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 Exchange Grant

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 ☐ No ☐
If Yes, indicate the year(s) awarded:

Is the research being disseminated the product of externally funded research? Yes ☐ No ☐
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, describe any internal or external funding that you have received in the past three (3) years. List additional source(s) of funding that you sought, including the funding agency, amount requested, and date of application, and indicate if the application was successful or not.

Relationship to Other Research Support (if applicable)

Has this application, or parts of it, been submitted to another competition?   Yes   No

Will this application, or parts of it, be submitted to another competition?   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, describe the results and impact of knowledge mobilization activities for which research funding was awarded. Describe any relationship between your previously funded dissemination activities 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 the application was successful or not. Failure to disclose may result in rejection of the application, and/or disciplinary action.

PART TWO

Knowledge Mobilization Activity Information
- For knowledge mobilization activities that require **travel** to present research, complete Section 1.
- For other knowledge mobilization activities, complete Section 2.

Section 1 | Conference / Event Description

Provide details here about the 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 ☐ USA and International ☐
Dates of Conference / Event	Conference / Event Frequency (annual, biennial, inaugural)
to	

Role and Participation in Conference / Event (Check all that apply.)

☐ Keynote Speaker   ☐ Invited Oral Paper Presenter

☐ Invited Poster Presenter   ☐ Invited Panel Presenter

☐ Invited Workshop Leader   ☐ Invited artistic exhibitor or performer

☐ Other (describe):

Describe the adjudication/selection process for the activity (e.g., peer reviewed, juried abstract submission, none).

Will the proceedings be published?

No ☐   Yes ☐   If Yes, describe the publication and distribution:

Importance of Conference / Event
- 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.
- Describe the audience for this dissemination activity.
- Explain why this conference / event is the most appropriate venue for your work.

Section 2 | Other Knowledge Mobilization Activity (if applicable)

- Complete this section only if your activity does NOT require travel to a conference or event.
- Provide a brief overview of the knowledge mobilization activity proposed. Include a statement regarding the overall goals 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, community groups, etc.) that the activity may facilitate.

PART THREE

Research Description
Provide a brief overview of the research being disseminated. Describe their significance to your field of study or discipline, as well as the importance of this dissemination activity for the advancement of your research program.

SSHRC EXCHANGE GRANTS
Application

Proposed Budget				
If required, attach additional pages. 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's 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 costs. Consult CUE's Travel Procedure for current *per diem* rates and eligible expenses.			
	Number of Days	Rate (per day)	Total Cost	Justification
Accommodation				
Per diem				
Other	■■■■■■			
Other Expenses	Items should be described clearly. Attach additional pages if required.			
Description		Total Cost	Justification	
TOTAL COSTS				
FUNDS FROM OTHER SOURCES (e.g. Professional Development funds)				
TOTAL REQUESTED				

PART FOUR

Signatures and Approvals

Approvals are required from the Department Chair or Director (as applicable) for the applicant.

Applicant By signing, I verify that:

- I agree to undertake and complete the activities described above;
- I have the necessary time and resources to complete the proposed activities; and
- I agree to comply with the terms and conditions of this funding program, as well as all applicable CUE policies and procedures.

Principal Applicant	Signature	Date

Department Chair (or Director) By signing, I verify that:

- I have read the proposal and I agree that the applicant's obligations can be fulfilled;
- I agree that the applicant has the necessary time and resources to complete the proposed activities; and
- I agree that the departmental resources identified in this proposal will be available to complete the activities.

Department Chair or Director	Signature	Date

PART FIVE

Application Checklist

☐ **Completed Application Form**
- Applicant Information
- Knowledge Mobilization Activity Information
  - o Section 1 for conferences / events with travel
  - o Section 2 for other knowledge dissemination activities

- Research Description
- Budget
- Signature of Applicant and Department Chair or Director

☐ **Attachments**

☐ Curriculum vitae (**Common CV - 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 flights, accommodations, and registration fees (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