SSHRC Explore Grants and SSHRC Exchange Grants
Program Guidelines

April 2022

Program Overview

This funding opportunity is supported by the Social Sciences and Humanities Research Council (SSHRC) through its SSHRC Institutional Grants (SIG) program. With the SIG program, SSHRC provides annual block grants to fund internal grant competitions at selected Canadian post-secondary institutions (PSIs). SIG funds are intended to help these PSIs strengthen research excellence in the social sciences and humanities.

Description

Concordia University of Edmonton (CUE) has been awarded SSHRC SIG funding. The size of this annual grant is based, in part, on CUE's performance in Tri-Agency research grant programs. CUE reports to SSHRC on SIG competition results and on the university's use of SIG funds.

Grant Streams

SSHRC SIG funds are used to offer SSHRC Explore Grants and SSHRC Exchange Grants to eligible researchers at CUE, in accordance with the guidelines established for the SSHRC Institutional Grant.

SSHRC Explore Grants	SSHRC Exchange Grants
For Research Projects	**For Dissemination Activities**
Allow for small-scale innovation and experimentation by providing funding to develop a research project or conduct pilot work.	Allow researchers to present their research at scholarly conferences and other dissemination venues that align with SSHRC's mandate, and to advance their careers by encouraging the exchange of ideas and research results at the national and international level.
Enable researchers to hire students at any level to participate in their research projects. SSHRC expects that all SIG-funded research training will incorporate appropriate dimensions of the Guidelines for Effective Research Training.	Support the organization of small-scale knowledge mobilization activities, such as workshops and seminars, to encourage collaboration and dissemination of research results within and beyond the academy.
Support social sciences and humanities researchers at any career stage with modest research funding requirements.	

Subject Matter Eligibility

Applications must fall within the [subject matter eligibility](#) of SSHRC. Briefly:

"Applications to SSHRC as the primary source of research or research training support must meet the following two criteria:

- *The proposed research or related activities must be primarily in the social sciences and humanities (i.e., aligned with SSHRC's [legislated mandate](#)).*

- *The intended outcome of the research must primarily be to add to our understanding and knowledge of individuals, groups, and societies—what we think, how we live, and how we interact with each other and the world around us."*

Applicant Eligibility

- The applicant must be a CUE faculty member conducting research in a SSHRC-eligible discipline.

- CUE faculty members may not hold more than one SIG-funded grant at a time for the same activity.

- CUE faculty members holding an active SIG-funded grant are ineligible for a grant of the same kind, but are eligible for an additional grant from the other stream. For example, an awardee of a SIG Grant under the Explore Stream is eligible for a grant from the Exchange Stream, and vice versa.

- CUE faculty members may only hold one award per stream in any twelve-month period. This restriction also applies to individuals whose active SIG-funded awards received approved extensions due to COVID-19.

- There must be no duplication of funding for the project or activity from other sources, internal or external.

- Applicants may not apply for a subsequent SSHRC Explore or Exchange Grant until all expense claims and a complete final report have been submitted for the previous grant.

- If awarded an Explore Grant, the applicant must commit to submitting a SSHRC grant application (e.g., Insight, Insight Development, Partnership Engage) within two (2) years of the expiration date of the Explore Grant.

- Grant recipients must acknowledge SSHRC support for their research or dissemination activity.

CV Requirements

CUE's Office of Research Services (ORS) only accepts Common CVs (CCVs) in application packages.

For guidance on how to prepare a CCV, please consult these resources:
- https://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/instructions/ccv-eng.aspx
- https://concordia.ab.ca/wp-content/uploads/2020/12/How-to-create-an-application-version-of-the-Common-CV-for-CUE-Research.pdf

Important Considerations on the Use of Technical Language

SSHRC Explore and Exchange Grant applications are adjudicated internally by CUE's Research and Faculty Development Committee (RFDC). The RFDC is a General Faculties Council committee with elected representatives from all CUE Faculties (Arts, Education, Graduate Studies, Management, and Science.)

RFDC members are highly educated scholars, but they are not expected to be experts in all fields. Applications must use language that takes the multidisciplinary structure of the RFDC into consideration. To ensure that applications are appropriate for adjudication by this committee, applicants should avoid using discipline-specific jargon and other highly technical language in their proposals.

If the RFDC determines that an application is not comprehensible to a non-expert, the application may be removed from the competition.

Important Dates

Competition	Application Deadline	Effective Dates for Awards
Spring 2022	April 30, 2022 at 11:59 p.m.	April 30, 2022 to March 31, 2023

Value and Duration

For the Spring 2022 call only:

- *SSHRC Explore Grants:* Awards of up to a maximum of $7,000 (CDN) each.
    - Explore Grants are valid until March 31, 2023
- *SSHRC Exchange Grants:* Awards of up to a maximum of $1,500 (CDN) each.
    - Exchange Grants are valid until five (5) days after the end of the funded activity or until March 31, 2023, whichever is shortest.
- *Maximum Combined: $7,000*

Final Reports and Expense Claims

- *SSHRC Explore Grants:* All expense claims and a complete Final Activity Report must be submitted within 30 days of the end of the grant term.
- *SSHRC Exchange Grants:* All expense claims and a complete Final Activity Report must be submitted within 30 days of the completion of the dissemination activity.

