**Committee on Research and Publications (CRP)**

**CRP.FORM.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](http://www.msvu.ca/en/home/research/researchservices/grants/internalgrants/default.aspx) 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 Exchange 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.**

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| **Name(s) of Applicant(s)**  For eligibility, see [CRP.SOP.002](http://www.msvu.ca/site/media/msvu/CRP.SOP.002%20Eligibility.pdf) | Click or tap here to enter text. |
| **Department/Faculty** | Click or tap here to enter text. |
| **Title of Study** | Click or tap here to enter text. |
|  | |
| **Total Amount Requested (max $5,000)** | **$**Click or tap here to enter text. |

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| Insert Image of Researcher(s) Signature: | Date: Click or tap to enter a date. |

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| 1. **Abstract or Summary – max ½ page** |
| Click or tap here to enter text. |
| 1. **Rationale and Objectives** -- max 1 page |
| Click or tap here to enter text. |
| 1. **Proposed Activities –** Max 1 page |
| Click or tap here to enter text. |

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| 1. **Expected Outcomes** - max ½ page |
| Click or tap here to enter text. |
| 1. **Abbreviated C.V. – max 2 pages** |
| Click or tap here to enter text. |
| 1. **Proposed Project Partners** |
| * List all partners and their role in the project   Click or tap here to enter text.   * Explain the relevance/significance of their participation in the project;   Click or tap here to enter text.  \*Append CVs of all project partners |
| 1. **Research Ethics Certification** |
| Is ethics clearance required for this study?  ☐ Yes  ☐ No |
| 1. **Communication of Results – max ½ page** |
| I agree to contact my Library Liaison to discuss open access or on-line publishers prior to committing funds to ensure the legitimacy of the publisher.  I agree to acknowledge MSVU and SSHRC in any and all dissemination resulting from this grant.  Click or tap here to enter text. |
| 1. **Description of Student Involvement** |
| Click or tap here to enter text. |
| 1. **Budget and Justification** |
| *\**please note that the table below will expand to appear as an excel spreadsheet and will automatically calculate the total – **double click to access the table (click outside of the spreadsheet when finished to exit back to the form)**  **Important Notice: For grants that are longer than one year, researchers must spend a minimum of 50% of their grant award in year one.** |

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**Budget Justification**

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| **Student Personnel**  ☐Not Applicable, or  Click or tap here to enter text. |
| **Professional Contract Services/Personnel**  ☐Not Applicable, or  Click or tap here to enter text. |
| **Travel & Related Costs**  ☐Not Applicable, or  Click or tap here to enter text. |
| Click or tap here to enter text. |
| **Materials, Supplies & Incidentals**  ☐Not Applicable, or  Click or tap here to enter text. |
| **Other Expenses**  ☐Not Applicable, or  Click or tap here to enter text. |

**Submission Process:**

**Please submit the application package electronically to** [**research@msvu.ca**](mailto: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.**

Equity, Diversity, Inclusion, and Accessibility

**Dear Applicant:** As you know, MSVU released its Senate approved 5-year Research Strategic Plan (2023-2028) in January 2023. Our research strategic plan, as well as our overarching institutional strategic plan, are foregrounded in the principles of Equity, Diversity, Inclusion and Accessibility (EDIA) and the Truth and Reconciliation recommendations. In addition, MSVU is now a member of the Dimensions program which is also aimed at advancing EDI. The MSVU Research Office is interested in understanding how our researchers are responding to these institutional priorities. The information you provide will help the Research Office offer the best possible support for meeting these institutional priorities.

[MSVU Research Strategic Plan](https://www.msvu.ca/research-at-the-mount/about-us/research-office-strategic-plan)

[Truth and Reconciliation](https://www.msvu.ca/about-msvu/university-profile/strategic-plan/themes/truth-and-reconciliation/)

[MSVU Dimensions Action Plan](https://www.msvu.ca/research-at-the-mount/equity-diversity-and-inclusion-in-research/)

As an MSVU researcher, we are inviting you to voluntarily answer the following questions. Your responses to these questions will not be used to determine the outcome of the grant adjudication process. Rather, the responses will be anonymized, used to provide additional supports such as training, and will be included in our annual report to Senate.

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| In the space provided below, please explain how your research proposal incorporates EDIA  (e.g., the inclusion of historically underrepresented populations on the research team).  Not Applicable |
|  |
| In the space provided below, please explain how your research proposals incorporates one or more of the Truth and Reconciliation recommendations (e.g., considers Indigenous ways of knowing).  Not Applicable |
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| **Our Senate-approved MSVU Research Strategic Plan includes 5 strategic research pillars.** Please check the box beside the research pillar(s) that your research proposal involves (check all that apply) |
| **Pillar 1:** Gender, Sexuality, and the Advancement of Women and Girls, and other Historically Underrepresented populations. |
| **Pillar 2:** Intersectional Ways of Knowing and Knowledge Mobilization. |
| **Pillar 3:** Health, Wellness and Social Justice Across the Life course. |
| **Pillar 4:** Life, Computational, and Physical Sciences. |
| **Pillar 5:** Supporting the Research Lifecycle. (e.g., access to infrastructure, promotion of best practices) |

Thank you for your input!