

Office of Research Workshop - SSHRC Insight Grants

Wednesday, August 26, 2020
1 p.m.
Zoom

Agenda

- **SSHRC Program Overview**
 - Eligibility
 - Financial support
 - Particular scopes of research/research-creation
- **Evaluation and Adjudication**
- **Technical Information and Submission Process**
 - Internal deadlines
 - Contact information
- **Grantsmanship**
 - Program-related specific tips

SSHRC Program Overview



Insight Development Grants

Agency deadline: **February 2021 TBC**

Internal deadline: **January 2021**

Funding: **\$ 7K to \$ 75K over one to two years.**

Separate funding envelope for new scholars (at least 50%).

Objectives:

- Support research in its initial stages;
- Enable development of new research/research-creation questions, experimentation with new methods, theoretical approaches and/or ideas.

Established (regular) scholars please note: Proposed research must be **new and distinct** from your past and current research/research-creation program.



Insight Grants

Agency deadline: **Thursday, October 1, 2020**

Internal deadline: **Thursday, September 24, 2020**

Funding: **\$ 7K to \$ 400K over two to five years**. Open to both regular and new scholars, as individual applicants or in teams.

Objectives:

- Build knowledge and understanding from disciplinary, interdisciplinary and/or cross-sector perspectives;
- Support new approaches to research/research-creation on complex and important topics;
- Offer high-quality student research/research-creation training;
- Fund research/research-creation expertise relating to societal challenges;
- Mobilize research/research-creation knowledge to/from academic and non-academic audiences, with potential to lead to social and other and other benefit and impact.



Insight Grants

Since 2017– Two streams, each with a separate budget envelope.

Stream A: \$7K - \$100K, with a target success rate slightly higher than Stream B.

Stream B: \$100K - \$400K.

Both streams adjudicated by same committees and receive same rigorous level of merit review, including external assessor input.

This approach is intended to respond to the needs of the research/research-creation community while addressing the increasing monetary pressure on research funding. It responds to a perceived bias of funding larger and longer grants.



Applying to IDG or IG

Normally you can submit one application **as PI** to either the IG or the IDG Grant within the same calendar year.

However, since 2017 **you may apply to IG (either Stream A or B) if you applied to IDG 2020 and were not funded.**

IDG Feb 2020 + IG Oct 2020= ✓✓

IG Oct 2020 + IDG Feb 2021 = ✓✓

(objectives must be different)

- No limit to the number of applications as a Co-applicant or Collaborator;
- Grant holders may re-apply to the same funding opportunity in the final year of funding;
- Automatic one-year extension for all grants.



Should I apply to IG or IDG ?

Some points to consider:

- Established vs. emerging researcher/researcher-creator – research/research-creation record for your career stage.
- Scope and nature of project – stage of development, timeline, funding needs, type of research/research-creation activities.
- Established (regular) scholars: For IDG, the proposed research/research-creation must be **new and distinct** from your past and current research/research-creation program.



IG Competition Statistics

Year of Award (Spring)	2020	2019	2018	2017	2016	2015	2014	2013	2012
Eligible applications	1,425	1,365	1,536	1,514	1,703	1,991	2,144	2,183	1,799
Competition Budget	\$ 91.7M	\$ 89.7M	\$ 101.7M	\$ 92.8M	\$ 80.1M	\$ 81.9M	\$ 98.1M	\$ 88.1M	\$ 84.1M
National Success Rate	40.7%	45.3%	47.3%	40%	31.1%	23.4%	23.0%	21.1%	27.0%
Concordia Success Rate	55%	42.5%	50.9%	39.2%	27.0%	19.3%	16.9%	15.8%	27.5%
(# Awards)	(22)	(17)	(27)	(20)	(20)	(17)	(15)	(12)	(11)

Source:

<http://www.sshrc-crsh.gc.ca/results-resultats/stats-statistiques/index-eng.aspx>



Open Access Policy

Tri-council policy on Open Access (since June 2015)

“To the extent possible, and in keeping with SSHRC’s endorsement of open access forms of knowledge dissemination, research results should be made openly available, through, for example, open access publications, websites, publicly accessible databases and/or institutional repositories. Grant holders must comply with the Tri-Agency Open Access Policy on Publications:”

http://www.science.gc.ca/eic/site/063.nsf/eng/h_F6765465.html

Concordia U Spectrum: <http://spectrum.library.concordia.ca/>



Particular Scopes of Research and Research-Creation



Health-related research

2009 Guidelines:

“The use of SSH theories, methodologies and hypotheses is, in and of itself, not sufficient to make a proposal eligible to compete at SSHRC.”

