, and expected contributions to the University, and if applicable, the wider community.

- **Goals and Objectives**

Indicate measurable goals and objectives, and outline expected activities that can be used as key performance indicators or other measures of scholarly output.

- **Student Involvement**

Provide details regarding how MacEwan students, or students from other post-secondary institutions, will be involved with the research group.

- **External Involvement**

List any external collaborators and describe all expected external involvement. Indicate how these relationships benefit the research group. Include the names, titles, and contact details of individuals from external organizations. Provide evidence of an existing or in-progress research relationship (e.g., letters of support).

- **Facilities**

Explain what facilities, including space, are expected and if these have been secured by the proposed Group Lead's Dean or another responsible office.

- **Anticipated Sources of Funding**

As research groups must be financially secure, indicate all anticipated sources of funding.

- **Attachments**

Required attachments include:

- Letter of Support from the Dean of the proposed Group Lead's Faculty or School, including approval for facilities, if applicable.
- Letter(s) of Support from external partner(s).
- Abbreviated CV of the proposed Group Lead.