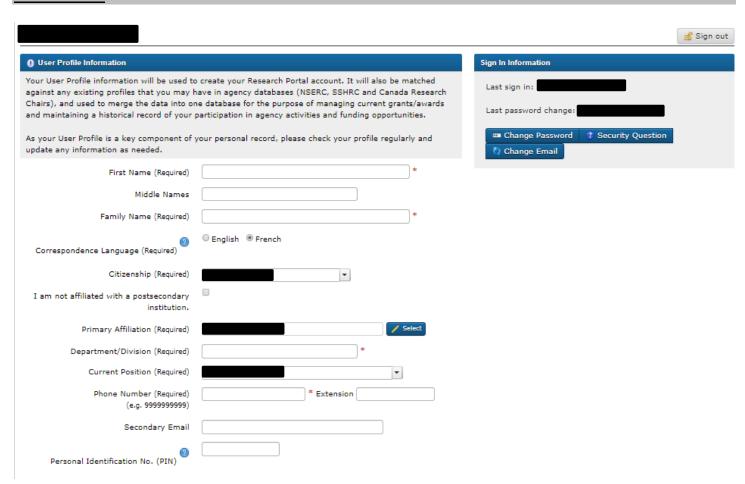


# 2020 Insight Development Grants Application Instructions

## **User Profile**



### Help bubbles:

Correspondence Language: The language in which you wish to receive your correspondence.

Personal Identification No. (PIN): Enter your PIN (NSERC Only). If unknown, leave blank.

## **Self Identification**

## Why we are asking you to self-identify

Equity, diversity and inclusivity (EDI) strengthen research communities and the quality, social relevance and impact of research. See the Presidents' <u>Open Letter to the Research Community</u>.

The questions are primarily based on the current standard used by Statistics Canada in the Census, and wording from the <u>Employment Equity Act</u>. If you have comments or suggestions regarding this data collection, please send to the relevant agency at:

NSERC: Miseequity-equitesng@nserc-crsng.gc.ca

SSHRC: Mequity-equite@sshrc-crsh.gc.ca

CIHR: Support@cihr-irsc.gc.ca

Applicants and co-applicants, as well as collaborators on SSHRC grants, are required to complete this form.

If you are not an applicant, co-applicant or SSHRC collaborator, please select:

This does not apply to me  $\square$ 

### **Privacy Notice**

The Research Portal supports the delivery of certain programs of the federal funding agencies. The information you provide in the self-identification section is collected under the respective authority of either the <u>NSERC Act</u>, <u>SSHRC Act</u>, or <u>CIHR Act</u> depending on the program.

The collection, use, disclosure, retention and disposal of your personal information are in accordance with the <u>Access to Information Act</u> and the <u>Privacy Act</u>. Your information will be managed in accordance with Treasury Board Secretariat policies, directives and guidelines on <u>information management</u> and <u>protection of personal information</u>, and with the agencies' retention and disposition schedules.

Self-identification information is collected on a **voluntary basis**. This information will be stored electronically in your User Profile and access is limited to agency staff on a need to know basis. Your User Profile self-identification information is **not** part of your application, and is neither accessible to, nor shared with, external reviewers and/or selection committee members in an identifiable form.

Choosing not to self-identify for these purposes will have no consequences for your application. In funding opportunities where an agency may offer special consideration for members of a designated equity group, applicants will be asked to provide their consent separately to use their self-identification information for that purpose.

Your data will be used for the purposes of program operations (including the recruitment of external individuals for merit review processes, where applicable) and planning, performance measurement and monitoring, evaluation and audits, and may be used in aggregate to report to government or to the public. Self-identification information will be reported in a form (e.g., aggregate) to ensure protection of the identity of any individual. Please also see the relevant agency's Personal Information Banks:

NSERC: PSU 941 and PSU 942 described in NSERC's Info Source.

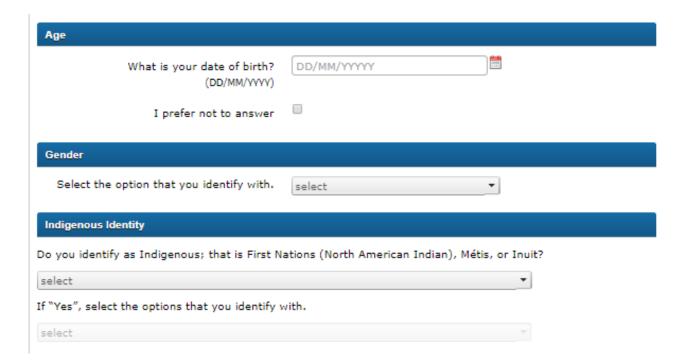
SSHRC: PSU 941, PSU 942, and PPU 055 described in SSHRC's Info Source.

CIHR: PSU 941, PSU 942 as described in CIHR's Info Source.

If you believe your personal information has been mishandled or have concerns about agency privacy practices, you have the right to file a complaint with the Office of the Privacy Commissioner. For more information about your rights under the Privacy Act, about our privacy practices or to access or correct your personal information, please contact the relevant agency's ATIP office:

- NSERC's ATIP Coordinator.
- · SSHRC's ATIP Coordinator.
- · CIHR's ATIP Coordinator.

