SSHRC Explore Grants and SSHRC Exchange Grants Program

SSHRC Institutional Grant (SIG) Funds Guidelines

*March 2019*

# Program Overview

# This funding opportunity is supported by the Social Sciences and Humanities Research Council (SSHRC) through its Institutional Grants (SIG) program and is administered by Concordia University of Edmonton. Through the SIG program, SSHRC provides annual block grants to fund an internal grant competition. SIG funds are intended to help Canadian postsecondary institutions strengthen research excellence in the social sciences and humanities.

# Description

# Concordia University of Edmonton has been successful in the latest SSHRC SIG competition and has been awarded funding for each of three fiscal years: 2018-2019; 2019-2020; 2020-2021. The size of this annual grant is based in part on the University’s performance in Tri-Agency research grant programs. Concordia University of Edmonton reports the results and use of SIG funds to SSHRC.

# Grant Streams

# SSHRC SIG funds are used to offer the SSHRC Explore Grant and the SSHRC Exchange Grant to researchers in SSHRC-eligible disciplines in accordance with the guidelines established for the SSHRC Institutional Grant.

* **SSHRC Explore Grants – Research funds:**
* Allow for small-scale innovation and experimentation by providing funding to develop a research project or conduct pilot work.
* Enables researchers to hire students at any level to participate in their research projects. SSHRC expects that all SIG-funded research training will incorporate appropriate dimensions of the [Guidelines for Effective Research Training](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/effective_research_training-formation_en_recherche_efficace-eng.aspx).
* support social sciences and humanities researchers with modest research funding requirements at any stage of career.
* **SSHRC Exchange Grants – Dissemination funds:**
* Allows researchers to present their research at scholarly conferences and other dissemination venues that align with SSHRC’s mandate to advance their careers and encourage the exchange of ideas and research results at the national and international level.
* Supports the organization of small-scale knowledge mobilization activities, such as workshops and seminars, to encourage collaboration and dissemination of research results within and beyond the academy.

# Eligibility

* The applicant must be a full-time regular Concordia University of Edmonton faculty member conducting research in a discipline supported by SSHRC.
* The proposed project or activity must meet SSHRC [subject matter eligibility criteria](http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx). Projects and activities must be in the social sciences and humanities and aligned with SSHRC's mandate.
* Individuals may not hold more than one SIG-funded grant at a time for the same activity.
* There must be no duplication of funding for the project or activity from other sources, internal or external.
* Applicants may not apply for a subsequent SSHRC Explore or Exchange Grant until a fully complete expense claim and final report have been submitted for the previous grant.
* If awarded an Explore Grant, the applicant must commit to submitting a SSHRC grant application (e.g., Insight; Insight Development; Partnership Engage) within 2 years of the expiration date of their grant.
* Grant recipients must acknowledge SSHRC support for their research or activity.

# Deadlines

# The first application deadline is midnight on April 30, 2019. Deadlines for subsequent competitions to be determined.

# Value and Duration

* SSHRC Explore Grants: 3 awards of a maximum of $4000 CDN each.
* SSHRC Exchange Grants: 2 awards of a maximum $1500 CDN each.

# Once awarded, grant funds remain active for 12 months. After completion, funds will expire, and unused funds will be reclaimed.

# Final Reports

* Explore Grants: A fully complete expense claim and Final Activity Report must be submitted within 30 days of the end of the 12-month grant term.
* Exchange Grants: A fully complete expense claim and Final Activity Report must be submitted within 30 days of the completion of the dissemination activity.

# Multiple Applications

# Applicants may apply for one Explore and one Exchange Grant (use the appropriate application form for each stream) per competition. Applicants may not submit multiple applications to one particular stream. Multiple requests (eg. multiple conference presentations or two different research projects) one application form will NOT be considered.

# Reviewers

# Applications are assessed by the Research and Faculty Development Committee.

# Adjudication

# Available funds are awarded, through a competitive process. Applications are evaluated through a single-stage committee review process. Each reviewer will read and score all applications based upon the Tri-Agency evaluation criteria listed. The ranked list will be submitted to the Vice President Academic and Provost for final approval and dissemination of funds. As the demand for funds normally far exceeds the funds available, not all meritorious proposals can be awarded.

# Appeals

All applications are confidential and the decision of the Research and Faculty Development Committee is final. There is no provision for appeal of funding decisions.

# Evaluation Criteria and Scoring – Explore Grants

The following criteria and scoring scheme are used to evaluate Explore Grants

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| **Challenge 60%** | **The aim and importance of the proposed research** |
| Originality, significance and expected contribution to knowledge |
| Clarity of objectives |
| Appropriateness of the literature review |
| Appropriateness of the theoretical approach or framework |
| Appropriateness of the methods / approach |
| Quality of training and mentoring to be provided to students, emerging scholars and opportunities for them to contribute |
| Potential influence and impact of the research within and/or beyond the academic research community, including potential to secure future external funding |
| **Feasibility 20%** | **The plan to achieve excellence** |
| Probability that the objectives will be met within the timeline proposed |
| Appropriateness of the requested budget and justification of proposed costs |
| Quality and appropriateness of knowledge mobilization plans, including effective dissemination, exchange and engagement with stakeholders within and/or beyond the research community, where applicable |
| Appropriateness of the research design and strategies for conducting the activity/activities proposed |
| **Capability 20%** | **The expertise to succeed** |
| Quality, quantity and significance of previous research experience and published and/or creative outputs of the applicant(s) relative to their roles in the project and their respective stages of career |
| Evidence of other knowledge mobilization activities (e.g., films, performances, commissioned reports, knowledge syntheses, experience in collaboration/other interactions with stakeholders, contributions to public debate and media), and of impacts on professional practice, social services and policies, etc. |
| Evidence of contributions to the development of students and emerging scholars; Support for new faculty members and emerging scholars |
| Potential of the applicant/co-applicant to make future contributions and secure external grants |