Eligible:

- General well-being and work-life balance related topics
- Health policy and management
- Health ethics
- Social construction of health and health behaviour

Ineligible:

- Clinical education
- Clinical research and therapy
- Kinesiology and epidemiology

http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx#af3

We recommend that you contact SSHRC Program Officers in advance to raise any questions, as there is no appeal on subject matter eligibility.



Research-Creation

Research-creation

SSHRC definition: “An approach to research that combines creative and academic research practices, and supports the development of knowledge and innovation through artistic expression, scholarly investigation, and experimentation. The creation process is situated within the research activity and produces critically informed work in a variety of media (art forms). Research-creation cannot be limited to the interpretation or analysis of a creator’s work, conventional works of technological development, or work that focuses on the creation of curricula. The research-creation process and the resulting artistic work are judged according to SSHRC’s established merit review criteria.”

- Fields that may involve research-creation include, but are not limited to: architecture, design, creative writing, visual arts (e.g., painting, drawing, sculpture, ceramics, textiles), performing arts (e.g., dance, music, theatre), film, video, performance art, interdisciplinary arts, media and electronic arts, and new artistic practices.

http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/research_creation-recherche_creation-eng.aspx



Special research initiatives

Consult the IG program webpage for “Related Opportunities” which can complement IG funding, just following the section “Description”.

Examples:

Belmont Forum

Department of National Defence Research Initiative

Initiative for Digital Citizen Research

Mitacs Accelerate

Societal Implications of Genomics Research

Sports Participation Research Initiative

https://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/insight_grants-subventions_savoir-eng.aspx



Evaluation and Adjudication



Evaluation and Adjudication - I

Two basic components:

External assessments and Committee evaluation.

- Committee compares **all** proposals - the deciding role.
- External assessor reads **your** proposal only - a consulting role.
- SSHRC seeks but cannot guarantee two external assessments per application. Avoid conflict of interest in your suggested assessors. External assessors' ranking of each criterion are **NOT** factored into the committee final rank and score.

Program	Number of Readers	External Assessors
Insight Development Grant	3	No
Insight Grant	2 or 3	Minimum of 2



Evaluation and Adjudication - II

There are four types of committees to select from:

- **Discipline-based**
- **Groups of disciplines**
- **Multi/Inter-disciplinary** (one humanities-focused, and one social sciences-focused)

Relevant expertise may also be sought from within the larger pool of Insight Grants committee membership.

- **Thematic**

e.g., Indigenous research/research-creation proposals may involve a more tailored adjudication. If a sufficient number of Indigenous research/research-creation applications are received, SSHRC may establish a distinct adjudication committee.

[Guidelines for merit review of Indigenous Research](#)

You may [contact SSHRC](#) to discuss committee selection.



Evaluation and Adjudication – III

IG Committees:

1- Philosophy, **2-** History, **3-** Fine Arts, Research-Creation, **4-** Literature, **5-** Medieval, classics, religious studies, **7-** Economics, **8-** Sociology, demography and related fields,
9- Geography, urban planning and related fields,
10- Psychology, **11-** Political science and public administration, **12-** Education and social work, **13-** Anthropology and archaeology, **14-** Business, management and related fields, **15-** Linguistics and translation, **16-** Communications, media studies, gender studies, library and information science, related fields, **17-** Law and criminology, **21-** Indigenous research, **22-** Multidisciplinary Humanities,
23- Multidisciplinary Social Sciences



Evaluation and Adjudication – IV

REMINDER:

Whichever committee you choose, your proposal may be reviewed and discussed by scholars with a variety of disciplinary perspectives and methodological approaches.

