

Office of Research Workshop - SSHRC Connection Grants

Friday, May 5, 2023

2 p.m.

Zoom

Agenda

- **SSHRC Program Overview**
 - Eligibility
 - Financial support
 - Particular scopes of research

- **Evaluation and Adjudication**

- **Technical Information and Submission Process**
 - Internal deadlines

- **Reference Material on Grantsmanship**
 - Program-related specific tips

- **Q&A**

SSHRC Connection Grants Program Overview

SSHRC Connection Grants

Agency Deadline: **Ongoing**

Funding: **\$ 7K to \$ 25K** for events, and **up to \$50K** for other outreach activities; higher amounts for outreach activities may be considered if well justified. Administrative review normally within 16 weeks of receipt, in June, September, December and March.

Objectives:

- Supports events and outreach activities geared toward short-term, targeted knowledge mobilization initiatives, such as networking, disseminating, exchanging and co-creating research-based knowledge.
- These activities may serve as a first step toward more comprehensive and longer-term projects potentially eligible for funding through other SSHRC funding opportunities.

Cash and/or in-kind contributions (excluding registration fees) equivalent to a minimum of 50% of the amount requested from SSHRC must come from other sources.

Open Access Policy

Tri-Agency Open Access Policy on Publications (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.”

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

Particular Scopes of Research

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 Joint Initiatives

SSHRC collaborates with organizations from across the not-for-profit, private and public sectors to support and promote training, research and connection activities.

- Learn more about [joint initiatives](#).
- Consult SSHRC's [funding search tool](#) for a complete list of available joint initiatives.

Research Data Management Capacity Building Initiative

- Through this initiative, SSHRC will fund at least 10 meritorious Connection Grant proposals per competition to support the social sciences and humanities research community develop and adopt research data management standards, tools and skills. Learn more about the [Research Data Management Capacity Building Initiative](#).
- Unless otherwise indicated, there is no separate application process for most joint initiatives or for the Research Data Management Capacity Building Initiative. However, candidates must indicate that they wish to be considered for an initiative, and explain why, in their application form.

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

Evaluation and Adjudication - Overview

- Applications are reviewed, and available funds awarded, through a **competitive merit review process**.
- SSHRC bases funding decisions on the recommendations of the merit review committee and on the **funds available**.
- Committee discussions are guided by the principle of **minimum essential funding**.

Evaluation and Adjudication - Criteria

All SSHRC Programs use three main Evaluation Criteria in different proportions

Program	Challenge	Feasibility	Capability
Connection Grant	40 %	30 %	30 %

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

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

Evaluation and Adjudication – Scoring Table

- Committees score each of the 3 criteria, based on a scale of Unsatisfactory - Satisfactory - Good - Very Good - Excellent.
- Numeric scores are assigned and an overall weighted numeric score calculated.
- Applications must receive a score of 3.0 or higher for each of the three criteria to be recommended for funding.

Evaluation Criteria

Challenge – The aim and importance of the endeavour:

- relevance of the proposal to the objectives of the Research Partnerships program;
- originality, significance and expected contribution to the preservation of, access to and/or mobilization of research knowledge;
- quality of the proposed project and appropriateness of the approach;
- quality and significance of the research being mobilized;
- 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 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:

- appropriateness of the proposed timeline and probability that the objectives will be met;
- appropriateness of the requested budget and justification of proposed costs; and
- indications of other planned resources including leveraging of cash and in-kind support from other sources.

Evaluation Criteria

Capability – The expertise to succeed:

- quality, quantity and significance of past experience and published and/or creative outputs of the applicant / project director and any co-applicants relative to their roles in the event or activity and to the stage of their career;
- evidence of past knowledge mobilization activities (e.g., films, performances, commissioned reports, knowledge syntheses, experience in collaboration / other interactions with stakeholders, contributions to public debate and the media) and of impacts on professional practice, social services and policies, etc.; and
- quality and quantity of past contributions to the [training and mentoring](#) of students, postdoctoral researchers and other highly qualified personnel.

Technical Information and Submission Process

SSHRC CV

Agency	Competition	CV	System
SSHRC	Connection Grants Partnership Grants Insight Grants	SSHRC CV and 4 page “Contributions” attachment (Applicant / co-applicants). Collaborators do not submit CV.	Old SSHRC portal
SSHRC	IDG February 2024	CCV	New SSHRC portal

