



2018-19 SSHRC Explore Grant Application Instructions

OVERVIEW	
Value	\$6,000
Duration	12 months (April 1 start date)
Application Deadline	November 5, 2018 at 4:00pm
Notice of Decision	March 2019
Start date	April 1, 2019
Progress Reports	Final Progress Report (Due 6 months after end date)
Checklist	Click here for submission checklist
ORIS Contact	Penny D'Agnone

Description:

The University of Lethbridge SSHRC Explore Grant is funded by a [SSHRC Institutional Grant](#) and administered by the Office of Research & Innovation Services (ORIS) to support projects in social sciences, humanities, and fine arts. The program is intended to seed new projects or to leverage extramural funding. It is not intended to provide on-going support through successive awards or to provide development funding for which CREDO funding is available. Applicants are advised that the funds requested in each competition normally exceeds the funds available.

Eligibility:

Full-time University of Lethbridge Faculty are eligible to apply. All members, as defined in the University of Lethbridge Faculty Association Handbook, who have research duties as part of their appointment may be eligible. Applicants may only be named on one Explore Grant application per competition. **Applicants for SSHRC Explore must have submitted [final progress reports](#) for any previous internal awards, and are not eligible to apply for ULRF or CREDO in the same round as SSHRC Explore.** Applicants are allowed to hold a [University of Lethbridge Travel Fund](#) award concurrently with the Explore Grant.

Use of Funds:

It is the responsibility of the applicant(s) to adequately justify the expenditures included in the application. Funds can be requested according to the [Tri-Agency Financial Administration Guide "Use of Grant Funds"](#) and the following criteria:

- A grant may be directed to personnel costs in accordance with University of Lethbridge policy.



- A grant may be used to pay for travel directly related to research, including travel by research assistants in the performance of their assigned duties.
- No more than 10% of the total budget may be directed to dissemination of research results, including conference attendance. Use of Explore Grant awards for conference costs will be restricted to expenses that are not eligible under the University of Lethbridge Travel Fund (e.g. costs associated with publication or poster production for presentations).
- Other items necessary for research may be considered for funding at the discretion of the merit review panel.
- Normally, the purchase of journals, books, computers, software, and major equipment will not be considered.
- Requests for retroactive funding or teaching development will not be considered.

How to Apply:

General Guidelines:

ORIS normally issues a call for proposals in August/September of each year. **Submissions for the current round are due by 4:00 p.m. on November 5, 2018.** Late submissions will not be accepted and incomplete applications will be deemed ineligible.

An application consists of a document attached to a **SSHRC Explore Application Form** found under the Research Services tab in the BRIDGE online system. The form can be accessed by selecting the **Internal Grant Application Form** section. The attachment must be prepared in accordance with the instructions found here.

NOTE: Do not complete the online form until your attachment is complete and ready to be uploaded as you cannot save the online form for completion at a later date.

Complete applications require the following components:

- Completion of the online application form available through the BRIDGE;
- Completed submission checklist
- All items on checklist included with checklist as a single PDF attachment



Application Attachment Instructions:

Applicants must complete the online application form available through the BRIDGE and include the required attachment. For the attachment, use font size of 12 point, black type. Maximum of six lines per inch. No condensed/narrow fonts, type, or spacing. Insert a margin of 2 cm (3/4 inch) - minimum - around the page.

The application should be clear and concise and justify the use of all funding and provide all requested information (below).

1. Checklist

2. Abstract (ONE PAGE MAXIMUM): Provide a succinct project description written so that a non-expert in the field of study can understand the proposed research, the scope and limitations of the project. Also outline the potential significance of the study to the University, discipline, researcher, and /or society at large.

3. Project Description (FIVE PAGES MAXIMUM): Please organize your narrative under the following headlines:

- **Background:** Define the problem clearly and concisely, providing any background information essential to understanding the importance of the work.
- **Theoretical Framework, Methodology and Proposed Outcomes:** Outline the theoretical framework governing the work proposed, the methodologies to be undertaken and the proposed outcomes. For collaborative applications with multiple applicants, indicate the unique role that each applicant brings to ensuring the proposed outcomes. Describe how the anticipated outcomes will serve to contribute to each applicant's program of research. Indicate if the proposed research falls in a new or existing research program.
- **Significance and Dissemination:** Include statements of the potential significance, future use, relevance or application of the results. Explain how the results will be disseminated.