By voluntarily submitting your self-identification information, you are confirming that you have read and understood this Privacy Notice Statement and agree to provide your personal information in accordance with it.



### Disabilities

Do you identify as a person with a disability?

Note: Person with a disability is a person who has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and:

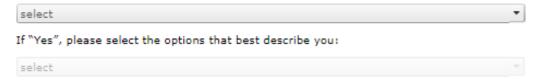
- · Who considers themselves to be disadvantaged in employment by reason of that impairment, or
- Who believes that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment; and
- Includes persons whose functional limitations owing to their impairment may have been accommodated
  in their current job or workplace.



#### Visible Minorities

Do you identify as a member of a visible minority in Canada?

Note: Visible minority refers to whether a person belongs to a visible minority group as defined by the Employment Equity Act and, if so, the visible minority group to which the person belongs. The Employment Equity Act defines visible minorities as "persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour".



### **Hyperlinks:**

Open letter to the research community

**Employment Equity Act** 

nseequity-equitesng@nserc-crsng.gc.ca

equity-equite@sshrc-crsh.qc.ca

support@cihr-irsc.gc.ca

**NSERC Act** 

**SSHRC Act** 

**CIHR Act** 

Access to information Act

**Privacy Act** 

Information management

Protection of personal information

**NSERC Info Source** 

**SSHRC Info Source** 

**CIHR Info Source** 

To file a complaint

Office of the Privacy Commissioner

**NSERC's ATIP Coordinator** 

SSHRC's ATIP Coordinator

CIHR's ATIP Coordinator

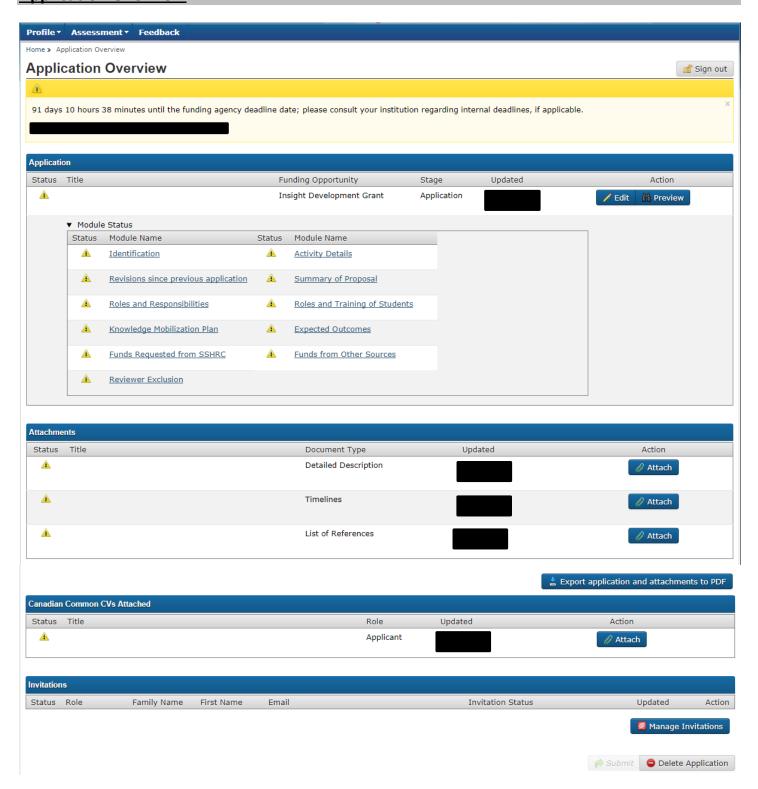
## **Eligibility Profile**

Profile ▼ Feedback Home » Eligibility Profile **Eligibility Profile** g Sign out 1. Did you, in 2019, apply for an Insight Grant? If yes: The objectives described in your current proposal must be substantially different from those in your Insight Grants proposal (see multiple applications regulations). 2. Do you currently hold an Insight Development Grant? If yes: A current grant holder may only submit a new application for the same type of grant if doing so in the year in which they receive the final installment of their existing grant (see multiple applications regulations). 3. Are you currently a doctoral student? a. Will you have met all requirements for the PhD before the grant is awarded (i.e., before June 1, 2020), including all course work and successful defense of your b. Will you have established a formal affiliation with an eligible Canadian postsecondary institution within three months of the grant start date (i.e., by September c. Will the affiliation be maintained for the duration of the grant? a. Note: Students enrolled in a program of study are not eligible to apply for an Insight Development Grant. 4. Are you currently a postdoctoral fellow/researcher? If yes: a. Will you have formally established an affiliation with an eligible Canadian postsecondary institution within three months of the grant start date (i.e., by September 2020)? b. Will the affiliation be maintained for the duration of the grant?

