SSHRC Explore Grants and SSHRC Exchange Grants Program SSHRC Institutional Grant (SIG) Funds Guidelines

July 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	SSHRC Exchange Grants
Project Research	Dissemination activity
Allow for small-scale innovation and experimentation by providing funding to develop a research project or conduct pilot work.	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.
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.	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.
Support social sciences and humanities researchers with modest research funding requirements at any stage of career.	

Subject Matter Eligibility

Applications must fall within the Subject Matter Eligibility of SSHRC. Briefly:

"Applications to SSHRC as the primary source of research or research training support must meet the following two criteria:

The proposed research or related activities must be primarily in the social sciences and humanities (i.e., aligned with SSHRC's legislated mandate).

The intended outcome of the research must primarily be to add to our understanding and knowledge of individuals, groups and societies—what we think, how we live, and how we interact with each other and the world around us."

Eligibility

- The applicant must be a full-time regular Concordia University of Edmonton faculty member conducting research in a discipline supported by SSHRC.

- Individuals may not hold more than one SIG-funded grant at a time for the same activity. Faculty Members holding an active SSHRC Institutional Grant are ineligible for a grant of the same kind, but are eligible for an additional grant of the other stream. For example, an awardee of a SIG Grant under the Explore Stream is eligible for a grant of the Exchange Stream, and vice versa. Faculty members may only hold one award per stream in any twelve-month period.

- 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.

Important dates

Competition	Application Deadline (at midnight)	Effective Dates for Awards
Spring 2019	April 30th, 2019	April 30th, 2019 to April 29th, 2020
Fall 2019	September 30th, 2019	Sept 30th, 2019 to Sept 29th, 2020
Spring 2020	April 30th, 2020	April 30th, 2020 to March 31st, 2021

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.

Explore Grants are valid for a maximum of 12 months. Exchange Grants are valid until 5 days after the end of the funded activity, or a maximum of 12 months, whichever is the shortest.

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 (e.g. multiple conference presentations or two different research projects) one application form will NOT be considered.

Conceptual or Budgetary Overlap with existing or future applications

Neither SSHRC nor CUE allow duplicate funding requests. Therefore, applications with significant conceptual and/or budgetary overlap with existing or upcoming awards, internal or external, will not be accepted. If you have applied for, or are considering applying for additional funds, internal or external, to support the research that you are submitting for consideration for the competition, you are required to disclose it to the Office of Research Services and include this information in the appropriate sections of the application form. Failure to disclose may result in disciplinary action.

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. There is no obligation from the Committee or the Office of Research Services to provide insight or feedback from the process.

Evaluation Criteria and Scoring – Explore Grants

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

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

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. Deadlines are fixed and will **not** be extended upon request.

2. Ensure you are using the correct grant application form for the proposed activity. There is a form for Explore (Project) and one for Exchange (Dissemination) grants.

3. Complete all sections of the application, according to the instructions, with special consideration to word limits for each section.

4. Use the checklist.

5. Sign application and obtain department head signature.

6. Attach all requested attachments or supplemental documents.

7. Submit complete application package as a single document in pdf format.

8. Send application package by email to research@concordia.ab.ca

   - The application must be compiled as one complete document in pdf format.

   - Paper submissions will not be received nor considered.

   - Applications received past deadline or that are not complete will be not be considered.

   - Non-conforming submissions, or those containing application components that exceed the maximum word limits will be returned to the applicant for compilation and formatting, as long as they were received at least two working days prior to the deadline; deficient applications received after this time will not be submitted for adjudication.

   - Unrequested and extraneous attachments or supplemental material will be removed from the application.

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 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.*

Acceptance of the award

All recipients of SIG awards must provide a signed "Acknowledgement and Acceptance of Award", included in the Letter of Award, to the Office of Research Services **within ten working days of receipt of the letter**. Failure to provide this signed document will result in forfeiture of the award.

Responsible Use of Grant Funds

The policies and requirements of the agencies stated in the Tri Agency Financial Administration Guide 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.

Expense Claims

Expense claims must be prepared using the forms prepared by Finance, which can be found in Alfresco. The onus is on the investigator to use the proper, updated forms, and to prepare acceptable expense claims. Information on how to prepare an expense claim can be found online in CUE's Research website and in Alfresco. All expense claims must first be submitted to the Office of Research Services for compliance review.

For Exchange grants, no expense claims will be processed until a Final Report has been submitted to the Office of Research Services, and by the reporting deadline set in the award. Please, see below for Reporting instructions.

Eligible Expenses

SIG awards are not retroactive and cannot be used to pay for expenses incurred beyond the effective dates of the award. 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. All items must be essential to the proposed work and must be carefully justified. A list of eligible expenses can be obtained from the ORS website.

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 maximum 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 research activity, or the termination of the grant, whichever comes first. This final achievement report is available from the Office of Research Services by email at research@concordia.ab.ca. Final reports must be submitted in electronic form to the Office of Research Services. Failure to submit a report in time will result in forfeiture of any remaining funds. For Exchange grants, no expense will be processed if a Final Report has not been submitted.

Commitment to CUE dissemination

CUE's Research Community acknowledges the importance of giving back to the members of our Institution. For this, all recipients of SIG awards must participate in the upcoming Faculty Symposium that is closest to the end date of the award. This is particularly relevant for Exchange Grants. Information on this new activity, sponsored by the Office of Research Services, can be obtained by email at research@concordia.ab.ca.