# Evaluation Criteria and Scoring – Exchange Grants

The following criteria and scoring scheme are used to evaluate Exchange Grants

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| **Challenge 60%** | **The aim and importance of the endeavor** |
| Clarity of the stated objectives and defined scope of the knowledge mobilization activity |
| Evidence of the quality and significance of the research results to be disseminated, including a clear delineation of a well-defined body of knowledge to be disseminated |
| Quality, innovativeness, and appropriateness of the knowledge mobilization activity, including effective dissemination, exchange, as well as engagement with stakeholders, where applicable |
| Evidence of the quality and significance of the event, its scope and potential contribution, including the degree event attracts appropriate participants |
| Likelihood of influence and impact within and/or beyond the immediate research community |
| **Feasibility 20%** | **The plan to achieve** |
| Probability that the objectives of the activity will be met within the timeline proposed |
| Appropriateness of the requested budget and justification of proposed costs |
| **Capability 20%** | **The expertise to succeed** |
| Quality, quantity and significance of previous research experience and published and/or creative outputs of the applicant(s) relative to their roles in the project and their respective stages of career |
| Evidence of previous knowledge mobilization activities and of impacts on professional practice, social services and policies, etc. |
| Potential of the applicant to make future contributions and secure external grants |

# Application Procedure

1. Ensure you are using the correct grant application form for the proposed activity.
2. Complete all sections of the application. Use the checklist.
3. Sign application and obtain department head signature.
4. Attach all requested attachments or supplemental documents.
5. Submit complete application package as one document (pdf format).
6. Send application package to [research@concordia.ab.ca](mailto:research@concordia.ab.ca)
   * The application must be compiled as one complete document in pdf format. Paper submissions will not be considered.
   * Applications received past deadline or that are not complete will be not be considered.
   * Application components that exceed the maximum page allowance will be edited. Unrequested and extraneous attachments or supplemental material will be removed from the application. Non-conforming submissions will be returned for compilation and formatting.

Terms and Conditions of the SSHRC Explore Grants and SSHRC Exchange Grants

# Grant recipients must agree to abide by the following terms and conditions.

**Compliance with University Research Policies**

All policies, regulations and administrative processes of Concordia University of Edmonton apply. Research must comply with University policies on the conduct of research, policies on research ethics, and research integrity. It is the responsibility of the primary applicant to secure the appropriate permissions and approvals for the proposed activity.

# Research Ethics and Certifications

The [Tri-Council Agreement on the Administration of Agency Grants](http://www.science.gc.ca/eic/site/063.nsf/eng/h_56B87BE5.html?OpenDocument) and related documents require that researchers at eligible institutions ensure human ethics oversight for all funded research which involves human participants (regardless of the source). Applicants whose research involves human participants must submit a research ethics application to the Concordia Research Ethics Board and secure Research Ethics Board (REB) approval. REB approval must be in place before funding can be released and before any research involving human participants can take place.

# Acknowledgement

Recipients of the SSHRC Explore and SSHRC Exchange Grant are required to acknowledge SSHRC support for their research or research-related activities in all outputs. The following wording is suggested: *This research [or activity] has been supported by a Social Sciences and Humanities Research Council of Canada Explore/Exchange Grant.*

# Responsible Use of Grant Funds

# The policies and requirements of the agencies stated in the [Tri Agency Financial Administration Guide](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp) apply at all times. The award recipient is responsible for the use of the funds and for any over- expenditure of accounts. All activities and expenditures must be completed within the duration of the grant. Upon completion of the grant, the grant account will be closed and all unused funds will expire and be reclaimed.

Expenditures are permitted only for those elements identified in the application. Reasonable substitutions or alterations may be permitted as well as minor transfers of funds from one budget category to another. Use of funds for a previously unspecified purpose, or major changes in the scope of work must be submitted to the Office of Research Services for approval.

Cash advances of internal research grant funds are not normally permitted; however, some expenses can be covered directly by the institution (e.g. purchase orders).

Equipment purchased shall remain the property of Concordia University of Edmonton and costs associated with the care and use of any equipment purchased will be the responsibility of the award recipient and their department.

# Eligible Expenses

Funding is intended to cover the direct costs of the research or research activity and expenses must be eligible as outlined in the [Tri-Agency Financial Administration Guide](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp). All items must be essential to the proposed work and must be carefully justified.

Explore Grants: Examples include hiring student research assistants, specialized software, materials and supplies not available through the institution, data collection costs including travel to field research sites for data collection, libraries, archives, and institutions, technical services such as translation.

Exchange Grants: Intended to cover the direct costs of the dissemination activity such as economy travel, accommodations, meals, conference registration, open access publishing costs.

# Ineligible Expenses

University finance policies and guidelines must be adhered to for all requested budget items. Funds are not intended to provide release time for faculty, salaries, or living expenses. Funding does not support teaching related costs, credential research, tuition and other costs affiliated with the completion of degrees or coursework. Funding does not support professional development such as attendance at meetings or conferences where work is not being presented, nor does it support training such as language or computer training. Retroactive funding and expenses incurred prior to the date of award letter will not be considered.

# Grant Expiry

The term of an award is twelve months. After this date, funds will expire and unused funds will be reclaimed.

# Reporting

Within 30 days of completion of the project or the termination of the grant, whichever comes first. This final achievement report is available by emailing [research@concordia.ab.ca](mailto:research@concordia.ab.ca). The final report is to be submitted to the Office of Research Services.