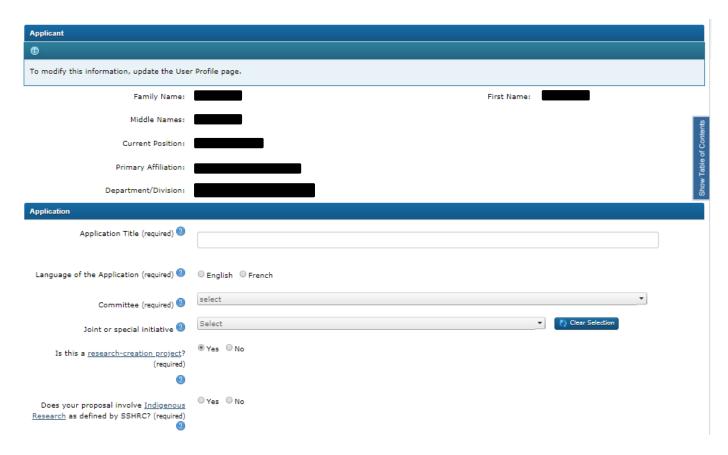
### **Hyperlinks:**

Multiple applications regulations
Eligible Canadian postsecondary institution
Insight Development Grant

## **Application Overview**



### Identification



### Help bubbles:

<u>Application title</u>: Provide a short and descriptive title for your proposal in non-technical terms. This title may be used for publication purposes. Restrict use of acronyms (e.g., DNA, NATO, etc.). Use uppercase for only the first word of the title, proper nouns and acronyms.

<u>Language of the Application</u>: Select the language of the application.

<u>Committee</u>: Select the committee representing the research field most appropriate to the subject and discipline of your proposal.

<u>Joint or special initiative</u>: If you want your project to be considered for any of the initiatives listed, select the appropriate option. For more information, see your funding opportunity description.

<u>Is this a research-creation project?</u> SSHRC strongly suggests that before you select "Yes", you refer to the definition of <u>research-creation</u> for more information and examples of fields involving research-creation. If you select "Yes", please refer to <u>SSHRC's Resource Centre</u> for information helpful in preparing research-creation-related applications. You must also select the Fine Arts, Research-creation committee from the "Committee" drop-down list and complete the Research-Creation Support Material module.

<u>Does your proposal involve Indigenous research</u> as defined by <u>SSHRC?</u> Select "yes" if you wish to signal the adjudication committee that your application should be reviewed in the context of SSHRC's definition of Indigenous research and its Guidelines for the Merit Review of Indigenous Research.

