**Applicant Renewal Information:**

|  |  |
| --- | --- |
| Date (mm/dd/yyyy): | Click or tap to enter application date. |
| Project Title: | Click or tap here to enter project title. |
| Researcher: | Click or tap here to enter researcher first and last name. |
| Position Title: | Click or tap here to enter position title. |
| Department: | Click or tap here to enter department. |
| Educational Institution: | Click or tap here to enter name of educational institution. |
| Address: | Click or tap here to enter institution address. |
| City: | Click or tap here to enter institution city. |
| Province: | Click or tap here to enter institution province. |
| Postal Code: | Click or tap here to enter institution postal code. |
| Email Address: | Click or tap here to enter your e-mail address. |
| Telephone Number: | Click or tap here to enter best phone number to reach you. |
| Year of original Imperial grant received: | Click or tap here to enter the year a grant was first received from Imperial for this project. |

**Project Objective(s):**

Click or tap here to enter a brief project objective or objectives.

**Budget:**

Itemize under appropriate column. Example: for assistants, indicate number, monthly rate, number of months, and whether for graduates, undergraduates, etc. Also describe other research support held, or applied for, relative to this project, or other aspects if this is part of an overall project. If a column does not apply to a certain item, leave it blank or enter “N/A".

**Actual and Anticipated Expenditures to year-end**

Previous Imperial Oil Award: Enter $ Value.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assistants** | **Number** | **Months** | **Monthly rate** | **Annual total** |
| Graduate | Enter Number. | Enter Number. | Enter $ Value. | Enter $ Value. |
| Undergraduate | Enter Number. | Enter Number. | Enter $ Value. | Enter $ Value. |
| Other | Enter Number. | Enter Number. | Enter $ Value. | Enter $ Value. |

Click or tap here to notes (if required).

|  |  |  |
| --- | --- | --- |
| Materials/Supplies: |  | Annual total |
| Provide a brief list of materials/supplies used. |  |  |
| Click or tap here to enter text. |  | Enter $ Value. |
| Click or tap here to enter text. |  | Enter $ Value. |
| Click or tap here to enter text. |  | Enter $ Value. |

|  |  |  |
| --- | --- | --- |
| Equipment: |  | Annual total |
| Provide a brief list of equipment used. |  |  |
| Click or tap here to enter text. |  | Enter $ Value. |
| Click or tap here to enter text. |  | Enter $ Value. |
| Click or tap here to enter text. |  | Enter $ Value. |

|  |  |  |
| --- | --- | --- |
| Other: |  | Annual total |
| Provide a brief list of other items used. |  |  |
| Click or tap here to enter text. |  | Enter $ Value. |
| Click or tap here to enter text. |  | Enter $ Value. |
| Click or tap here to enter text. |  | Enter $ Value. |

|  |  |  |
| --- | --- | --- |
| Total: |  | Enter $ Value. |

**Proposed Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assistants** | **Number** | **Months** | **Monthly rate** | **Annual total** |
| Graduate | Enter Number. | Enter Number. | Enter $ Value. | Enter $ Value. |
| Undergraduate | Enter Number. | Enter Number. | Enter $ Value. | Enter $ Value. |
| Other | Enter Number. | Enter Number. | Enter $ Value. | Enter $ Value. |

Click or tap here to notes (if required).

|  |  |  |
| --- | --- | --- |
| Materials/Supplies: |  | Annual total |
| Provide a brief list of materials/supplies used. |  |  |
| Click or tap here to enter text. |  | Enter $ Value. |
| Click or tap here to enter text. |  | Enter $ Value. |
| Click or tap here to enter text. |  | Enter $ Value. |

|  |  |  |
| --- | --- | --- |
| Equipment: |  | Annual total |
| Provide a brief list of equipment used. |  |  |
| Click or tap here to enter text. |  | Enter $ Value. |
| Click or tap here to enter text. |  | Enter $ Value. |
| Click or tap here to enter text. |  | Enter $ Value. |

|  |  |  |
| --- | --- | --- |
| Other: |  | Annual total |
| Provide a brief list of other items used. |  |  |
| Click or tap here to enter text. |  | Enter $ Value. |
| Click or tap here to enter text. |  | Enter $ Value. |
| Click or tap here to enter text. |  | Enter $ Value. |

|  |  |  |
| --- | --- | --- |
| Institution overhead rate: |  | Annual total |
| Enter % Value % |  | Enter $ Value. |

|  |  |  |
| --- | --- | --- |
| Total: |  | Enter $ Value. |

**Progress report:**

Describe progress to-date, and any revisions to re-directions of work.

Click or tap here to enter text.



**Approval**

Has your office of research services approved your proposal? Your office of research services must approve your proposal before submitting to Imperial Oil.

|  |  |
| --- | --- |
| Yes | No |

**Important Notes**:

1. A list of interim publications/abstracts will be required in subsequent correspondence - do not attach to this e-mail.