



Instructions for SSHRC Insight Development Grants 2016 Applications

Application

Identification

Applicant

To modify this information, update the User Profile page.

- Family Name
- First Name
- Middle Names
- Current Position
- Primary Affiliation
- Department/Division

Application

The information includes:

- Application title
- Research group
- Multidisciplinary evaluation? (Yes or No)
- Joint or special initiative
- [Research-creation](#) project? (Yes or No)
- [Aboriginal Research](#) as defined by SSHRC? (Yes or No)

Scholar Type

This information includes:

- Scholar type (Emerging or Established)
- Established Scholars: *Proposed versus Ongoing Research*.

Note: Emerging scholars are limited to choosing one of the eligibility criteria, and the form will verify their eligibility status by asking for specific dates.

Administering Organization

This information includes:

- Organization
- Department/Division

Activity Details

Application Title

Your application title entered in the "Identification" screen is:

Certification Requirements

The information includes (Yes or No):

- Does the proposed research involve humans as research participants or animals?

Environmental Impact

The information includes (Yes or No):

- A. Will any phase of the proposed research take place outdoors and on federal lands in Canada, as interpreted in section 2(1) of the [Canadian Environmental Assessment Act, 2012](#) (CEAA 2012)?
- B. Will any phase of the proposed research take place outdoors and outside Canada?
- C. (i) Will the grant permit a designated project, *as Listed in the CEAA 2012 [Regulations Designating Physical Activities](#) (RDPA)*, to be carried out in whole or part?
OR
(ii) Will any phase of the proposed research depend on a designated project, *as listed in the RDPA*, being carried out by an organization other than the granting agency?

Keywords

The information includes:

- List up to 10 keywords that best describe the proposal.

Disciplines

The information includes:

- Indicate and rank up to three disciplines relevant to your proposal, with #1 the most relevant and #3 the least relevant.

Areas of Research

The information includes:

- Indicate and rank up to three areas of research relevant to your proposal, with #1 the most relevant and #3 the least relevant. If you select "Not Subject to Research Classification" in #1, the system will automatically remove any other areas of research when you save this page.

Temporal Periods

This information includes:

- Indicate up to two historical periods covered by your proposal.

Geographical Regions

This information includes:

- Indicate and rank up to three geographical regions relevant to your proposal, with #1 the most relevant and #3 the least relevant.

Countries

This information includes:

- Indicate and rank up to five countries relevant to your proposal, with #1 the most relevant and #5 the least relevant.

Revisions to Previous Application

Applicants may outline the revisions made since their previous application.

Note: Adjudication committees are not bound by the deliberations or scores of previous committees. Members of the current committee will not be given copies of the earlier application(s).

(3800 characters maximum)

Summary of Proposal (required)

Provide a summary of your research proposal written in clear, plain, non-technical language understandable to scholars with varied areas of expertise (i.e., avoid, as much as possible, academic terminology and references to methodology). Clearly indicate:

- the problem or issue to be addressed; and
- the potential contribution of the research in advancing knowledge and, where applicable, the wider social benefit (e.g., Will this research be of interest to other areas of research/disciplines? Will it be of interest outside the academic community? How will it be used and by whom?).

Note: If your proposal is funded, this summary may be used by SSHRC for promotional purposes.

(3800 characters maximum)

Roles and Responsibilities (required)

Describe:

1. the relative roles, responsibilities and contributions of the applicant, and of any co-applicants and collaborators (if applicable, clearly outline the rationale for international collaboration);
2. for team applications: the relative proportion (in percentage) of each member's contribution to the proposed project; and
3. the proportion of time to be spent on this project in relation to any other ongoing research projects or programs (excluding prospective grants).

Note: For team applications, if the adjudication committee determines that the applicant is not responsible for, or equipped to exercise, the leadership of the research, the Feasibility score may be lowered.

(7600 characters maximum)

Roles and Training of Students (required)

Clearly describe the specific roles and responsibilities of students and research assistants, and indicate the duties, especially with respect to research, that they will be undertaking, as well as how these will complement their academic training.

Consult the [Guidelines for Effective Research Training](#) in preparing this section of the application. These guidelines will also be provided to reviewers.

(3800 characters maximum)

Knowledge Mobilization Plan (required)

Include:

- an overall plan to increase the accessibility, flow and exchange of social sciences and humanities knowledge among various appropriate audiences or participants (academic and/or non-academic);
- a plan for engaging appropriate audiences or participants, including, as applicable, diverse groups of researchers, policy-makers, business leaders, community groups, educators, media, international audiences, practitioners, decision-makers and the general public;
- a schedule for achieving the intended knowledge mobilization activities; and
- elaboration on the purpose of the knowledge mobilization activities and/or other goals.

Applicants are encouraged to consult SSHRC's definition of [knowledge mobilization](#) and SSHRC's [Guidelines for Effective Knowledge Mobilization](#).

Grant holders must comply with the [Tri-Agency Open Access Policy on Publications](#). To learn more, consult SSHRC's [Open Access](#) overview.

(2000 characters maximum)

Expected Outcomes (required)

In this section, elaborate on the potential benefits and/or outcomes of your proposed project. If awarded funding, you will have the opportunity, via follow-up reports, to share how your outcomes have evolved.

Scholarly Benefits

Indicate up to three scholarly benefits of the proposed project. (required)

From the drop down list:

- Enhanced curriculum
- Enhanced research collaboration
- Enhanced research methods
- Enhanced theory
- Knowledge creation/intellectual outcomes
- Not Applicable
- Student training/skill development

Summary of Expected Scholarly Outcomes (required)

Justify your answer by describing the potential scholarly benefits/outcomes (e.g., potential learning, implications) that could emerge from the proposed project. If not applicable, enter n/a.