## Joint or special initiative – Department of National Defence



## **Scholar Type**

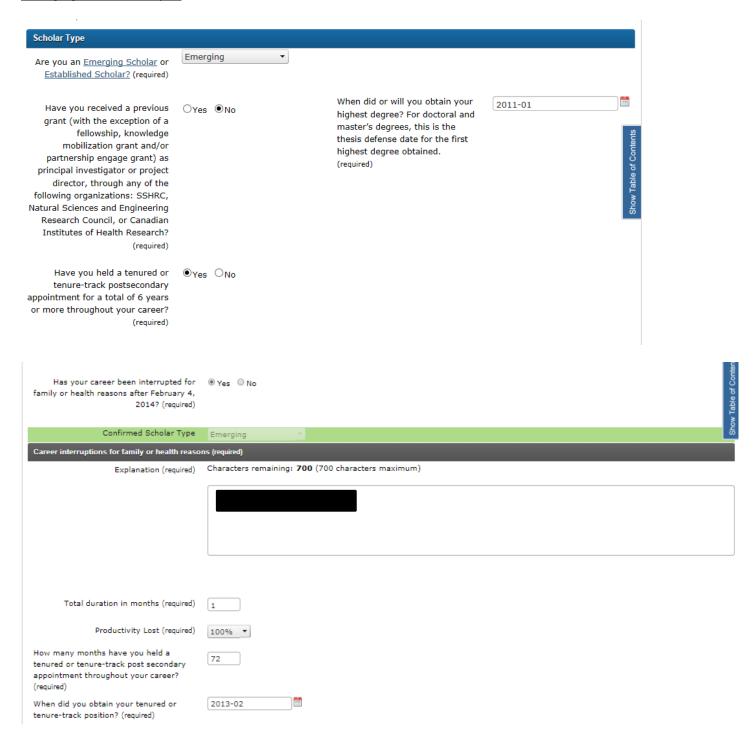


## **Hyperlinks:**

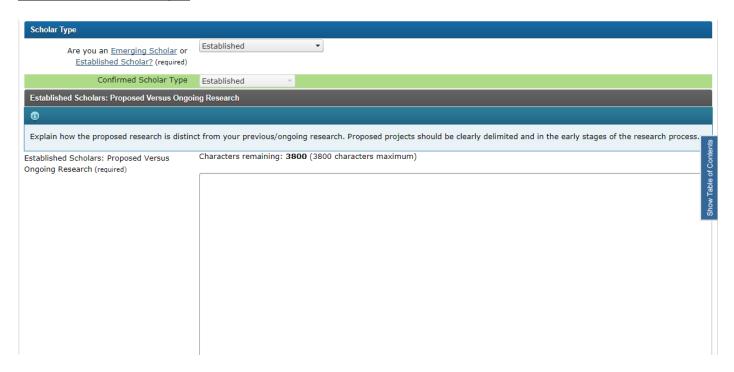
Emerging Scholar
Established Scholar

**Note:** The form will confirm if the applicant meets the criteria to be considered an emerging scholar.

### **Emerging scholar example:**



### Established scholar example:



### **Administering Organization**



### **Help bubbles:**

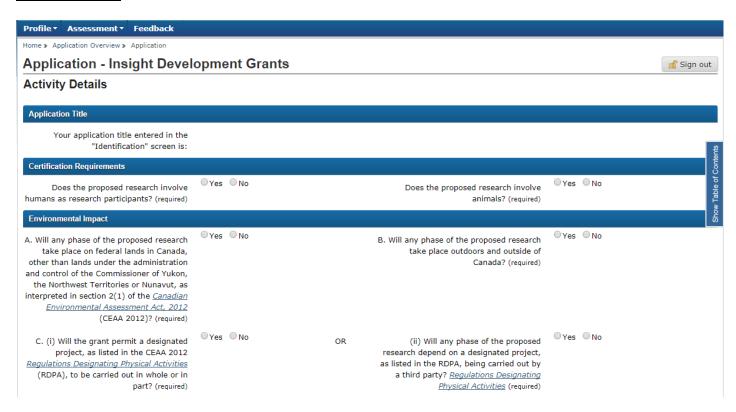
Organization: Postdoctoral researchers and doctoral students may leave this field blank.

<u>Department/Division</u>: Select one option from the drop-down list. Postdoctoral researchers and doctoral students may leave this field blank.

### **Hyperlinks:**

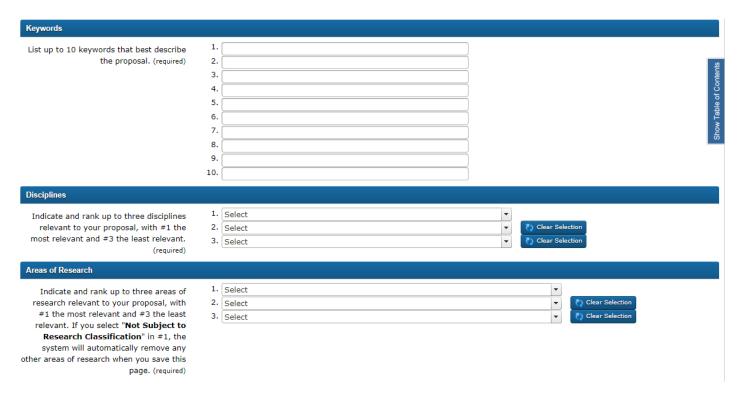
<u>institutional.eligibility@sshrc-crsh.gc.ca</u> <u>Institutional Eligibility – Guidelines and Requirements</u>

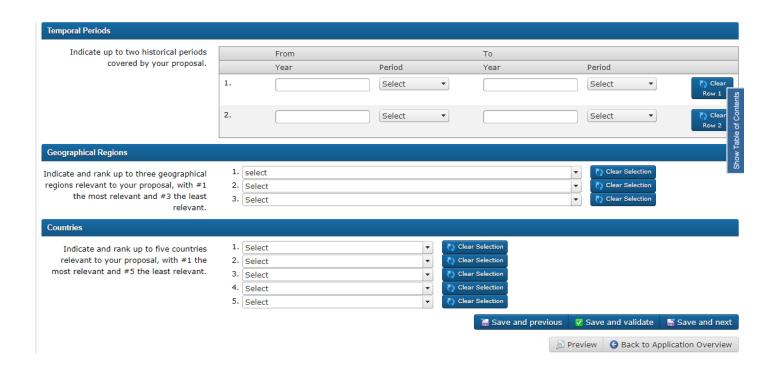
### **Activity Details**



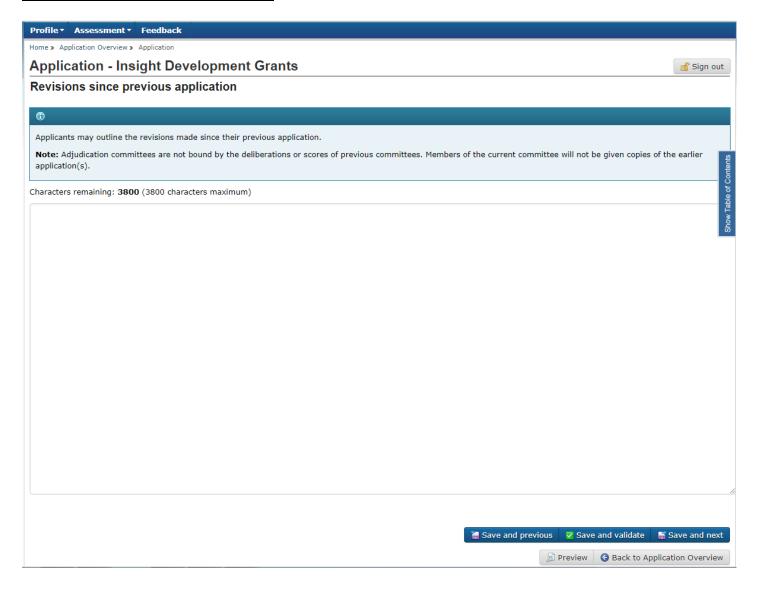
### Hyperlinks:

<u>Canadian Environmental Assessment Act. 2012</u> <u>Regulations Designating Physical Activities</u>

