Application Process

1	Refer to SSHRC Insight Development Grant information	http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/insight_development_grants-subventions_de_developpement_savoir-eng.aspx
2	Complete the full application in the Research Portal. Further instructions are in the portal.	https://portal-portail.sshrc-crsh.gc.ca/s/login.aspx
3	Complete your Canadian Common CV. This will be attached to your application.	http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/instructions/ccv-eng.aspx
4	Invite any co-applicants and collaborators. Co-applicants must complete their CCV.	
5	Complete the Funded Research Approval Form and obtain the relevant signatures. Forward to Research Office.	http://www.uregina.ca/research/About_ORS/Policy/main.shtml
6	Submit application electronically in portal. It is then forwarded to the Research Office for review and final submission to SSHRC.	http://www.uregina.ca/research/assets/docs/pdf/Funded_Research_%20Approval_Form.pdf
Internal Deadline: Jan 18, 2016 SSHRC Deadline: Feb 3, 2016		

Note: If you apply for an Insight Development Grant in Feb 2016, you may <u>not</u> apply for an Insight Grant in October 2016, given SSHRC's multiple applications guidelines. If you have applied for an Insight Grant in 2015, you may apply for the IDG in Feb 2016.

Application Modules

❑	**Identification & Activity**	*fields*	❑ **Detailed Description**	*5 pg attach*
❑	**Revisions to Previous Proposals** (optional)	*3800 char*	❑ **Proposed Timeline**	*1 pg attach*
❑	**Summary of Proposed Research**	*3800 char*	❑ **Funds Requested From SSHRC**	*Table*
❑	**Proposed Vs Ongoing Research** (Established Scholars only)	*3800 char*	❑ **Funds from Other Sources**	*Table*
❑	**Roles and Responsibilities**	*7600 char*	❑ **References**	*10 pg attach*
❑	**Roles and Training of Students**	*3800 char*	❑ **Canadian Common CV**	*CCV*
❑	**Knowledge Mobilization Plan**	2000 chars	❑ **Invitations**	*Invitation*
❑	**Expected Outcomes**	*1000 char*	❑ **Funded Research Approval Form**	

Detailed Description
(5 page attachment, min. 12 pt Times New Roman, min ¾" margins)

Considerations:
- State the central problem of your work and why it is important. Clearly establish the need for the research. Demonstrate its importance and originality.
- Present research plans coherently, in a logical and connected order.
- Be ambitious yet realistic.
- Be specific. Describe the proposed research in enough detail to allow informed assessment by committee members.
- Address the Challenge and Feasibility criteria for evaluation.
- Don't try to squeeze too many words onto a page.
- Avoid jargon, acronyms and highly technical terms.
- Using appropriate headings, such as: Objectives, Context, Methodology

Objectives
- Present your objectives and key research questions in a clear and precise manner. Keep them specific and well-defined. They should be reasonable and attainable. Have measurable outcomes that are significant, clear, and relevant.

Context
- Describe the originality, significance and expected contribution to knowledge of the proposed research. Convince the committee of the importance of your proposed work.
- Situate the proposed research in the context of relevant scholarly literature and current debates in the field. Relate your proposal to the literature. Avoid generalities "nothing has been done". Rather than long lists of citations, convey expertise with a clear presentation of vital ideas.
- Describe the appropriateness of the theoretical approach or framework. Define key terms or concepts. Make underlying assumptions explicit.
- Be aware of potential social significance. Basic research is welcomed, but reviewers will look for clear social relevance. 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.
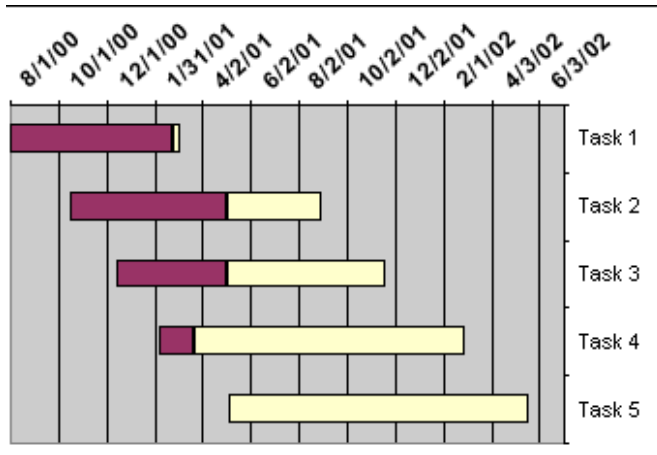
Methodology
- Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis used to achieve the stated objectives.
- Explain and justify the choice of methodology. Address any drawbacks to the proposed method.
- Describe the specific procedures and instruments to be used.
- Outline objectives and the precise steps taken to achieve each objective.
- Literature review should <u>not</u> be included as a first step. This should already be completed.
- Explain how co-investigators and students will be involved.

