



# SSHRC EXPLORE GRANTS Application



**CUE Commitments** (This section is to be filled in by the applicant when other sections of the form are complete.)

**CASH:**

Note any institutional cash commitment(s) for this project (other than the Explore grant funds) and the source(s).

**IN-KIND:**

Indicate any institutional in-kind commitments, regarding use of space, equipment, personnel, services, facilities, or other resources. Additional details on in-kind may be submitted separately (max. 1/2 page).

## PART ONE

<b>Applicant Information</b>			
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? <input type="checkbox"/> If so, which Cluster?			
Start Date	Estimated End Date	Amount Requested (Maximum \$7000)	

**Certifications/Approvals (Mandatory)**

Some types of research require review and approval by CUE's Research Ethics Board or other offices before the research can begin. Please indicate if your research proposal requires approvals and/or certifications. Check all of the boxes that apply to your proposal.

Use of human subjects or participants <input type="checkbox"/>	Use of animals <input type="checkbox"/>
Use of biohazards (microorganisms, cell lines, human and/or animal tissues/fluids, biotoxins or genetically modified organisms) <input type="checkbox"/>	
Use of radioactive material <input type="checkbox"/>	Use of controlled substances (license approval) <input type="checkbox"/>
NONE OF THE ABOVE <input type="checkbox"/>	

**Follow-up Funding (Mandatory)**

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

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



# 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 three (3) years. List additional source(s) of funding you sought, including the funding agency, amount requested, and date of application, and indicate if the application was successful.

### 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 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 concise, non-technical summary of the proposed research, stating the overall objectives of the proposed research project, the importance of the work, and the key research questions.

#### 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, that 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 will be involved, and when/where/how it will be done).

Include a detailed timeline of activities to demonstrate the project's feasibility. Objectives should be clearly achievable within the 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 new insights gained from the research findings. **Impacts** are long-term outcomes or effects that take the form of changed thinking and behaviors.

### 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, online repositories, social media, oral histories, websites, performances, 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](#)

- Will the research assistants(s) be (a) CUE student(s)? Yes      No      If no, please explain rationale for non-CUE students.
- When will the student research assistant(s) work?      Fall Term      Winter Term      Spring-Summer Term
- The student RA(s) will work \_\_\_\_\_ hours per week for \_\_\_\_\_ weeks.

Describe the tasks to be performed by the RA(s) 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's goals. 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, hours to be worked, and rate per hour. Verify the rate of pay and benefit costs with Human Resources (hr@concordia.ab.ca).				
	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's 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 CUE's 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 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 the "Project Description" section above.				
Item			Total Cost	Justification	
<b>TOTAL COSTS</b>					
<b>FUNDS FROM OTHER SOURCES (if applicable)</b>					
<b>TOTAL GRANT REQUESTED</b> Please confirm that this amount corresponds to the TOTAL COSTS minus FUNDS FROM OTHER SOURCES					





**SSHRC EXPLORE GRANTS**  
Application



Canada

**PART THREE**

**Signatures and Approvals**

Approvals are required from the Department Chair or Director (as applicable) for the applicant and all co-applicants.

**Applicant and Co-Applicants (if applicable) By signing, I verify that:**

- I have read the research proposal and agree to participate as a member of the research team, as outlined above;
- I have the necessary time and resources to carry out the research work; and
- I agree to comply with CUE policies and procedures and the terms and conditions of this funding program.

Name of Principal Applicant	Signature	Date
Name of Co-Applicant(s)	Signature(s)	Date

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

- I have read the research proposal and agree that the applicants' and co-applicants' obligations can be fulfilled;
- the applicant and/or co-applicant(s) have the necessary time and resources to carry out the research work; and
- the resources identified in this proposal will be available to complete the project.

Name of Department Chair	Signature	Date
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**Application Checklist**

Any attachments other than those described below will be removed from the application and will not be reviewed by the adjudication committee.

**Completed Application Form**

**Part One Applicant Information**

- Applicant Information
- Approvals and Certifications (indicate if 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 and Timeline
- Outcomes
- Knowledge Mobilization Plan
- Student Training (indicate not if applicable )
- Budget

Curriculum vitae (**Common CV - 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)