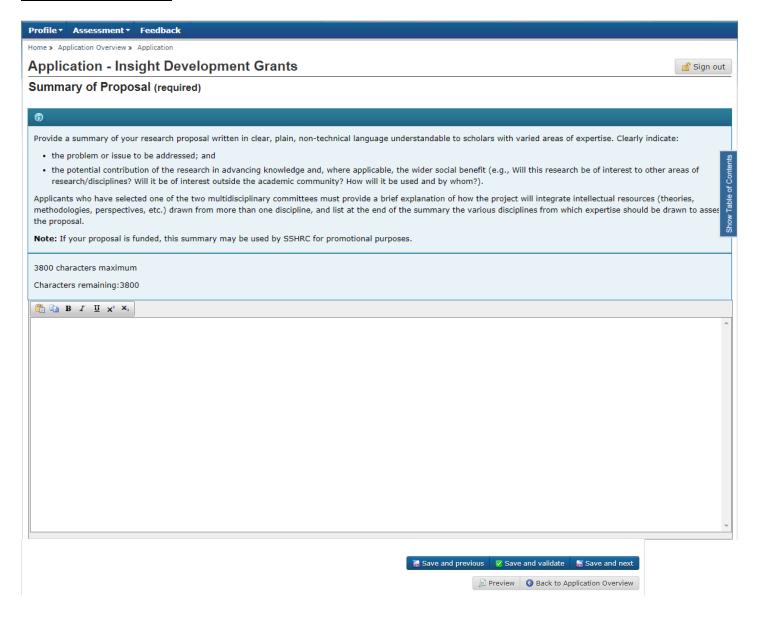




## **Revisions since previous application**



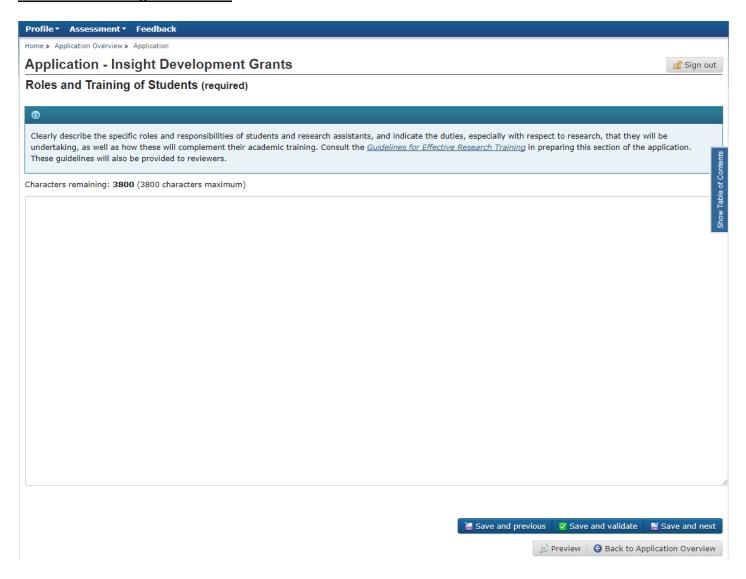
## **Summary of Proposal**



## **Roles and Responsibilities**

## **Application - Insight Development Grants** ≝ Sign out Roles and Responsibilities (required) 0 Describe: Show Table of Conte 1. the relative roles, responsibilities and contributions of the applicant, and of any co-applicants and collaborators (if applicable, clearly outline the rationale for international 2. for team applications: the relative proportion (in percentage) of each member's contribution to the proposed project; 3. the proportion of time to be spent on this project in relation to any other ongoing research projects or programs (excluding prospective grants); and 4. if the project involves community participants such as knowledge users, the support provided by the community, and the applicant's ties with said communities. Note: For team applications, if the adjudication committee determines that the applicant is not responsible for, or equipped to exercise, the leadership of the research, the Feasibility score may be lowered. Characters remaining: 7600 (7600 characters maximum) ☐ Save and previous ✓ Save and validate ☐ Save and next