Timelines
(1 page attachment, min. 12 pt Times New Roman, min ¾" margins)

- Describe the timelines and key activities for conducting the proposed project. (see below)
- Include all activities in your proposal, from methodology in detailed description as well as incorporating activities from knowledge mobilization plan and student training sections.
- Demonstrate the practicalities of what you propose to do.
- E.g. what will you tackle in each research trip, what will the student RA's be involved with at each stage, when you anticipate having some findings and submitting articles, etc.
- Show that you devote extensive time to research during sabbatical leaves, research semesters, etc
- Consider the format. Tables or Gnatt charts work well.

	Project Milestones and Activities
Year 1 July-Aug	• Recruit and train student research assistant (RA) • RA conducts initial document search, data collection, and literature review (funded by URegina cash contributins) • 3 week preliminary research trip to location A to establish research contacts, recruit participants, and conduct interviews with approximately one third of the key informants (N=20).
Sept -Dec	• RA, under PI/CI's guidance, to examine xxx..
Sept-Apr	• RA continue to examine on-line and microfilm materials as above. • PI to analyse materials gathered from research trip, identify further themes • 14-day research trip to examine collections related to xxx (Feb)
Year 2 May-Aug	• RA, to examine on-line and microfilm materials related to • Develop preliminary findings – present a paper at the xxx conference (Sept) • 3 week preliminary research trip to location B to establish research contacts, recruit participants, and conduct interviews with approximately one third of the key informants (N=20).
Sept- Apr	• Data analysis and writing of research results continues • RA presents at grad student conference (Oct) • 21-day research trip to examine collections related to xxx (Apr)
Year 3 May-Aug	• • . • •
Sept-Apr	• • •

List of References
(10 page attachment, min. 12 pt Times New Roman, min ¾" margins)

Attach a list of all references cited in your proposal and relevant to your project.

Summary
(3800 chars)

Aim for a summary that jumps out of the pile and grabs the reader – tight, compelling, and well-written.

Provide a summary of your research proposal written in clear, plain, non-technical language understandable to scholars with varied areas of expertise (i.e., use minimal 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?).

Proposed Versus Ongoing Research
ESTABLISHED SCHOLARS ONLY, does not apply to Emerging scholars (3800 chars)

Explain how the proposed research is distinct from your previous/ongoing research. Proposed projects should be clearly delimited and in the early stages of the research process.

See definition of Emerging and Established Scholars: http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a12 Generally, emerging scholars have held a tenure-track/tenured position for < 6 years or completed their highest degree for < 6 years.

Roles and Responsibilities
(7600 chars)

Describe:
1. the relative roles, responsibilities and contributions of the applicant, and of any co-applicants and collaborators;
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).

** If applicable, clearly outline the rationale for international collaboration

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Roles and Training of Students
(3800 chars)

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.

See SSHRC's Guidelines for Effective Research Training: http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/effective_research_training-formation_en_recherche_efficace-eng.aspx

Knowledge Mobilization Plan
(2000 chars)

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
- KM methods may include **publications** (journal articles, books, book chapters, reports, etc.); **events/presentations** (workshops, conferences, etc.); **pedagogy/curricula**, and other form of knowledge transfer such as translation, synthesis, and networking, often facilitated by the adoption of rapidly evolving digital technologies.
- Be specific - what journals do you intend to publish in or conferences to attend (no acronyms)

Information on knowledge mobilization approaches is at: www.sshrc-crsh.gc.ca/society-societe/community-communite/index-eng.aspx#2

Expected Outcomes
(1000 char each)

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: Describe the potential scholarly benefits/outcomes (e.g., potential learning, implications) that could emerge from the proposed project.