(1000 characters maximum)

Societal Benefits

Indicate up to three societal benefits of the proposed project. (required)

From the drop down list:

- Behavioural outcomes
- Critical knowledge
- Cultural outcomes
- Economic outcomes, including enhanced commercialization
- Enhanced policy
- Enhanced professional practice
- Enriched public discourse
- Environmental outcomes
- Legal outcomes
- New or enhanced collaborations, partnerships
- Not applicable

Summary of Expected Societal Outcomes (required)

Justify your answer by describing the potential societal benefits/outcomes (e.g., effects, implications) that could emerge from the proposed project. If not applicable, enter n/a.

(1000 characters maximum)

Audiences

Indicate up to five potential target audiences for the proposed project. (required)

From the drop down list:

- Aboriginal Peoples
- Academic sector/peers
- Artist-researchers
- Canadian government
- General public
- International not-for-profit organizations
- Media
- Not applicable
- Not-for-profit/community organizations
- Para-public institutions (e.g., museums, libraries)
- Postsecondary institutions

Summary of Benefits to Potential Target Audiences (required)

Describe the potential benefits the project's expected outcomes will have for the identified target audiences. If not applicable, enter n/a.

(1000 characters maximum)

Funds Requested from SSHRC (required)

Estimate as accurately as possible the costs you are asking SSHRC to fund. All budget items must conform to the rates and regulations of the [Tri-Agency Financial Administration Guide](#) and of your organization, and must be fully justified. For each entry, justify all budget costs in terms of the needs of the project.

For each personnel costs category, enter the number of individuals to be hired and specify the total amount (\$) required. The number of, and budget costs for, all individuals hired must be justified relative to the project's needs. For travel, you must distinguish between types (for research purposes or for communication purposes, e.g., conference travel).

Click Calculate Totals to complete the budget form.

Adjudication committees may consider failing a project on the Feasibility criteria if they deem that 30 per cent or more of the overall budget request is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project. They may recommend minor budget reductions in cases where they determine that the request is inadequately justified and/or not appropriate as described above, and where they judge that savings could be achieved without jeopardizing the

project objectives. Committees will use the principle of minimum essential funding to guide their discussions of project budgets.

Funds from Other Sources

You must include all contributors (e.g., individuals, not-for-profit organizations, philanthropic foundations, private sector organizations) that are providing contributions for the project. Indicate whether or not these contributions have been confirmed.

If a funding source is not listed, you must:

- (a) type the source name in Funding Source
- (b) identify the contribution type
- (c) enter an amount.

If you have received, from a single funding source, more than one contribution of the same type (e.g., cash) and confirmation status, you must combine these into one entry (e.g., two \$20,000 confirmed cash contributions from a university become one \$40,000 confirmed cash contribution).

For examples of Canadian and international sources of eligible cash and/or in-kind support see [SSHRC's Guidelines for Cash and In-Kind Contributions](#).

Attachments

Detailed Description

General Presentation:

- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)

Note: Failure to adhere to the guidelines will lead to your application being declared ineligible.

Your file must meet the following specifications:

- PDF format (.pdf extension); unprotected
- Maximum file size of 10 mb
- 8 ½" x 11" (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 5 page(s)
-

Using the following headings, address the Challenge and Feasibility evaluation criteria of the [funding opportunity](#). Describe the proposed research in enough detail to allow informed assessment by committee members. Avoid jargon, acronyms and highly technical terms.

Objectives

- Briefly state the explicit objectives of your proposed research.

Context

- Describe the originality, significance and expected contribution to knowledge of the proposed research.
- Situate the proposed research in the context of relevant scholarly literature.
- Describe the appropriateness of the theoretical approach or framework.
- Explain the potential influence and impact within and/or beyond the social sciences and humanities research community.
- For emerging scholars only: Explain the relationship and relevance of the proposed research to your ongoing research. If the proposal represents a significant change of direction from your previous research, describe how it relates to experiences and insights gained from earlier research achievements.

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 describe the specific instruments or procedures to be used.

Timelines

Your file must meet the following specifications:

- PDF format (.pdf extension); unprotected
- Maximum file size of 10 mb
- 8 ½" x 11" (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 1 page
-

Describe the timelines for conducting the proposed project. Charts and tables are strongly encouraged as very effective tools for presenting concise details for project components and research activities.

List of References

General Presentation:

- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)

Note: Failure to adhere to the guidelines will lead to your application being declared ineligible.

Your file attachment must meet the following specifications:

- PDF format (.pdf extension); unprotected
- Maximum file size of 10 mb
- 8 ½" x 11" or A4 (216 mm x 279 mm) or (210 mm x 297 mm)
- Maximum 10 page(s)

You must attach an electronic copy that lists all references cited in your proposal.

See the [instructions](#) on how to use the Canadian Common CV (CCV) for information on completing and attaching your CCV.

Note: To successfully upload your CCV, the first name and family name used to create your CCV site account must be identical to those used to create your Research Portal account. As well, the email address used to create your Research Portal account must be identical to at least one of the emails you listed on the CCV site (i.e., the email used to create your CCV account, or any of the emails you included in the Email section of your CCV).

Research Portal: To change your family name, first name and/or email address, go to User Profile.

CCV: To change your family name, first name and/or email address, log into the CCV and click "Account" in the top menu bar. To change any other email addresses included in your CCV, go to the Email section of the relevant CCV template.

For technical questions, please contact the Helpdesk:

Tel.: 613-995-4273, Email: webgrant@sshrc-crsh.gc.ca

For programs-related questions, please contact:

Research Grants and Partnerships Division

Tel.: 613-996-6976, Email: insightdevelopment@sshrc-crsh.gc.ca