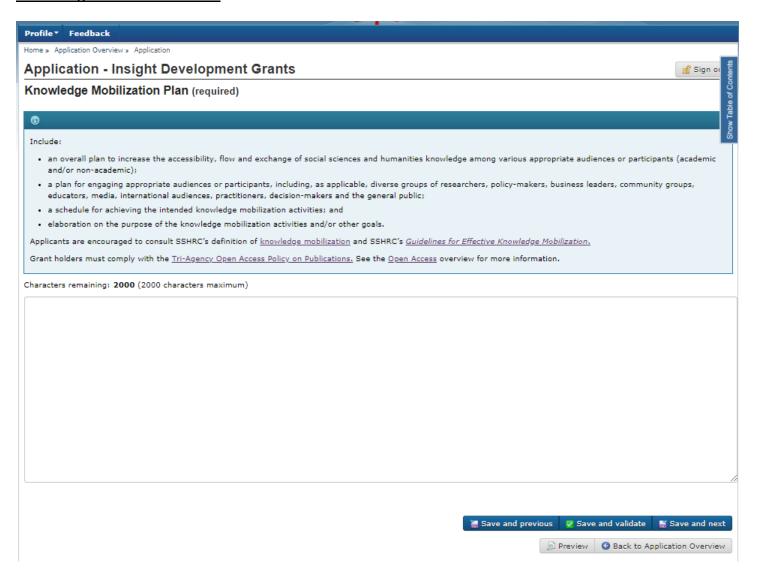
## **Roles and Training of Students**



## **Hyperlink:**

**Guidelines for Effective Research Training** 

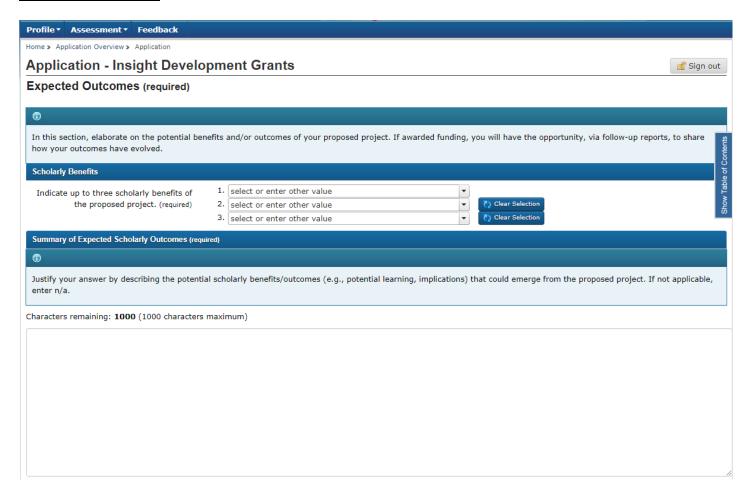
## **Knowledge Mobilization Plan**



## **Hyperlinks:**

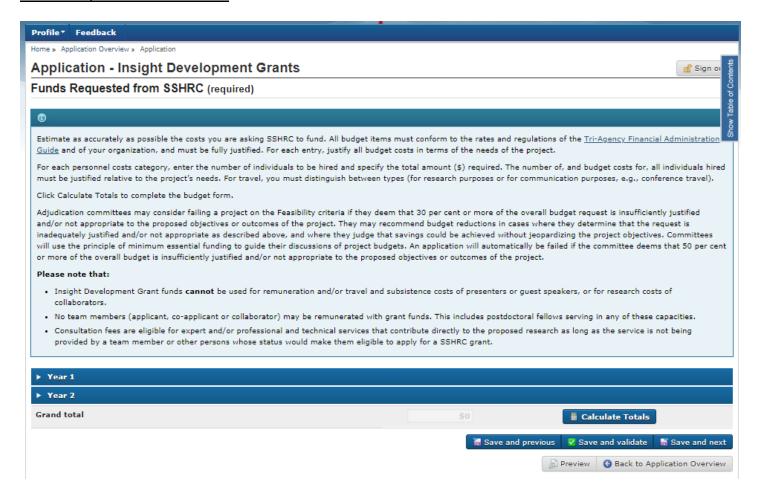
Knowledge Mobilization
Guidelines for effective knowledge mobilization
Tri-Agency Open Access Policy on Publications
Open Access