Societal Benefits: Describe the potential societal benefits/outcomes (e.g., effects, implications) that could emerge from the proposed project.

Audiences: Describe the potential benefits the project's expected outcomes will have for the identified target audiences.

Research outcomes include enhanced curriculum and teaching materials, graduate student supervision/training, enriched public discourse, improved public policies, enhanced business strategies, and innovations in every sector of society. Research outcomes (which are facilitated by effective knowledge mobilization), permeate daily life in the form of new thinking and behaviour that lead to improvements in our economic, social, cultural and intellectual well-being.

Revisions Since Previous Application
OPTIONAL (3800 char each)

Applicants may outline the revisions made since their previous Insight Development Grants 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).

BUDGET MODULES

Funds Requested from SSHRC
(Table to complete with Amount and Justification – 500 chars)

- $7,000 - $75,000 considered
- Estimate as accurately as possible the costs you are asking SSHRC to fund. All budget items must conform to the rates and regulations in the Tri-Agency Financial Administration Guide and the U of R. See: http://www.nserc-crsng.gc.ca/professors-professeurs/financialadminguide-guideadminfinancier/index_eng.asp
- For each entry, justify all budget costs in terms of the needs of the project (500 chars)
- Ensure the budget covers all potential costs of the research program and corresponds to activities proposed (e.g. does the number of students correspond to the number identified in the proposal? Is that number adequate/too high?)

Personnel
- The number of, and budget costs for all individuals hired must be justified relative to the project's needs
- The student salaries should align with activities in the Roles and Training of Student section
- In justification fields, indicate the time frame student(s) will be working (e.g. year, 1 semester, 300 hours), number of students and stipend/wage. Indicate what activities they will be undertaking.

Student salaries and stipends – determined in accordance with U of R policy.
> STIPEND - work performed should be an integral part of the student's program of research
>> Yearly – based on standards in the unit and work being undertaken. Can be pro-rated if hired for less than a full year or undertaking more limited work.
>> Approximately: Masters - $12,000; PhD - $15,000; Postdoc - $32,000 - $45,000

> HOURLY RATES for students are according to CUPE 2419 collective agreement. You should also include benefits in the hourly rate – approx 21% (holiday & stat pay, EI, CPP, WComp)

	Salary + Benefits	(Hourly rate in 2016)
PhD	**$25.**	($20.30)
Masters	**$24.**	($19.35)
4th year	**$21**.	($17.00)

Non-student salaries – Elders, community assistants, transcription if not being undertaking by RAs. Demonstrate the need.

Travel and sustenance
You must distinguish between types – for research purposes or for communication purposes

Considerations when calculating the amount: airfare (lowest fare), mileage (0.42/km or $40/day plus gas), hotel (~$150/night), per diem ($51), conference registration ($150-200), number of days
If your team is also travelling, indicate who/how many are involved in trips

RESEARCH PURPOSES – eligible if data or sources of information are not available in your immediate vicinity or research collaboration

DISSEMINATION – e.g. conference travel or travel for other dissemination activities
- Indicate specific conferences and location
- Not recommended to include conference travel in Year 1 unless strong rationale
- Should align with Knowledge Mobilization Plan section

Other
Supplies
- Only include specific supplies needed for research activity and indicate purpose.
- Paper, pens, and general office supplies are not eligible
- Copying is eligible, but indicate what it is for an amounts ($13 for 100 copies of 2-page questionnaire). U of R rate is $0.065/page.

Non-disposable equipment. Laptops, digital recorders, external hard drive etc. Indicate why it is needed.

Other
- Participant incentives
- Refreshments for meetings with community groups
- Local travel costs for participants or community groups
- Specialized software
- Books or other specialized research resources.
- Dissemination costs, e.g. open source publication fees.

