

Committee on Research and Publications (CRP)

CRP.INST.012 | SSHRC Explore Grant

The Social Sciences and Humanities Research Council (SSHRC) Explore Grants fund small-scale research projects to enable researchers to hire students at any level to participate in their research, thereby contributing to their professional development. This initiative aims to encourage innovation, training, and mentoring initiatives for students under the supervision of faculty, ranging from emerging to established scholars whose research falls under SSHRC's mandate.

If you have any questions about the policies and procedures for applying for an internal research grant, or the adjudication of the application, please refer to the [policies and guidelines on-line](#) or contact the Chair of the Committee on Research & Publications.

The Committee on Research & Publications is interdisciplinary. All members may not be familiar with the specialized language of different disciplines. Applicants are strongly encouraged to compose their applications with this in mind.

Special Reporting Requirements

Please note that funding approval of SSHRC Explore proposals require applicants to complete an annual SSHRC progress report. These reports must be completed and sent to the Research Office on an annual basis, and must be received **by April 1**. The report forms are located on-line through the Research Office web-site, under 'Forms and Applications.'

The onus is on the applicant to ensure completion upon submission. Incomplete applications will not be adjudicated.

Application Instructions/Guidelines

1) **Abstract or Summary** Max ½ page

Provide a brief summary of your research proposal written in clear, plain language. It should be written in non-technical terms and clearly understood by scholars with varied areas of expertise.

2) **Objectives and Context** Max 2 pages

- a) List the purpose and/or objectives of the proposed research.
- b) Situate the proposed research within the current scholarly literature, identifying the relevant knowledge/research gaps.
- c) Explain the relationship/relevance of the proposed study to your ongoing research, or elaborate if expanding into a new area, theory, or methodology.

- 3) **Theoretical Framework and Methodology** Max 1 page
- Describe your theoretical/conceptual approach or framework.
 - Describe and justify the proposed research design and activity including approaches, specific instruments or procedures, data collection, and analyses.
- 4) **Originality, Significance, and Expected Outcomes** Max ½ page
- Describe the originality of the proposed research, its significance, and potential scholarly and societal outcomes and benefits.
- 5) **References** Max 1 page
- Please provide a reference list of cited works used in this application.
- 6) **Research Ethics Certification**
- Please indicate if research ethics, animal care or other certification/clearances are required for the proposed study. Please note that if certification is required and not complete at the time of opening the grant account with the release of funds form, only a partial release will be permitted. Full release of grant funds will be permitted when confirmation from the University Research Ethics Board has been received by Financial Services. For more information, please visit the [Research Ethics](#) website.
- 7) **Knowledge Mobilization Plan** Max ½ page
- Describe strategies for knowledge translation and dissemination for enhanced community and public access and engagement. Outline any plans for communicating research results, peer-reviewed publication as well as any plans to share research outcomes/learnings with the general public.
- Researchers are strongly encouraged to contact their appropriate **Library Liaison** prior to making a commitment to any open access or on-line publisher to ensure the authenticity of the publisher and access to online publishing.
- Please note: It is an expectation of this grant award that research results will be shared with the MSVU community via on-campus knowledge sharing events such as Research Remixed, a departmental talk, a poster displays, or some other dissemination of your work which could be shared with your colleagues. It is expected that any and all dissemination resulting from this grant will acknowledge both MSVU and SSHRC.
- 8) **Future Funding** Max ½ page
- SSHRC Explore provides an important foundation for a faculty member to better position her research at the national scale. Please explain how this internal research funding will lead to an external grant applications. If you do not plan to seek further external funding for this project, please justify.
- 9) **Abbreviated C.V.** Max 2 pages
- Please insert your abbreviated C.V. listing scholarly and professional activity for the last 6 years relevant to this proposal – e.g., research publications, creative works, research reports, professional contributions, projects or conference presentations, as well as a list of all external grants applied for, regardless of outcome.
- *for details please refer to Article 20.0 of the MSVU Faculty Collective Agreement, specifically, Articles 20.32 and 20.33.*

10) **Outcomes from Last Internal Grant**

Please provide an overview of the outcomes from the final report submitted for the last MSVU internal grant awarded, if applicable.

11) **Mentoring and Training Plan** Max 1 page

The CRP assumes that whenever possible, the researcher will employ a MSVU student. A rationale is required for inclusion of students that are not attending MSVU. Alternatively, if no students are to be employed through this grant, a rationale for such a decision must also be provided.

- a) Provide a clear description of the student's specific roles and responsibilities over the duration of the award.
- b) Describe specific roles and responsibilities of students and trainees and strategies to support their training.
- c) Please establish indicators, benchmarks, and/or outcomes for measuring student success over the duration of the award.

12) **Timeline** Max 1/2 page

Please provide a timeline or planning document as confirmation that the research and training can be initiated, sustained, and completed within the timeframe proposed.

13) **Budget and Justification (up to \$5,000)**

Please note that *at least half* of the requested budget must be used to support student professional development, training, and mentoring.

- Complete the budget justification for **each** section(s)
- **Please note** that all budget items requested must be eligible in accordance with appropriate guidelines: [CRP Budget Management](#); [Financial Services](#); [Tri-Agency Financial Administration](#)
- If you have secured funding from other sources for this project, please list only the budget items to be funded by this internal grant.

For grants that are longer than one year, researchers must spend a minimum of 50% of their grant award in year one.

a) **Student Personnel**

- i) Undergraduate level (\$13-\$17/hr + 11.75% benefits)
- ii) Graduate level (\$17-\$21/hr + 11.75% benefits)
- iii) PhD level (\$21-\$25/hr + 11.75% benefits)

*Funds awarded in support of student salaries and benefits are non-transferable and are to be used only for the purposes proposed in the original application and specified in its budget.

Note: Students may not be paid through an internal grant to conduct research for their own work (e.g., thesis, directed studies).

b) **Professional Contract Services/Personnel**

Please be specific and provide sufficient detail, justification and backup for reasonable market rate (e.g. translation, transcribing, web development, software development).

c) **Travel & Related Costs**

- Travel must be essential to the proposed research in this application.
- Expenses for sojourning and for spouse and for family are not allowable
- Applicants are also reminded that faculty conference expenses are not eligible costs on an internal research grant. Please refer these applications to the Dean's Travel Committee in accordance with the procedures outlined in the Collective Agreement.

d) **Non-Disposable Equipment, Computer Hardware & Software**

Please list the specific items.

- The Purchasing Department must be consulted to obtain accurate quotes for Computer Hardware and Software and other appropriate items for any non-disposable capital items costing over \$100.00.
- Also note that items purchased on internal grant funds are the property of the university. Consequently, anticipated purchases of non-disposable equipment such as desktop PCs and laptops must be reviewed by IT&S for compatibility and for adherence to the Mount's Procurement Policy.
- All non-disposable capital equipment purchased must be registered with IT&S and receive an asset number.

e) **Materials, Supplies & Incidentals**

Please list the specific items.

f) **Other Expenses**

Please list the specific items.

Proceed to Form: CRP.FORM.012

Submission Process:

Hard copies will no longer be required, please submit the application package electronically to research@msvu.ca

Note: a maximum of 2 attachments are permitted for submission– you may submit only .PDF or .DOC documents in the following manner:

- One attachment containing only the application and one document containing all appendices (if applicable)
- or
- One attachment containing both the application and all appendices (if applicable)

All appendices must be clearly labeled and reflect how they are referenced in the application.