## **Expected Outcomes**





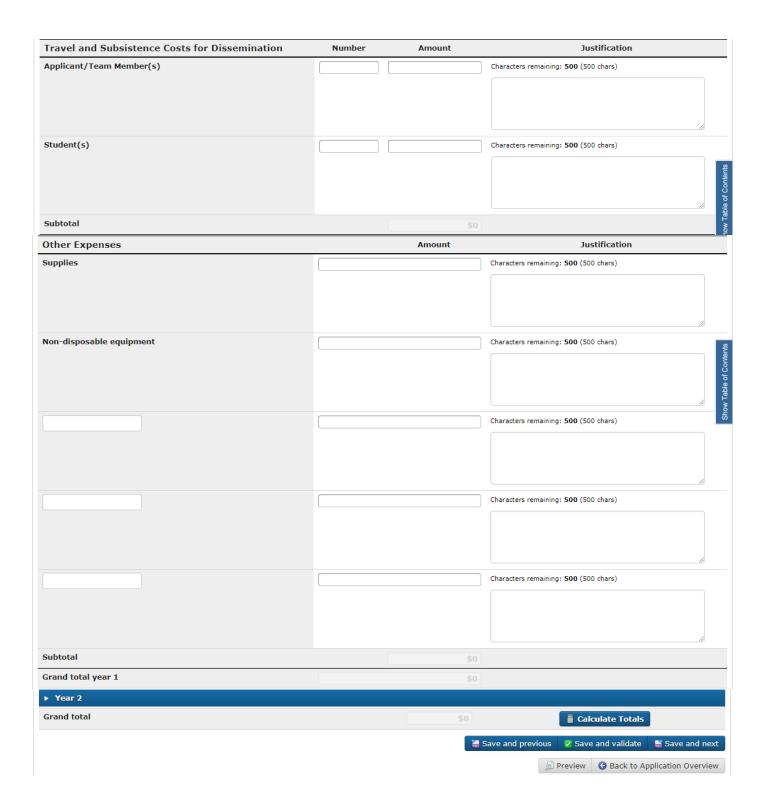
### **Funds Requested from SSHRC**



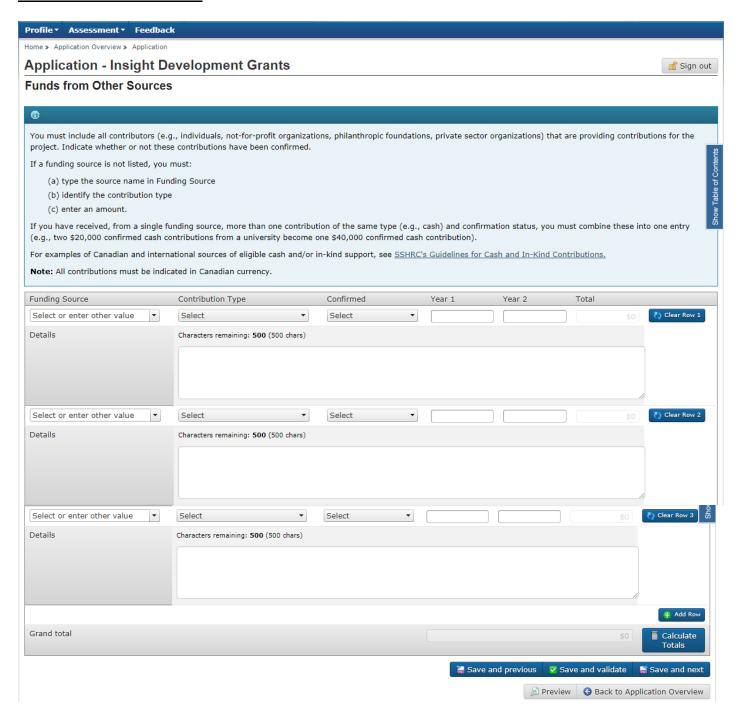
### Hyperlink:

Tri-Agency Financial Administration Guide

▼ Year 1			
Personnel costs			
Student salaries and benefits/Stipends	Number	Amount	Justification
Undergraduate			Characters remaining: 500 (500 chars)
Masters			Characters remaining: 500 (500 chars)
Doctoral			Characters remaining: 500 (500 chars)
Subtotal		\$0	
Non student salaries	Number	Amount	Justification
Professional/Technical Services			Characters remaining: 500 (500 chars)  Characters remaining: 500 (500 chars)  Characters remaining: 500 (500 chars)
Other			Characters remaining: 500 (500 chars)
Subtotal		\$0	
Travel and Subsistence Costs for Research	Number	Amount	Justification
Applicant/Team Member(s)			Characters remaining: 500 (500 chars)
Student(s) Subtotal			Characters remaining: 500 (500 chars)
Subtotal		\$0	



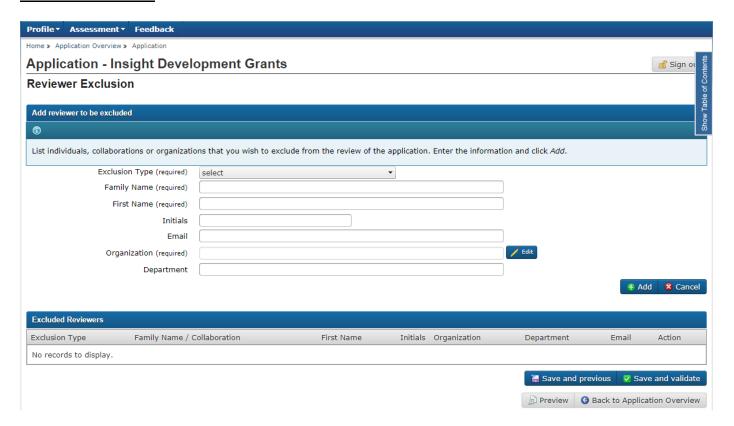
## **Funds from Other Sources**



### Hyperlink:

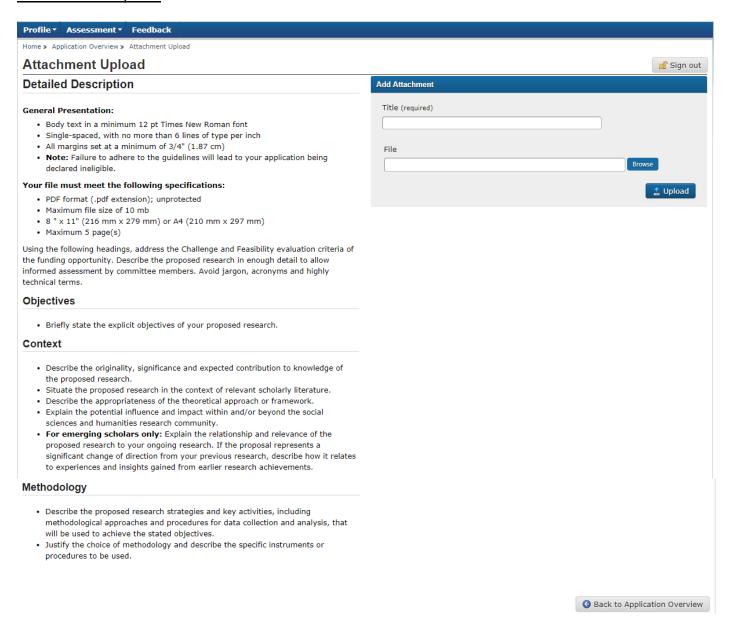
SSHRC's Guidelines for Cash and In-Kind Contributions