Funds Requested from Other Sources
(Table to complete)

- Include all contributors (e.g. individuals, not-for-profit organizations, philanthropic foundations, private sector organizations) that are providing contributions for the project. Indicate where confirmed or not.
- Advantageous to include any U of R funds you have access to that you use toward your research program:
  - APEA
  - Conference travel funds
  - Start up funds
  - Travel support for graduate students -$500/student

- Make sure it is clear how these funds will be used in the project in relation to the Funds Requested from SSHRC. For example, if the costs for a student to attend a conference are $1300, put $800 in Amount for Funds Requested from SSHRC and in Justification indicate it is to cover a portion of the costs and then enter $500 in Funds from Other Sources and in Details indicate it is for student conference travel.

Invitations

You will enter the email address and family name and role of each participant. An email will be sent to your team member inviting them to participate in the application.

> **Co-applicants -** Researchers whose primary affiliation is with an eligible Canadian postsecondary institution or with a non-Canadian postsecondary institution are eligible to participate as co-applicants. In the case of international co-applicants, the rationale for international collaboration must be clearly outlined in the application.

> **Collaborators -** Any individual who will make a significant contribution to the research initiative is eligible to be a collaborator. Collaborators do not need to be affiliated with an eligible Canadian postsecondary institution.

Each team member must:
- Research Portal – log in to their pre-existing account or create a new account.
- Canadian Common CV – co-applicants must complete the SSHRC Canadian Common CV and upload it to the application.

Allow ample time for this step.

Evaluation and Adjudication

You will identify your primary discipline and primary area of research. Adjudication committees will be created based on these groups, according to the number and nature of applications received.

Committees are non-specialists.
Craft your application as a rapid introduction for intelligent, non-specialists.

Group 1: History; medieval studies; classics; literature; fine arts; philosophy; religious studies;
Group 2: Anthropology; archaeology; linguistics; translation; political science; public administration; geography; urban planning and environmental studies; and related fields.
Group 3: Business and management; economics; and related fields.
Group 4: Sociology; demography; communication studies; journalism; media studies; gender studies; cultural studies; library and information science; social work; law; criminology; and related fields.
Group 5: Education; psychology; career guidance; and related fields.

Request for Multidisciplinary Evaluation
In many cases, there is a natural fit between your proposed research and an existing committee. With the rise of interdisciplinary and multidisciplinary research, however, it can be tempting to request a multidisciplinary review. Think this through—SSHRC takes a very rigorous view of what constitutes interdisciplinary. Merely having a program that might interest scholars in a range of fields is not sufficient, nor is simply attaching another perspective to your work—they must be integrated. Remember that a committee with scholars in the same or similar discipline to yourself will likely be better placed to evaluate your record of research achievement (e.g., they will know the leading journals/presses in your field).

If requesting, you must explain how your research will integrate intellectual resources (theories, methodologies, perspectives, etc.) drawn from two or more disciplines. 3800 characters max. List the various disciplines/areas of research from which expertise should be drawn to assess the research proposal.

Aboriginal Research or Research-Creation
If your project involves Aboriginal Research (see http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a0) or Research-Creation (http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a22), it may be assigned to a dedicated committee.

Criteria for Evaluation

Challenge—The aim and importance of the endeavour 50%	Originality, significance and expected contribution to knowledge;
	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, emerging scholars and other highly qualified personnel, and opportunities for them to contribute; and
	Potential influence and impact within and/or beyond the social sciences and humanities research community
Feasibility—The plan to achieve excellence 20%	Probability of effective and timely attainment of the research objectives;
	Appropriateness of the requested budget and justification of proposed costs;
	Indications of financial and in-kind contributions from other sources, where appropriate
	Quality of knowledge mobilization plans, including for effective knowledge dissemination, knowledge exchange and engagement within and/or beyond the research community; and
	Strategies and timelines for the design and conduct of the activity/activities proposed.
Capability—The expertise to succeed 30%	Quality, quantity and significance of past experience and published and/or creative outputs of the applicant and any team members relative to their roles in the project and their respective stages of career
	Evidence of contributions such as commissioned reports, professional practice, public discourse, public policies, products and services, development of talent, experience in collaboration, etc.; and
	Potential to make future contributions.
	*Note: Only information regarding the **last six years** of research contributions is considered.*

Evaluation Scale

Adjudication committee members assign a score for each of the three criteria listed above, based on the following scoring table.

Excellent
Very Good
Good
Satisfactory
Moderate
Unsatisfactory