SSHRC EXPLORE GRANTS
Application

PART ONE

Applicant Information

Principal Applicant	Department	Faculty	Academic Appointment

Email Address		Telephone Number	Date of last SSHRC Explore/Exchange Grant

Title of Project

Is the research project associated with a CUE Research Cluster? ☐ If so, which Cluster?

Start Date	Estimated End Date (maximum 12 months)	Amount Requested (Maximum $4000)

Certifications/Approvals (Mandatory)

Some types of research projects require review and approval by the Research Ethics Board before the research can begin. Please indicate if your research project requires certification. Choose all the boxes that represent your project.

Use of Human Subjects or Participants ☐	Use of Animals ☐
Use of Biohazards (microorganisms, cell lines, human and/or animal tissues/fluids, biotoxins or genetically modified organisms) ☐	
Use of radioactive material ☐	Use of controlled substances (license approval) ☐
NONE OF THE ABOVE ☐	

Follow-up Funding (Mandatory)

If awarded an Explore Grant, the applicant must commit to submitting a SSHRC grant application (e.g., Insight; Insight Development; Partnership Engage) within 3 years of the expiration date of their grant.

What follow-up SSHRC funding will you pursue? Provide the grant program, amount, and date of the anticipated application

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.

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 you are currently holding a research grant, or are applying/have applied for any other additional grant, explain any relationship and/or overlap, conceptual or financial, between this application and any active or upcoming grants, whether you are a principal applicant or co-applicant. Failure to disclose may result in rejection of the application, and/or disciplinary action.

Project Information
Summary of Proposed Research (Mandatory)
Provide a very brief, concise, non-technical summary of the proposed research, stating the overall objectives of the proposed research project, importance of this work, and the key research questions of the project proposed in this application.

Detailed Description (Mandatory)
Provide a detailed description of the proposed research, expanding on the summary. Describe in enough detail to allow informed assessment by the adjudication committee members. Since not all members will have an intimate knowledge of the subject matter of all proposals, avoid jargon and highly technical content. Address the following areas in each subsection:

Context: Situate the proposed research in the context of relevant scholarly literature.

Originality: Explain the importance, originality, innovativeness, and anticipated contribution to knowledge of the proposed research.

Theoretical approach: Describe the theoretical approach or conceptual framework.

Methodology: Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis, which will be used to achieve the stated objectives. Justify the choice of methodology and explain the specific instruments or procedures to be used. Keep in mind that reviewers may not be familiar with your discipline or methodology. Provide sufficient information for a fair and thorough review of your proposal.

Ongoing research: Explain the relationship/relevance of the proposed study to your ongoing research.

Context

Originality

Theoretical approach

Methodology

Current research

Research Plan and Timeline (Mandatory)

Clearly describe the project activities (i.e. what/who is involved, and when/where/how it is done).

Include a detailed timeline of activities to demonstrate the project's feasibility. Objectives should be clearly achievable within the twelve-month timeframe of the grant.

Expected Outcomes (Mandatory)

Briefly describe the project's expected outputs and potential outcomes and impacts.

Outputs are the first set of short-term results (peer-reviewed publications, new data sets, etc.) and arise from the new insights gained (use of the research findings); **Impacts** are long-term outcomes or effects.

Knowledge Mobilization / Dissemination Plan (Mandatory)

Describe plans for communicating research results both within the academic community, and outside the academic community (practitioners, policy makers, agencies, general public, etc.). Describe the most effective ways to mobilize your research results (conference presentations, journal articles, through online repositories, social media, oral histories, websites, performance, videos, exhibits, policy papers, reports, workshops, etc.).

Description of Student Training (if applicable)

Describe plans for training student research assistants if applicable. Refer to the SSHRC Guidelines for Effective Research Training

- Is the student research assistant a CUE student?   Yes   No   If no, please explain rationale for non-CUE student.
- When will the student research assistant work?   Fall Term   Winter Term   Spring-Summer Term
- The student RA will work _____ hours per week for _____ weeks.
- Note: Undergraduate student RA salaries typically start at $16.20 plus 5% vacation pay/benefits.

