# *SSHRC Exchange Grants support small-scale Knowledge Mobilization activities such as presenting research at a conference or organizing a workshop.*

# PART ONE

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| **Applicant Information** | | | | |
| Principal Applicant | Department / Faculty | | Type of Academic Appointment Held | |
|  |  | |  | |
| Email Address | Telephone Number | | Date of last SSHRC Explore/Exchange Grant | |
|  |  | |  | |
| Project Title (or title of presentation) | | | | |
|  | | | | |
| Knowledge Mobilization Activity Type (Conference presentation, workshop, presentation, artistic exhibit or performance, etc.) | | | | |
| Describe activity: | | | | |
| Is the research being disseminated the product of Concordia University of Edmonton grant-funded research? Yes ☐ No ☐ If Yes, indicate the year(s) awarded: | | | | |
| Is the research being disseminated the product of externally funded research? Yes ☐ No ☐ If Yes, describe the funding source and year(s) awarded: | | | | |
| Activity Start Date | | Activity End Date | | Amount Requested (Maximum $1500) |
|  | |  | | $ |

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| **Previous Funding (if applicable)** |
| If applicable, please describe the substantive results and impact of dissemination for which an research grant was already awarded.  Describe any relationship between your previously funded dissemination and the current proposal.  If external source(s) of funding were sought, indicate agency or sponsor, amount requested and date of application, and indicate if it was successful or not. (Maximum 500 words) |
| Enter response here |

# PART TWO

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| **Knowledge Mobilization Activity Information**   * For Knowledge Mobilization activities that require **travel** to present research at a conference complete Section 1 * For other Knowledge Mobilization activities, complete Section 2 | |
| **Section 1 | Conference Travel Description** | |
| Provide details here about conference or event. For small-scale knowledge mobilization activities, such as organizing a workshop, go to Section 2 | |
| Name of Conference / Event | |
|  | |
| Link to Conference / Event Website | |
| Sponsoring Organization and Venue of Conference / Event | |
|  | |
| Location of Conference / Event (City, Country) | Type of Travel (Check one) |
|  | Canada ☐ USA ☐ International☐ |
| Dates of Conference / Event | Conference / Event Frequency (annual, biennial, inaugural) |
|  |  |
| Role and Participation in the conference / workshop / event (check all that apply) | |
| Keynote Speaker ☐ Invited Oral Paper Presenter ☐ Invited Poster Presenter ☐ Invited Panel Presenter ☐  Invited Workshop Leader ☐ Invited artistic exhibitor or performer ☐ Other (describe): | |
| Describe the adjudication/selection process for the activity (i.e. peer reviewed or juried abstract submission). If selection process is unavailable, explain why | |
|  | |
| Will the proceedings be published? | |
| No ☐ Yes ☐ If Yes, describe the publication and distribution: | |
| **Importance of Conference / Event** - maximum ½ page   * Provide a brief description of this event. Explain its importance, prestige, renown, visibility and/ or influence within your academic community and if applicable, outside academia. * Describe the audience for this dissemination activity. * Explain why this conference / event is the most appropriate venue for your work. | |
| Enter response here | |
| **Section 2 | Other Knowledge Mobilization Activity (if applicable)** | |
| * Complete this section only if your activity is NOT research dissemination travel to conference or event. * Provide a brief overview of the Knowledge Mobilization activity proposed. Include a statement regarding the overall goal and specific objectives of the endeavor. * Describe the audience(s) for your activity (academic, artistic, practitioners, policy makers, etc.) and why it is important to connect with the specified audience(s). Highlight any partnerships (industry, non-profit or community groups, etc.) that the activity may facilitate.   Maximum ½ page | |
| Enter response here | |

# PART THREE

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| **Research Description** |
| Provide a brief overview of the research being disseminated. Indicate its significance to your field of study or discipline as well as the importance of this dissemination activity for the advancement of your research program. Maximum: 1 page |
| Enter response here |

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| **Proposed Budget** | | | | |
| If required, add more lines, or attach additional page. . Refer to the guidelines for eligible and ineligible expenses. Add more lines or additional pages if necessary. Funds can only be used [for research-related costs that are eligible under the Tri-Agency Financial Administration Guide.](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp) | | | | |
| **Travel** | Identify person(s) traveling and list the location(s) visited. Attach airline quotes to estimate cost of travel. Provide brief rationale for all expenditures and justification for unique requests such as mileage. Consult Institutional Travel Policy. | | | |
|  | Destination | | Total Cost | Justification |
| Air Travel |  | | $ |  |
| Ground Travel (taxi, shuttle, public transportation) |  | | $ |  |
| Mileage |  | | $ |  |
| Conference Registration |  | | $ |  |
| Other |  | | $ |  |
| Other |  | | $ |  |
| **Subsistence** | Specify per diem and accommodation amounts. Attach accommodation quotes to estimate total cost. Consult Institutional Travel Policy for current per diem rates and eligible expenses. | | | |
|  | Number of Days | Rate | Total Cost | Justification |
| Accommodation |  | $ | $ |  |
| Per diem |  | $ | $ |  |
| Other |  |  | $ |  |
| **Equipment, Supplies and Materials** | Justify items and discuss the availability and accessibility of similar items within the institution and city. For equipment, give models, manufacturers and quotes. | | | |
| Item | | | Total Cost | Justification |
|  | | | $ |  |
|  | | | $ |  |
| **Other Expenses** | Items should be described clearly. Attach additional page if required. | | | |
|  | | | Total Cost | Justification |
|  | | | $ |  |
|  | | | $ |  |
|  | | | $ |  |
| **TOTAL COSTS** | | | | $ |
| **FUNDS FROM OTHER SOURCES (ie Professional Development funds)** | | | | $ |
| **TOTAL GRANT REQUESTED** | | | | $ |

PART FOUR

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| **Signatures and Approvals** |  |  |
| Approvals are required from the Department Head (if applicable) and Department Chair for the applicant and all co-applicants. | | |
| **Applicant**   * agree to participate as outlined; * verify they have the necessary time and other requirements to fulfil the proposed activities; * agree to comply with policies and procedures and the terms and conditions of this funding program. | | |
| Principal Applicant - please print name | signature | date |
| **Department Head (or Director):**   * have read the proposal and agree that the obligations can be fulfilled; * verify that the applicant has the necessary time and other requirements to fulfil the proposed activities; * agree that department resources identified in the proposal will be available to complete the project. | | |
| Department Head – please print name | signature | date |

PART FIVE

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| **Application Checklist** | |
| **Completed Application Form**   * Applicant Information * Knowledge Mobilization Activity Information (For conferences, complete Section 1; for other knowledge dissemination activities Section 2) | * Research Description * Budget * Signature of applicant and department head |
| **Attachments to the Application** | |
| CAQC CV | |
| Conference Acceptance Letter or invitation to present (or indicate if pending) | |
| Abstract of conference presentation or activity (includes performance or artistic statements where applicable) | |
| Artistic exhibition or performance supporting documents (indicate if not applicable) | |
| Travel Quotes or screen grabs for flight and accommodation, registration fee (indicate if not applicable) | |
| Quotes for other expenses (indicate if not applicable) | |
| Signatures | |

Submission Instructions: Email signed application package with attachments to [research@concordia.ab.ca](mailto:research@concordia.ab.ca)