



# SSHRC EXCHANGE GRANTS

Application



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

## PART ONE

Applicant Information			
Principal Applicant	Department	Faculty	Type of Academic Appointment
Email Address		Telephone Number	Date of last SSHRC
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 <input type="checkbox"/> No <input type="checkbox"/> If Yes, indicate the year(s) awarded:			
Is the research being disseminated the product of externally funded research? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, describe the funding source and year(s) awarded:			
Activity Start Date	Activity End Date	Amount Requested (Maximum \$1500)	

Previous Funding (if applicable)
If applicable, please describe any previous funding awarded (internal or external) you have received in the past 3 years. List additional source(s) of funding you sought, including the funding agency, amount requested and date of application, and indicate if it was successful or not.



**SSHRC EXCHANGE GRANTS**  
Application



**Relationship to Other Research Support (if applicable)**

**Has this application, or parts of it, been submitted, or will be submitted, to another competition which was successful or is in the process of adjudication?** Yes  No

Neither SSHRC nor CUE support duplicate requests for funding (i.e., funding for the same activity, either in full or in part).

If applicable, please describe the substantive results and impact of dissemination for which a 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. Failure to disclose may result in rejection of the application, and/or disciplinary action.



# SSHRC EXCHANGE GRANTS

Application



## PART TWO

<b>Knowledge Mobilization Activity Information</b>	
<ul style="list-style-type: none"> <li>For Knowledge Mobilization activities that require <b>travel</b> to present research at a conference complete Section 1</li> <li>For other Knowledge Mobilization activities, complete Section 2</li> </ul>	
<b>Section 1   Conference Travel Description</b>	
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 <input type="checkbox"/> USA and International <input type="checkbox"/>
Dates of Conference / Event	Conference / Event Frequency (annual, biennial, inaugural)
to	
Role and Participation in the conference / workshop / event (check all that apply)	
<input type="checkbox"/> Keynote Speaker	<input type="checkbox"/> Invited Oral Paper Presenter
<input type="checkbox"/> Invited Poster Presenter	<input type="checkbox"/> Invited Panel Presenter
<input type="checkbox"/> Invited Workshop Leader	<input type="checkbox"/> Invited artistic exhibitor or performer
<input type="checkbox"/> Other (describe):	
Describe the adjudication/selection process for the activity (e.g., peer reviewed, juried abstract submission, none).	
Will the proceedings be published?	
No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, describe the publication and distribution:	
<b>Importance of Conference / Event</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>Describe the audience for this dissemination activity.</li> <li>Explain why this conference / event is the most appropriate venue for your work.</li> </ul>	



## SSHRC EXCHANGE GRANTS Application



### 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 endeavour.
- 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.



**SSHRC EXCHANGE GRANTS**  
Application



PART THREE

**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.

Empty text area for the Research Description.

Proposed Budget				
If required, attach additional page. Refer to the guidelines for eligible and ineligible expenses. Funds can only be used for eligible expenses.				
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 CUE Institutional Travel Policy.			
	Description (e.g., destination, type, location)	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 Procedure for current <i>per diem</i> rates and eligible expenses.			
	Number of Days	Rate (per day)	Total Cost	Justification
Accommodation				
Per diem				
Other				
<b>Other Expenses</b>	Items should be described clearly. Attach additional page if required.			
Description			Total Cost	Justification
<b>TOTAL COSTS</b>				
<b>FUNDS FROM OTHER SOURCES (e.g. Professional Development funds)</b>				
<b>TOTAL REQUESTED</b>				

## PART FOUR

### 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	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	Signature	Date
-----------------	-----------	------

## PART FIVE

### Application Checklist

#### Completed Application Form

- Applicant Information
- Knowledge Mobilization Activity Information
  - Section 1 for conferences
  - Section 2 for other knowledge dissemination activities

- Research Description
- Budget
- Signature of applicant and Department Head

#### Attachments to the Application

- Curriculum vitae (**CommonCV SSHRC version only**)
- 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 as one single PDF document to [research@concordia.ab.ca](mailto:research@concordia.ab.ca)