The 4 “C”s:

Be **concise**, **clear**, **coherent** and **compelling** throughout your proposal and application.



Evaluation and Adjudication - V

Future Challenge Areas

SSHRC invites all applicants to review [Imagining Canada's Future](#)'s 16 future global challenges and to consider addressing one or more of these areas in their research proposal

This is **not** an evaluation criterion for merit review nor does it offer additional funds. SSHRC monitors research capacity in these areas to develop and implement future strategies.



Evaluation and Adjudication - VI

All SSHRC Programs use three main Evaluation Criteria in different proportions:

Program	Challenge	Feasibility	Capability
Insight Development Grant	50 %	20 %	30 %
Insight Grant	40 %	20 %	40 %

Each criterion is sub-divided into three to five sub-criteria (bullet points):

- Committees score each sub-criterion, based on a scale of Unsatisfactory - Satisfactory – Good - Very Good - Excellent.
- Numeric scores are assigned and an overall weighted numeric score calculated. Applications are ranked into 6 sextiles (1 = High).


Therefore, in your application, it is essential to address every single bullet point listed under the Evaluation Criteria.




Evaluation Criteria	
Challenge – The aim and importance of the endeavour:	<ul style="list-style-type: none"> • 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; • potential for the project results to have influence and impact within and/or beyond the social sciences and humanities research community.



Evaluation Criteria	
Feasibility – The plan to achieve excellence:	<ul style="list-style-type: none"> • probability that the objectives will be met within the timeline proposed; • appropriateness of the requested budget and justification of proposed costs; • indications of financial and in-kind contributions from other sources, where appropriate; • 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 the strategies for conducting the activity/activities proposed.



Evaluation Criteria	
Capability – The expertise to succeed:	<ul style="list-style-type: none"> • quality, quantity and significance of past experience and published and/or creative outputs of the applicant and any co-applicants, relative to their roles in the project and their respective stages of career; • evidence of contributions of other knowledge mobilization activities (e.g., films, performances, commissioned reports, knowledge syntheses, experience in collaboration/other interactions with stakeholders, contributions to public debate and media), and of impacts on public practice, social services and policies, etc.; • evidence of contributions to the <u>development of talent</u> • potential to make future contributions.



Technical Information and Submission Process



SSHRC CV vs. Common CV

Agency	Competition	CV	System
SSHRC	IG October 2020 Connection and Partnership Grants	SSHRC CV and 4 page "Contributions" attachment (Applicant / co-applicants). Collaborators do not submit CV.	Old SSHRC portal
SSHRC	IDG February 2021	CCV	New SSHRC portal

SSHRC CV: https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA

Old SSHRC portal:

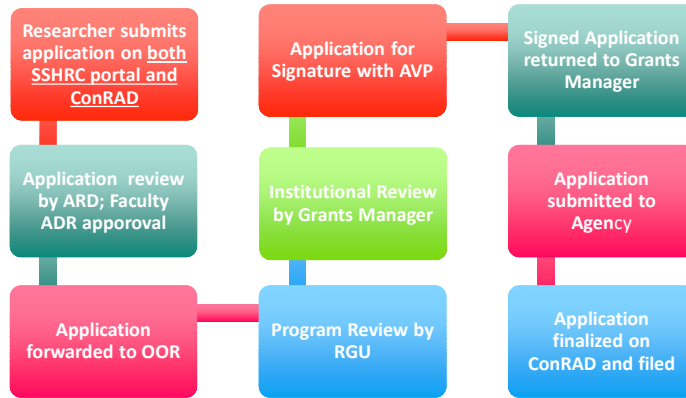
https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA

CCV: <https://ccv-cvc.ca/>

New SSHRC portal: <https://portal-portail.sshrc-crsh.gc.ca/>



Submission Process



Internal Deadlines for Submitting Applications

All grant applications are reviewed before their submission to external agencies. The scope of this review varies as follows:

CONTENT REVIEW AND CONSULTATION	PROGRAM AND INSTITUTIONAL REVIEWS
<p>10 business days (or more) prior to external deadline (optional, but highly recommended)</p> <p>Method: By email, teleconference or meeting</p>	<p>5 business days prior to external deadline (mandatory)</p> <p>Method: Final and complete application routed through FRQnet and ConRAD</p>
<ol style="list-style-type: none"> 1. Access to sample successful applications 2. Editing of non-technical sections for cohesiveness, formatting. 3. Assistance with budget development (conformance with agency and institutional approved rates, travel, indirect costs, and budget justification) 4. Detailed review of drafts following the evaluation criteria and peer evaluation manual 5. Liaison with sponsor agency, if required 	<p>Review of application for:</p> <ol style="list-style-type: none"> 1. completeness, 2. conformance to sponsor guidelines, 3. support documentation 4. required signatures, 5. and electronic submission.
<p>Reviewer: Advisor, Research Development</p>	<p>Reviewers: Advisor, Research Development Research Grants Unit</p>



Deadlines 2020

Content Review	OOR	Agency
September 17	September 24	October 1
	All supporting documentation must be submitted to the OOR by this date	



Submission Process for IG

As of the OOR deadline of **Thursday September 24th**:

1. Finalize, preview and save PDFs of application, PI and co-applicant CVs in the SSHRC online system.
2. Submit it online in the SSHRC system (it comes to OOR).
3. Create a Grant Submission Form (GSF) in ConRAD attaching ALL of the above files and submit it immediately following Step 2.

Why? So that we can complete the mandatory administrative review and checklist to ensure your application is complete, while you do not have access to make changes.

We will return online access if required to revise and resubmit critical issues before the agency deadline.

If the above process is incomplete your application may not be approved in time for OOR to forward it to SSHRC.



Contact Information

Office of Research (GM-900) <http://oor.concordia.ca/>

Faculty	Sector / Depts	Contact	Phone	E-mail
FAS	Humanities, <u>plus</u> Department of Education, Library	Michele Kaplan	x 5632	michele.kaplan@concordia.ca
FAS	Social Sciences (<u>except</u> Dept. of Education)	Arlene Segal	x 2388	arlene.segal@concordia.ca
FAS	Natural & Health Sciences	Jessica Safarian	x 5001	jessica.safarian@concordia.ca
Fine Arts	All departments	Michele Kaplan	x 5632	michele.kaplan@concordia.ca
JMSB	All departments	Arlene Segal	x 2388	arlene.segal@concordia.ca
GCS	CES, CSSE, CIISE, ECE	Shoghig Mikaelian	x 3263	shoghig.mikaelian@concordia.ca
GCS	BCEE, CME, MIAE	Lauren Segall	X 4450	lauren.segall@concordia.ca



**Program-related
specific tips
for SSHRC Insight Grants**



Summary

The purpose:

- Appears at the beginning of the application and sets the first impression. Must be a stand-alone document.
- May be the only section that non-readers on the committee read.
- Should be understood by both experts in your discipline as a significant academic contribution and by laypersons in a more general context.

If you draft this at the beginning of the process, review it when you are near the end to fine-tune it.

The **title** is equally as important - make it clear and specific.



Summary

The content:

- Clearly identify the **research/research-creation problem/issue**.
- Explain why it is **important** and **relevant**.
- State clearly your **objectives** – short and long-term.
- Give an overview of the **theory** and your **hypotheses**/research questions.
- Outline briefly the **methodology**.
- Identify the expected academic **contribution** and reiterate the potential wider **social benefit** – a large general topic of wide interest (environment, new social technologies, the economy, etc).



The Proposal - Introduction

- Open with a brief statement – what you propose to do, and why (impact/relevance).
- Set the general context.
- Expand on the summary.



The Proposal: Context

- Expand on the previously stated general context. Explain WHY the objectives are important – demonstrate knowledge of the conceptual framework, literature review, real world need, and outline your past research.
- Originality - Identify the knowledge gap that you plan to fill.
- What makes your approach significant and unique?
- General overview of the field, leading into the full literature review.