Multiple Applications

Applicants may apply for one SSHRC Explore Grant and one SSHRC Exchange Grant per competition. Applicants cannot submit more than one application to a particular stream per competition. Multiple requests on one application form will not be considered (e.g., multiple conference presentations or multiple research projects).

Conceptual or Budgetary Overlap with Existing or Future Applications

Neither SSHRC nor CUE allow duplicate funding requests. Therefore, applications with significant conceptual and/or budgetary overlap with existing or upcoming awards—internal or external—will not be accepted. If you have applied for, or are considering applying for, additional funds—internal or external—to support the research activity that you are submitting for consideration in the competition, you are required to disclose this information to the ORS (research@concordia.ab.ca) and include this information in the appropriate sections of the application form. Failure to disclose this information may result in disciplinary action.

Reviewers

Applications are assessed by the Research and Faculty Development Committee (RFDC). Please read the "Important Considerations on the Use of Technical Language" section above.

Adjudication

Available funds are awarded through a competitive process. Applications are evaluated through a single-stage committee review process. Each reviewer reads and scores all applications based on the listed Tri-Agency evaluation criteria. (See next page for details.) The ranked list is submitted to the Vice President Academic and Provost for final approval and dissemination of funds. As the demand for funds normally far exceeds the funds available, not all meritorious proposals can be awarded.

Appeals

All applications are confidential, and all decisions on awards are final. CUE has no provisions to appeal funding decisions. The RFDC and/or the ORS are under no obligation to provide feedback about the adjudication process.

Evaluation Criteria and Scoring – Explore Grants

Challenge (60%)	**The aim and importance of the proposed research**
	Originality, significance, and expected contribution to knowledge
	Clarity of objectives
	Appropriateness of the literature review
	Appropriateness of the theoretical approach or framework
	Appropriateness of the methods / approach
	Quality of training and mentoring to be provided to students and emerging scholars, and opportunities for them to contribute
	Potential influence and impact of the research within and/or beyond the academic research community, including potential to secure future external funding
Feasibility (20%)	**The plan to achieve excellence**
	Probability that objectives will be met within the proposed timeline
	Appropriateness of requested budget and justification of proposed costs
	Quality and appropriateness of knowledge mobilization plans, including effective dissemination, exchange, and engagement with stakeholders within and/or beyond the research community, where applicable
	Appropriateness of research design and strategies for conducting activity/activities proposed
Capability (20%)	**The expertise to succeed**
	Quality, quantity, and significance of previous research experience and published and/or creative outputs of the applicant(s) relative to their role(s) in the project and their respective career stage(s)
	Evidence of other knowledge mobilization activities (e.g., films, performances, commissioned reports, knowledge syntheses, collaboration experiences with stakeholders, contributions to public debates and media, etc.), and of impacts on professional practice, social services, policies, etc.
	Evidence of contributions to the development of students, and support for new faculty members and emerging scholars
	Potential of the applicant/co-applicant to make future contributions and secure external grants

Evaluation Criteria and Scoring – Exchange Grants

Challenge (60%)	**The aim and importance of the endeavor**
	Clarity of stated objectives and defined scope of knowledge mobilization activity
	Evidence of quality and significance of the research results to be disseminated
	Quality, innovativeness, and appropriateness of the knowledge mobilization activity, including effective dissemination, exchange, and engagement with stakeholders, where applicable
	Evidence of quality, significance, scope, and potential contribution of the endeavour, including the degree to which the endeavour attracts appropriate participants
	Likelihood of influence and impact within and/or beyond immediate research community
Feasibility (20%)	**The plan to achieve**
	Probability that objectives of the activity will be met within the timeline proposed
	Appropriateness of requested budget and justification of proposed costs
Capability (20%)	**The expertise to succeed**
	Quality, quantity, and significance of previous research experience and published and/or creative outputs of the applicant(s) relative to their role(s) in the project and their respective career stage(s)
	Evidence of previous knowledge mobilization activities and of impacts on professional practice, social services, policies, etc.
	Potential of the applicant to make future contributions and secure external grants

Application Procedure

1. Ensure you are using the correct grant application form for the proposed activity (i.e., an Explore Grant application form for research projects and an Exchange Grant application form for knowledge mobilization activities).
2. Complete all sections of the application form.
3. Complete the checklist at the end of the application form.
4. Sign the application form and obtain the required signature from the department chair or director.
5. Collect all required and/or supplementary attachments.
6. Bundle all documents as a single PDF package.
7. Send the application package by email to research@concordia.ab.ca

The application must be submitted as a single PDF.

Paper submissions will not be considered.

Applications received past deadline, or that are not complete, will not be considered.

- Up until two (2) working days before the competition deadline, incomplete and/or non-compliant application submissions will be returned to applicants for correction.

- **Non-compliant submissions received less than two (2) working days before the competition deadline will not be accepted and will be removed from the competition. <u>Deadlines still apply.</u>**

- Extraneous attachments and/or supplemental materials will be removed from received applications.