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

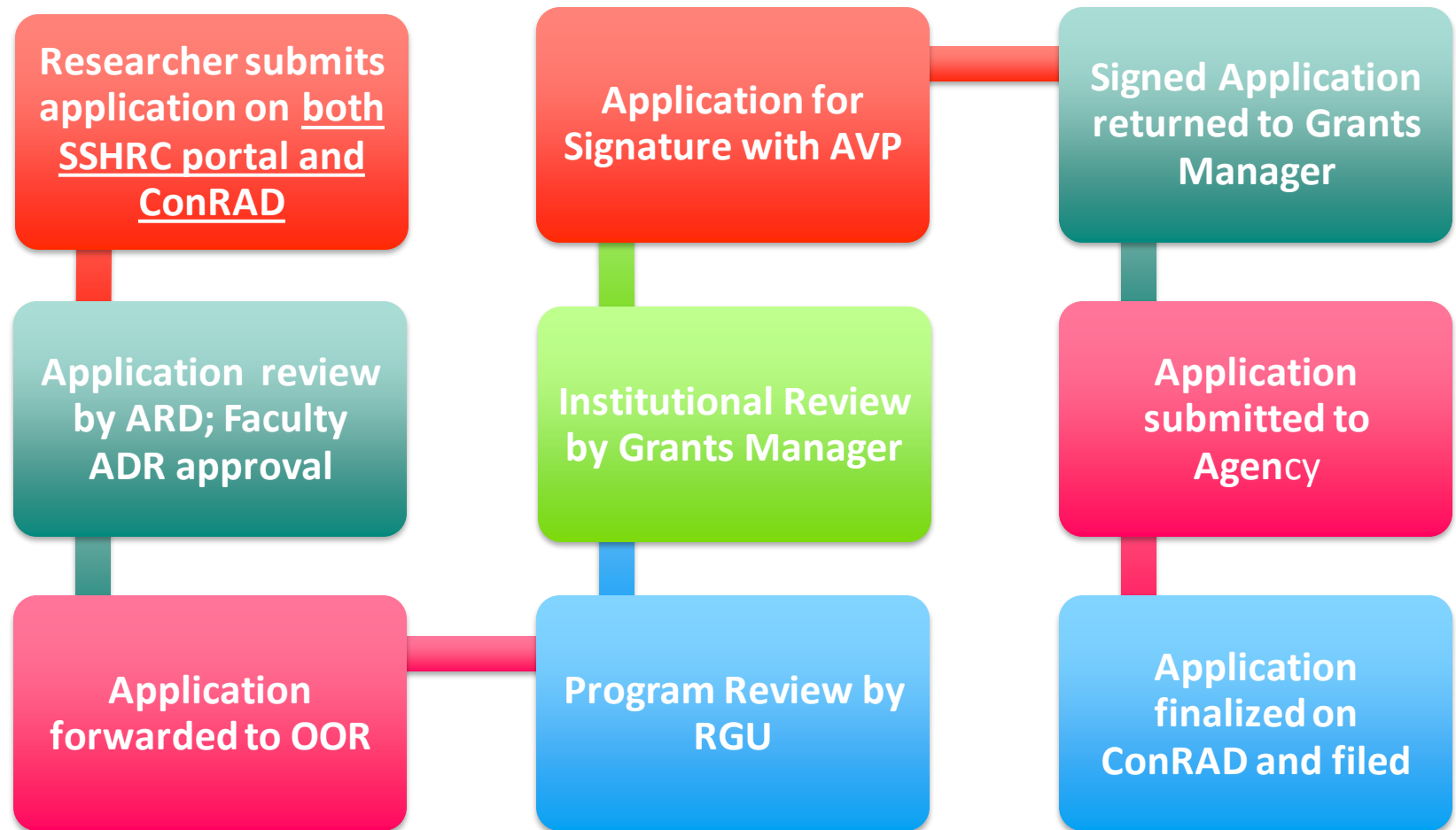
Old SSHRC portal:

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 SSHRC portal 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>

Cycle Deadlines and Decision Dates

November 1	February 1	May 1	August 1
January	March-April	June-July	September- October

SSHRC Connection Grants Program-Related Specific Tips



Social Sciences and Humanities Research Council
www.sshrc-crsh.gc.ca

Français		Contact Us	Help	Search	Canada Site
Save	Preview	Portfolio	Verify Page	Instructions	Exit

The file containing your attachments must ...

Your electronic file attachment must meet the following specifications:

- PDF format (.pdf extension); unprotected
- Maximum file size of 500 Kb
- 8 ½" x 11" (216 mm x 279 mm)
- Maximum 5 page(s)

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)

File name No file chosen

SSHRC  CRSH

Identification

Activity Details

Participants

Event Presenters

Letters of Support ↑

Summary

Expected Outcomes

Description of Project ↑

Training and Mentoring ↑

Research-Creation ↑

Funds (SSHRC)

Funds (Other)

Budget Justification ↑

List of References ↑

Exclusion (Reviewers) ↑

Environmental Impact ↑

Research Contributions and

Relevant Experience ↑

↑ = Electronic Attachment

Letters of Support

- Additional support in the form of cash and/or in-kind contributions (excluding registration fees) equivalent to **a minimum of 50% of the amount requested** from SSHRC must come from sponsoring organizations
- Each sponsoring organization must provide a LOS:
 - be signed by someone with signing authority for the organization;
 - be submitted in one of Canada's two official languages;
 - include a statement confirming the organization's financial contributions that clearly outlines the amounts and types of contributions, including the value of the organization's contributions to the proposed project;
 - include a statement indicating that the organization has read the proposal and agrees to its role and level of participation as outlined; and
 - include a statement indicating that the organization is willing and able to complete activities assigned to it.