The Proposal: Objectives

- Focus on outcomes, not activities.
- Clearly articulate expected contribution to knowledge.
- Begin with a clear, brief statement followed by bullet points to organize sub-items.
- Objectives should fit funding opportunity purpose and structure and not duplicate one another - e.g., your FRQSC and SSHRC IDG proposals may complement one another but each must have its specific objectives.



The Proposal: Literature Review / Theoretical Framework

- Elaborate in more detail about literature directly relevant to your specific objectives.
- Reiterate what makes your approach significant and unique.
- Be sure to address any competing theories, and identify why your approach is suited to your topic.
- Bibliography should include recent/up-to-date citations, classic ones, and yours. If the topic hasn't been studied in the past few years – address WHY?



The Proposal: Methodology

- One of the most common areas needing attention.
- Provide specific DETAILS to answer the following -
 - Is your plan feasible? Why have you chosen this specific methodology.
 - Are you likely to achieve your objectives doing it this way?
 - Is it rigorous?
 - Are there any specific challenges/limitations? How will you address these?
- Clearly link methodology to objectives, theory, student training and budget.
- Provide enough detail for a peer in your field to evaluate your knowledge of your discipline and suitability of the approach.



The Proposal: Final Thoughts...

“Package” the content:

- Section headings, paragraphs, bullet points, white space, tables or diagrams if appropriate, font and pagination.
- Follow guideline for length (e.g. 6 pages - and not too far under the limit).



R&R (review and revise):

- Ask at least two people to read draft – one ‘expert’ perspective (e.g. a peer in your discipline or a related one) and one ‘general’ perspective (Advisors, Research Development) far enough ahead of deadline to allow you to incorporate feedback!



Knowledge Mobilization (KM) and Expected Outcomes - I

Knowledge Mobilization - Guidelines for Effective Knowledge Mobilization pertain to all Insight grant applications.

KM Plan:

- Specific activities and tools that will be used to facilitate the multidirectional flow and exchange of research/research-creation knowledge.

Expected Outcomes:

- Particular concrete outcomes and benefits of the research/research-creation and related activities, facilitated by the KM plan.



KM and Expected Outcomes - II

- Overall plan to increase accessibility, flow and exchange of knowledge among various audiences or participants (academic and non-academic).
- Be specific - Who are the target audiences? How do you plan to reach and engage appropriate academic and non-academic audiences or participants? e.g., Public/private sectors - which sectors would benefit and how do you plan to effectively reach them? Include online methods (not just your own website).
- Proposed schedule for achieving intended KMb activities and elaboration on the purpose of these and/or other goals.



KM and Expected Outcomes - III

Some suggested KM methods:

- Traditional academic dissemination (conferences, workshops, publications, open access, data depositories, etc).
- Target practitioners, future practitioners (i.e. students), professional associations, policy makers, general public (practitioner events or journals, toolkits, training manuals, websites, course curricula, media, etc).
- Invite feedback from stakeholders using your results (practitioners, industries, NGOs, etc.) to further influence research design and potential outcomes.
- SSHRC now requires use of **open-access** publications, websites, databases and/or institutional repositories (e.g., [Spectrum](#) at Concordia).



KM and Expected Outcomes - IV

Expected Outcomes Summary:

- Elaborate on potential benefits and outcomes that could emerge from proposed research/research-creation and related KM activities.
- Examples - enhanced curriculum and teaching material, graduate student supervision, enriched public discourse, improved public policies, enhanced business strategies, and innovations in all sectors of society.
- If possible, include direct, specific outcomes of the research/research-creation as well as potential broader impact.



KM and Expected Outcomes - V

Reminder:

- *Both KM and Expected Outcomes are factored into 'Challenge' evaluation criterion.*
- *These sections should form an integral part of your proposal and not be an afterthought.*



Research Team, Previous Output and Student Training

Follow the specified outline as required by SSHRC – Description of the team, its previous and ongoing research results, and student training plan.

Tips:

- Explain why a team approach is necessary and why the PI is best suited to lead the team (if applicable). Relative proportion of team member contributions. Support by and interaction with communities/knowledge users, if applicable.
- Describe past and ongoing research/research-creation and its relevance to the current proposal (do not simply list your contributions, which already appear in your CV).
- Focus on strategies (mentorship, team meetings, co-supervision, etc.) that will be used to train students in this project, as well as how students will be actively involved in the project – their specific roles.



