SSHRC Exchange Application

Please appended the completed form and all required attachments to the   
Internal Grant Form that is available on the Bridge.

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| **Applicant Information** | | | | | |
| Principal Investigator | | | Department or Faculty/School | | |
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| Co Investigator | | | Department or Faculty/School | | |
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| Academic Rank | | | | Field of Study | Date of last SSHRC Exchange or Explore grant |
| Assistant Professor  Associate Professor  Full Professor  Postdoctoral Fellow | | For postdoctoral fellow appointments, indicate the date of term completion | | Humanities  Social Sciences  Multi/Interdisciplinary |  |
| Do you qualify as an emerging scholar? | | | | | |
| Yes  No | *Applicants may request consideration as emerging scholars. An emerging scholar is someone who has not yet had the opportunity to establish an extensive record of research achievement but is in the process of building one. To be considered an emerging scholar, you must meet at least one of the following criteria:*   * *Have completed their highest degree of no more than six years before the application deadline;* * *Have held a tenured or tenure-track appointment postsecondary appointment for less than six years;* * *Have held a postsecondary appointment, but never a tenure track position; or* * *Have their careers significantly interrupted or delayed for health or family reasons within the past six years.* | | | | |
| Main discipline (select the most appropriate) | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Anthropology  Archaeology  Archival Science  Classics, Classical, and Dead Languages  Communications & Media Studies  Criminology  Cultural Studies  Demography  Economics  Education  Fine Arts  Folklore  Gender Studies | | Geography  History  Indigenous Research  Industrial Relations  Interdisciplinary Studies  Law  Library and Information Science  Linguistics  Literature, and Modern Languages  Management, Business, Administrative Studies  Mediaeval Studies  Medical Sciences  Multidisciplinary Studies | Natural Sciences and Engineering  Philosophy  Political Science  Psychology  Religious Studies  Research-Creation  Social Work  Sociology  Urban & Regional Studies, Environmental Studies  Women’s Studies  Other | | If “Other,” specify |  | | | | | | | | |

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| **Project Overview** | | | |
| Project Title (or title of presentation) | | | |
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| Activity Start Date | Activity End Date | Amount Requested |
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| **Budget**  Provide a clear, detailed budget using the table below. All expenses must be essential for the activities proposed and adhere to the “Use of Grant Funds” guidelines outlined by the Tri-Agency ([NSERC](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp), [SSHRC](http://www.sshrc-crsh.gc.ca/funding-financement/using-utiliser/grant_regulations-reglement_subventions/intro-eng.aspx), [CIHR](http://www.cihr-irsc.gc.ca/e/805.html)). | | | | | | |
| **Research Personnel**  *Specify the number of research assistants, hours to be worked, and rate per hour. Be sure to include required benefits in your calculations (e.g., CPP, EI, vacation as appropriate).* | | | | | | |
|  | **Number hired** | **Total hours** | **Rate of pay** | **Total cost** | **Justification**  Describe the tasks to be performed by the research personnel. | |
| Undergraduate students |  |  |  |  |  | |
| Graduate students |  |  |  |  |  | |
| Non-students |  |  |  |  |  | |
| **Travel** | | | | | **Justification**  Identify the person(s) traveling and list the locations. | |
| Airfare |  | | | |  | |
| Ground transportation |  | | | |  | |
| Accommodations |  | | | |  | |
| Per diem |  | | | |  | |
| Event registration |  | | | |  | |
| **Equipment, supplies, and materials**  *Describe the items required to conduct the research project.* | | | | | | |
| **Item** | | | **Total Cost** | | **Justification** | |
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| **Other Expenses**  *List any other expenses required for the project that are not captured above.* | | | | | | |
| **Item** | | | **Total Cost** | | **Justification** | |
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| **TOTAL FUNDS REQUESTED** | | | | | |  |

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| **Relationship to Other Research Support** | |
| Is the research being disseminated the product of U of L-funded research? | | |
| Yes  No | If yes, indicate the award and year awarded. |
| Is the research being disseminated the product of externally-funded research? | | |
| Yes  No | If yes, indicate the funding source and year awarded. |
| If you are currently holding a research grant, or are applying/have applied for any other grants, explain the relationship and/or overlap (conceptual and/or financial) between this application and any active or upcoming grants, whether you are the principal investigator or co-applicant. | | |
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| **Signatures and Approvals**  If you are a postdoctoral fellow, your supervisor must sign the application. |

**Applicant and co-applicants (if applicable)**

By signing, I/we verify that:

* I/we agree to undertake and complete the activities described above;
* I/we have the necessary time and resources to complete the proposed activities; and
* I/we agree to comply with the terms and conditions of this funding program, as well as all applicable U of L policies and procedures.

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| Applicant signature |  | Date |
|  |  |  |
| Co-applicant signature |  | Date |

**Supervisor**

By signing, I verify that:

* I have read the proposal and agree that the applicant’s obligations can be fulfilled;
* The applicant has the necessary time and resources to complete the proposed activities; and
* I will administer the research fund on behalf of their postdoctoral fellow.

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| Applicant signature |  | Date |

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| **Application checklist** |
| Submit appended documents with the application as one PDF via the Internal Grant Form that is available on the Bridge. Applications not submitted in this format will be rejected. |
| Completed SSHRC Exchange application for  Attachments  CV  Application package  Conference acceptance letter or invitation to present (or indicate if pending  ) |