## **Reviewer Exclusion**

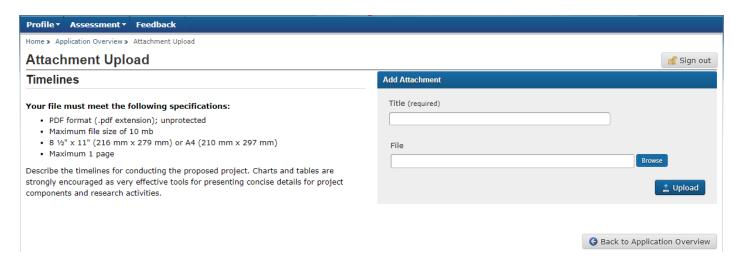


## **Attachments**

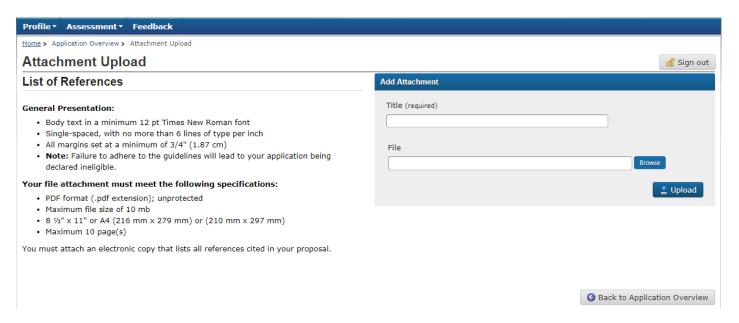
## **Detailed Description**



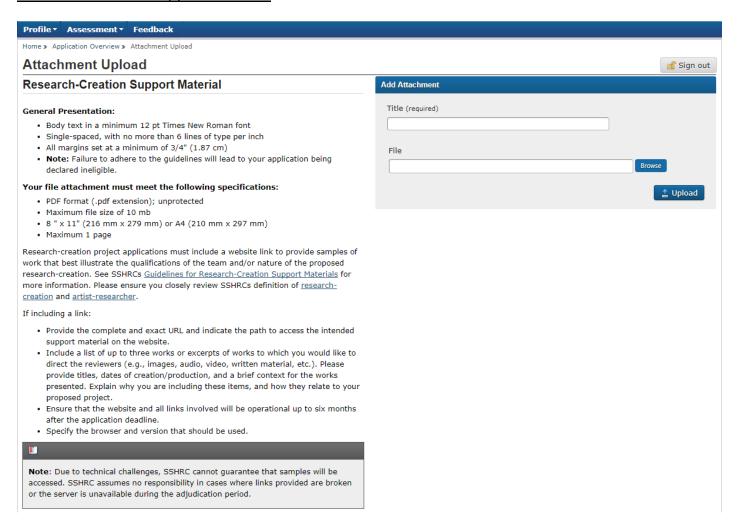
## **Timelines**



## **List of References**



### **Research-Creation Support Material**



### Hyperlinks:

<u>Guidelines for Research-Creation Support Materials</u>
<u>Research-creation</u>
<u>Artist-researcher</u>

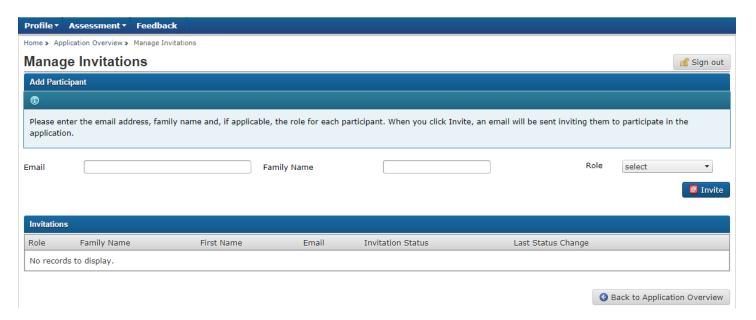
## **Canadian Common CV**

### Canadian Common CV Upload 🔐 Sign out Add New Canadian Common CV See the SSHRC Canadian Common CV (CCV) instructions document found on the CCV website. This document will be visible once the SSHRC CCV has been loaded. Confirmation Number: Note: To successfully upload your CCV, the first name and family name used to create your CCV site account must be identical to those used to create your 1 Upload Research Portal account. As well, the email address used to create your Research Portal account must be identical to at least one of the emails you listed on the CCV **Uploaded Canadian Common CV** site (i.e., the email used to create your CCV account, or any of the emails you included in the Email section of your CCV). File Title Date Uploaded Action Research Portal: To change your family name, first name and/or email address, go CCV: To change your family name, first name and/or email address, log into the CCV and click "Account" in the top menu bar. To change any other email addresses included in your CCV, go to the Email section of the relevant CCV template. G Back to Application Overview

### Hyperlink:

### Instructions

### **Participant Invitations**



## **Contact Us**

**Technical questions:** 

Tel.: 613-995-4273,

Email: webgrant@sshrc-crsh.gc.ca

**Funding opportunity questions:** 

Tel.: 613-996-6976,

Email: insightdevelopment@sshrc-crsh.gc.ca