





Canada

## SSHRC EXPLORE GRANTS 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.



# SSHRC EXPLORE GRANTS Application



## PART TWO

### 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



**SSHRC EXPLORE GRANTS**  
Application



Originality

Theoretical approach

Methodology



## SSHRC EXPLORE GRANTS Application



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.



## SSHRC EXPLORE GRANTS Application



### 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.).



# SSHRC EXPLORE GRANTS Application



### 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.



# SSHRC EXPLORE GRANTS

## Application



### 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**

<b>Research Personnel</b>	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		
<b>Research Travel</b>	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					
<b>Subsistence</b>	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					
<b>Equipment, Supplies and Materials</b>	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 <b>total</b> cost in this section.				
Description of equipment required			Total Cost	Justification	
<b>Other Expenses</b>	Items should be described clearly in Project Description				
Item				Total Cost	Justification
<b>TOTAL COSTS</b>					
<b>FUNDS FROM OTHER SOURCES (if applicable)</b>					
<b>TOTAL GRANT REQUESTED . Please confirm that this amount corresponds to the TOTAL COSTS minus FUNDS FROM OTHER SOURCES</b>					





# SSHRC EXPLORE GRANTS

## Application



### PART THREE

## 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
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### 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](mailto:research@concordia.ab.ca)