Describe the tasks to be performed by the RA and estimate the number of hours it will take to perform each task.

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CONCORDIA UNIVERSITY OF EDMONTON

Proposed Budget

Expenditures must be justified in the context of the research project. Explain why each item is necessary and required to conduct the research project. Justify each budget item in terms of how it will help to achieve the project goal. For personnel, indicate the rate of pay, hours, and briefly describe work undertaken. Add more lines or additional pages if necessary. Refer to the guidelines for eligible and ineligible expenses.

IMPORTANT: this form automatically calculates some of the fields. Please fill the section FUNDS FROM OTHER SOURCES FIRST and hit ENTER every time you add a new value to this section

Research Personnel	Specify the number of research assistants hired, provide hours to be worked and rate per hour. Verify the rate of pay and benefit costs with Human Resources.				
	Number Hired	Total Hours	Rate of Pay	Total Cost	Justification
Undergraduate Students			/hr		
Graduate Students			/hr		
Non-Students			/hr		

Research Travel	Identify person(s) traveling and list the location(s). Attach airline quotes to estimate cost of travel. Consult CUE Travel Policy.		
Name		Total Cost	Justification
Airfare			
Ground Travel			

Subsistence	Identify persons claiming subsistence and indicate duration of stay. 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				

Equipment, Supplies and Materials	Justify each piece of equipment requested in the project description; discuss the availability and accessibility of similar equipment within the institution and the region. Give models, manufacturers. Attach quotes from suppliers to support cost estimates. Add additional pages as needed, but include **total** cost in this section.		
Description of equipment required		Total Cost	Justification

Other Expenses	Items should be described clearly in Project Description		
Item		Total Cost	Justification

TOTAL COSTS	
FUNDS FROM OTHER SOURCES (if applicable)	
TOTAL GRANT REQUESTED . Please confirm that this amount corresponds to the TOTAL COSTS minus FUNDS FROM OTHER SOURCES	

Signatures and Approvals

Approvals are required from the Department Head (if applicable) and Department Chair for the applicant and all co-applicants.

Applicant and Co-Applicants (if applicable):

- have read the research proposal and agree to participate as a member of the research team as outlined
- verify they have the necessary time and facilities to carry out the research
- agree to comply with policies and procedures and the terms and conditions of this funding program

Principal Applicant - please print name	Signature	Date
Co-Applicant(s) - please print name(s)	Signature(s)	Date

Department Head (or Director):

- have read the research proposal and agree that the obligations can be fulfilled
- verify that the applicant and/or co-applicant(s) have the necessary time and facilities to carry out the research
- agree that resources identified in the proposal will be available to complete the project

Department Head – please print name	Signature	Date

Application Checklist
Any attachments beyond those described below will be removed from the application and not reviewed by the Committee
Please complete the following checklist, as applicable.

☐ **Completed Application Form (includes):**

Part One Applicant Information
- Applicant Information
- Research Ethics Approvals (indicate if REB not required ☐)
- Follow-up Funding
- Previous Funding (indicate if not applicable ☐)
- Relationship to other Support (indicate not applicable ☐)

Part Two Project Information
- Summary of Proposed Research
- Detailed Description
- Research Plan & Timeline
- Outcomes
- Knowledge Mobilization Plan
- Student Training (indicate not applicable ☐)
- Budget

☐ Curriculum vitae (**CommonCV SSHRC version only**)

☐ Travel Quotes or screen grabs for flight and accommodation (☐ indicate if not applicable)

☐ Quotes for budget items such as materials, equipment, supplies and other related expenses

☐ Signatures

☐ Any other documentation, letters of support, etc. (indicate if not applicable ☐)

Submission Instructions: Email signed application package with attachments as **one single PDF document** to
research@concordia.ab.ca