Terms and Conditions of the SSHRC Explore Grants and SSHRC Exchange Grants

Grant recipients must agree to abide by the following terms and conditions:

Compliance with CUE Research Policies

All CUE policies, regulations, and administrative processes apply. Research must comply with CUE policies on the conduct of research, research ethics, and research integrity. It is the responsibility of the principal applicant to secure the appropriate permissions, certifications, and approvals for the proposed research activity.

Research Ethics and Certifications

The Tri-Council Agreement on the Administration of Agency Grants requires that researchers at eligible institutions ensure human ethics oversight for all funded research which involves human participants, regardless of the funding source. Applicants whose research involves human participants must submit a research ethics application to CUE's Research Ethics Board (REB) and secure REB approval. REB approval must be in place before funding is released and before any research involving human participants occurs.

Acknowledgement

Recipients of SSHRC Explore and SSHRC Exchange Grants are required to acknowledge SSHRC support for their research and/or research-related activities in all outputs. The following wording is suggested: *"This research [or activity] has been supported by a Social Sciences and Humanities Research Council of Canada Explore/Exchange Grant."*

Acceptance of the Award

All recipients of SSHRC Explore and SSHRC Exchange Grants must provide a signed acknowledgement and acceptance of the award, included in the letter of award, to the Office of Research Services within ten (10) days of receipt. Failure to provide this signed document will result in forfeiture of the award.

Responsible Use of Grant Funds

The policies and requirements detailed in the Tri Agency Financial Administration Guide apply at all times. The award recipient is responsible for the use of the funds and for any over-expenditure of accounts.

Expenditures are permitted only for expenses identified in the application. Reasonable substitutions or

alterations may be permitted, as well as minor transfers of funds from one budget category to another. Use of funds for a previously unspecified purpose, or major changes in the scope of work, must be submitted to the Office of Research Services for approval.

Cash advances from internal research grant funds are not permitted. However, some expenses can be covered directly by the institution (e.g., purchase orders). All research activities and expenditures must occur within the grant term. At the end of grant term, the grant account will be closed, and all unused funds will expire.

Equipment purchased shall remain the property of CUE, and costs associated with the care and use of any equipment purchased will be the responsibility of the award recipient and their department.

Expense Claims

As a pre-condition for the release of funds, all investigators who are awarded SSHRC Explore and SSHRC Exchange Grants must attend and complete a training session, facilitated by CUE's Finance Office and the Office of Research Services (ORS), regarding expenses for research grants.

Expense claims must be prepared by the investigator according to the directions provided by CUE's Finance Office. The onus is on the investigator to prepare and submit acceptable expense claims. Additional information on how to prepare expense claims can be found on CUE's Research website and in Alfresco. All expense claims must first be submitted to the ORS for compliance review.

For SSHRC Exchange Grants, no expense claims will be processed until a final report has been submitted to the Office of Research Services, and by the reporting deadline set in the letter of award. (See below for reporting instructions.)

Eligible Expenses

SSHRC Explore and SSHRC Exchange Grants are not retroactive and cannot be used to pay for expenses incurred beyond the effective dates of the award. Funding is intended to cover the direct costs of the research and/or research activity and expenses must be eligible as outlined in the Tri-Agency Financial Administration Guide. All items must be essential to the proposed work and must be carefully justified.

Explore Grants: Examples of eligible expenses include:

- hiring student research assistants;
- purchasing specialized software, materials, and supplies not available through the institution;
- data collection costs, including travel to field research sites for data collection;
- access to libraries, archives, and institutions; and
- specialist services, such as translation.

Exchange Grants: Examples of eligible expenses include direct costs of the dissemination activity, such as economy travel, accommodations, meals, conference registration, and open access publishing costs.

Ineligible Expenses

All requested budget items must adhere to CUE's policies and guidelines. Funds are not intended to provide release time, salaries, or living expenses for faculty members. Funding does not support credential research, tuition, and other costs affiliated with the completion of degrees or coursework. Retroactive funding and expenses incurred prior to the application deadline, or after the end date noted in the signed letter of award, will not be considered.

Grant Expiry

For the Spring 2022 call only, the latest possible end date of an award is March 31, 2023. After this date, funds will expire and unused funds will be reclaimed.

Reporting

Within 30 days of completion of the research activity, or within 30 days of the termination of the grant, whichever comes first, an achievement report must be submitted by email to the Office of Research Services at research@concordia.ab.ca. The reporting template can be requested via an email to research@concordia.ab.ca. Failure to submit a report in time will result in forfeiture of any remaining funds. For Exchange grants, no expense claims will be processed if a Final Report has not been submitted.

Commitment to CUE Dissemination

CUE's research community acknowledges the importance of giving back to the broader CUE community. Thus, all recipients of SSHRC Explore and SSHRC Exchange Grants must participate in the annual Faculty Research Symposium that is closest to the end date of the award. Information on this event, sponsored by the Office of Research Services, can be obtained via an email to research@concordia.ab.ca.