4. Budget with Justification (THREE PAGE MAXIMUM): Please provide a budget and justification using the following categories. Applicants must provide information on other sources of funds for the project if the proposed costs exceed the maximum provided by this fund. Provide a concise justification for each budget item under the following headlines, where applicable.

- **Personnel:** Personnel costs must include each employee's title and type of work to be performed, the estimated number of hours/months to be worked, and the rate of pay per hour/month plus 12% benefits.
- **Materials and Supplies:** Requests for materials and supplies must clearly indicate their purpose in the proposed activities.



- **Equipment:** A descriptive statement of each item of equipment must be included in the justification of the budget. Applicants are reminded that all equipment purchased with research grants remains the property of the UofL in accordance with university policy. Applications for computer equipment will need to provide a particularly strong justification, establishing the specific need of the item for the proposed research.
 - **Travel:** Travel costs must include the purpose of the travel for each destination, mode of travel, cost of meals and lodging, and the number of days of the travel.
 - **No more than 10% of the budget may be directed to dissemination of research results, including conference attendance.** Use of Explore Grant awards for conference costs will be restricted to expenses that are not eligible under the University of Lethbridge Travel Fund (e.g. costs associated with publication or poster production for presentations).
5. **Previous Internal Award(s) (ONE PAGE MAXIMUM):** Provide a brief summary of the topic, activities, and results of any previous internal awards (e.g. conference papers, research grants, publications, performances, exhibitions, etc.).
 6. **Exclusion of Referees:** please identify any individuals, regardless of affiliation, whom you would prefer not to review the application. This page is strictly confidential and is not shared with committee members or reviewers.
 7. **References:** Include references, where appropriate, to similar or related work. Indicate if the field is largely untouched.
 8. **UNIWeb CV:** This should contain relevant information about research activity and other funding going back up to six years; information earlier than that will not be provided to the committee. This item can be updated up to one week after the application deadline. It is retrievable by ORIS personnel but applicants are also welcome to attach it to the application. Applicants should indicate if they wish to be **considered an Emerging Scholar** if not obvious from the CV documents and provide justification.
 9. **Internal Grant Application Form:** Bridge → Research Services tab → Explore

Conditions of the Award:

- 1) **Use of Funds:** Expenditures may be made only for those cost elements identified in the application or as limited in the Request for New Fund form. Special conditions may include human subject research or animal welfare approval, expenditure limitations, etc. Minor transfers of funds from one budget category to another may be permitted. Expenditures included in the application budget may be eligible if incurred between the application deadline and the Notice of Decision of the Explore Grant Competition **if prior approval is granted by ORIS**. Major transfers or the use of funds for a previously unspecified expense or a new budget item requires prior approval by ORIS.



- 2) **Term:** The term of an award is eighteen months or less, in accordance with the applicant's request. Requests for extensions should be submitted to ORIS thirty (30) days prior to the end date. The total term, including any extension, may not normally exceed twenty-four months.
- 3) **Reports:** A final report on the work funded by the Explore Grant must be submitted within six months of the termination date. Subsequent applications can be considered only after receipt of satisfactory final reports and/or progress reports for previous or existing grants.
- 4) **Equipment & Library Acquisitions:** Equipment or library materials acquired with grant funds remain as property of the University of Lethbridge in accordance with university policy.
- 5) **Personnel:** Personnel employed with grant funds are not regular University employees and are not covered by the provisions of the collective agreement with support staff.
- 6) **Tri-Agency Policies Governing the Institutional Grant (source of funds for Explore Grant):**
 - a) The Tri-Agency Framework: Responsible Conduct of Research
 - b) The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans
 - c) The Tri-Agency Financial Administration Guide
 - d) SSHRC's Intellectual Property and Copyright Policy
 - e) The Tri-Agency Open Access Policy on Publications