Summary of Proposal

The purpose:

- 3,800 characters
- Indicate the challenges or issues to be addressed
- Appears at the beginning of the application and sets the first impression
- Should be understood by both experts in your discipline as a significant academic contribution and by laypersons in a more general context, e.g. clear, plain and non-technical.

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

Expected Outcomes

- Essential for the merit review of the proposal
- Should respond to **Challenge** evaluation criterion
- Facilitated by effective knowledge mobilization.
They permeate daily life in the form of new thinking and behaviour, which leads to improvements in our economic, social, cultural and intellectual well-being.
- Summary (3,800 characters) - describe the potential benefits and outcomes that could emerge from the proposed project as a result of knowledge mobilization activities.

Description of Connection project

- A statement regarding the overall goal and specific objectives of the endeavour;
- A description of the research you will be disseminating, transferring, exchanging or mobilizing;
- A description of your main audience(s) (e.g., scholars, practitioners, etc.);
- An explanation as to why it is important to connect with the specified audience(s); and
- Details on how all activities can be undertaken within one year.
- Can include a draft program or agenda, if applicable;

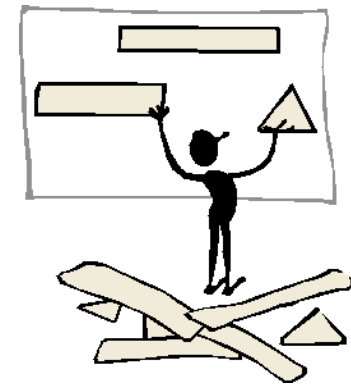
Training and mentoring

- Consult the [Guidelines for Effective Research Training](#) in preparing this section of the application.
- Describe the specific **roles and responsibilities** of students, emerging scholars and/or other highly qualified personnel, indicating the work they will be undertaking.
- Include:
 - the nature and extent of training, mentoring and employability activities;
 - the capacity of the project director and team members to provide the proposed training, mentoring and employability activities;
 - the anticipated number of students, emerging scholars and/or other highly qualified personnel (where applicable, indicate the level of study—i.e., undergraduate, master’s or doctoral) to be trained and mentored;
 - the nature and level of specialized skills that the students, emerging scholars and/or other highly qualified personnel will develop as a result of their participation; and
 - any career development opportunities for students, emerging scholars and/or other highly qualified personnel.

The Proposal: Final Thoughts...

“Package” the content:

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



R&R (review and revise):

- Advisors, Research Development far enough ahead of deadline to allow you to incorporate feedback!

Budget

3 parts –

Funds requested from SSHRC

Funds (Other)

Budget Justification

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

- Grant funds cannot be used to provide salaries or stipends to applicants, co-applicants or collaborators
- Grant funds cannot be used to provide salaries or stipends to Canadian faculty members or to other individuals whose status would make them eligible to hold a grant from the agency.
- Verify current rates for RA's, per diems, etc.
 Refer to [Office of Research - Budget Building Tips](#)
- Show your calculations.
- Justify the number of students/hours, and their academic levels, relative to the objectives of the proposed research. Indicate what tasks they will perform.
- Justify the need for non-student salaries.

Budget – Travel

- Identify who will be travelling and where
- Provide realistic breakdown of transportation, accommodation, per diem etc.
- Applicants, Team Members, Students, Presenters
- Canadian and Foreign travel expenses (CAD\$)



Budget - Other items

- Translation/interpretation
- Teleconferencing/videoconferencing
- Honoraria
- Hospitality
- Promotion and dissemination (beyond publication of proceedings)
- Publication of proceedings
- Professional/technical - e.g. web development, translation, transcription.
- Supplies - used for research purposes only.
- Non-disposable equipment
- Other expenses (specify and justify).

Budget Justification – a final note...

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

- You must outline the overall cost of your event or outreach activity and clearly indicate which portion will be paid with SSHRC's grant. SSHRC suggests including a table showing a cost breakdown of both the funds requested from SSHRC and the matching contributions.
- Clearly describe how the budget requested from SSHRC and any sponsoring organizations' contributions will complement each other and benefit the objectives of the Connection project.



SSHRC CV and Contributions

- 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 Connection Grant 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
- Budget assistance
- Fact sheets
- Proposal review
- A helping hand...

Contact Information

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