Budget Justification - Format

Two parts –

Budget table (summary of amounts/categories)

Budget justification (rationale)

IG: Separate two-page attachment, text.

IDG: Justification of each item is incorporated into the “Funds Requested from SSHRC” Table (no separate .pdf).

All budget items must conform to the university’s rates and regulations. For each entry, fully justify all budget costs with regard to the project’s needs. Make explanations concise but complete. SSHRC Committees use the principle of minimum essential funding to guide their discussions of project budgets.



Budget - Personnel

- Verify current rates for RA’s, per diems, etc.

Office of Research web page link – Link to benefits rate:

<https://www.concordia.ca/research/for-researchers.html>

- Show your calculations.
- Justify the number of students/hours, and their academic levels, relative to the objectives of the proposed research/research-creation. Indicate what tasks they will perform. Tasks should be research-related (e.g., not “photocopying” and other general administrative tasks not contributing to an academic/training skill).
- Justify the need for non-student salaries.



Budget - Travel

- Distinguish between research/research-creation, communication and dissemination purposes and justify the need.
- Identify who will be travelling and where - applicant, students.
- Provide realistic breakdown of transportation, accommodation, per diem and registration or other fees.



Budget - Other items

- Professional/technical - e.g. web development, translation, transcription.
- Supplies - used for research/research-creation purposes only.
- Non-disposable equipment: Computer hardware - obtain quotes for specialized equipment. If asking more than typical amount for a laptop, explain why (e.g., high computational needs, data storage, etc.).
- Other expenses (specify and justify).

Budget Justification – a final note...

IMPORTANT: Proposals must receive a passing score in all three criteria - Challenge, Feasibility, Capability.

- Adjudication committees may **fail** a project on the **Feasibility** criteria if they deem that 30% or more of the overall budget request is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project. Committees may recommend minor budget reductions in cases where they determine that the request is inadequately justified and/or not appropriate, where they judge that savings could be achieved without jeopardizing the project objectives.



SSHRC CV and Contributions

REMINDER: CVs ARE NO LONGER REQUIRED OR ACCEPTED FOR COLLABORATORS.

- You must **use the specified headings and subheadings** in the order that they appear in the SSHRC instructions.
- Within the guidelines, use this section to your best advantage. Show committee members your career highlights, mentorship capabilities, special achievements.
- **Explain any particular situations** that will help committee members to have a clear understanding of your output level, such as gaps or a shortfall in productivity. For example: Focusing on a particular project (e.g. a long-term book project which reduced journal publication output).
- **Start early** – don't leave it for the last minute (especially for co-applicants who may not be familiar with the SSHRC process of linking CVs to your application).



Final thoughts...

The above has been an overview of some of the critical concepts and criteria for the major sections of the IG application. It is not meant to be all-inclusive of the SSHRC instructions and requirements for content.

Please contact your friendly neighbourhood Advisor, Research Development early in the process for more details and tools:

- Samples of past applications
- Templates for attachments
- Fact sheets
- Proposal review
- A helping hand...



Contact Information

Office of Research (GM-900) <http://oor.concordia.ca/>

Faculty	Sector / Depts	Contact	Phone	E-mail
FAS	Humanities, <u>plus</u> Department of Education, Library	Michele Kaplan	x 5632	michele.kaplan@concordia.ca
FAS	Social Sciences (<u>except</u> Dept. of Education)	Arlene Segal	x 2388	arlene.segal@concordia.ca
FAS	Natural & Health Sciences	Jessica Safarian	x 5001	jessica.safarian@concordia.ca
Fine Arts	All departments	Michele Kaplan	x 5632	michele.kaplan@concordia.ca
JMSB	All departments	Arlene Segal	x 2388	arlene.segal@concordia.ca
GCS	CES, CSSE, CISE, ECE	Shoghig Mikaelian	x 3263	shoghig.mikaelian@concordia.ca
GCS	BCEE, CME, MIAE	Lauren Segall	X 4450	lauren.segall@concordia.ca



