

Committee on Research and Publications (CRP)

CRP.INST.013 | SSHRC Exchange Grant

SSHRC Exchange Grants support small-scale knowledge exchange or mobilization activities that fall under SSHRC's mandate. These may include community engagement, workshops, seminars, dissemination activities, and digital KM initiatives both within and beyond the academic community.

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.'

Please note: 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
Briefly state the objectives of the research or activity proposed in this application.
- 2) **Rationale and Objectives** Max 1 page
 - a) List the purpose and/or objectives of the proposed project, including a rationale that explains the context and need for the proposed project or activities.
 - b) Explain the importance, originality and anticipated contribution to knowledge of the proposed activities.
 - c) Explain the relationship/relevance of the proposed activities to your ongoing research.
- 3) **Proposed Activities** Max 1 page
 - a) Provide a description and projected timeline for your SSHRC Exchange activities.
 - b) Please describe the intended audience for the proposed activities.

4) **Expected Outcomes** Max ½ page

Describe the significance and anticipated impact and/or outcomes of your proposed activities.

- a) How do you see this project leading to an external grant application?
- b) How do you see this project advancing your research program and agenda?
- c) How do you see this project advancing students' opportunities for further involvement in research?

5) **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 on please refer to Article 20.0 of the MSVU Faculty Collective Agreement, specifically, Articles 20.32 and 20.33.

6) **Proposed Project Participants**

- List all participants and their role in the project;
- Explain the relevance/significance of their participation in the project;
- Append CVs of all project partners (Max 2 pages each)

7) **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..

8) **Communication of Results** 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.

9) **Description of Student Involvement**

The CRP assumes that if 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) Number of students
- b) Detailed description of student role(s)

10) **Budget and Justification (up to \$2,500)**

- 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) **Materials, Supplies & Incidentals**

Please list the specific items.

e) **Other Expenses**

Please list the specific items.

Proceed to Form: CRP.FORM.013

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.