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# SSHRC INSIGHT DEVELOPMENT GRANT GUIDELINES

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## OVERVIEW OF THE PROGRAM

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Insight Development Grants (IDGs) provide **up to \$75,000 over one or two years** to support research in its initial stages. The grants enable the development of new research questions, as well as experimentation with new methods, theoretical approaches and/or ideas. Proposed projects may involve, but are not limited to, the following types of research activities:

- Case studies
- Pilot initiatives
- Critical analyses of existing research

Projects may be conducted by individuals or informal teams, including national and international collaboration and may explore new ways of producing, structuring and mobilizing knowledge within and across disciplines.

Within the IDG funding opportunity, funding is available for two distinct categories of scholars: **emerging scholars** and **established scholars**. At least 50% of the available funding is reserved for projects submitted by emerging scholars.

IDG proposals are expected to respond to the objectives put forward in the call for proposals for the Insight program, namely to:

- Build knowledge and understanding from disciplinary, interdisciplinary and/or cross-sector perspectives through support for the best researchers.
- Support new approaches to research on complex and important topics, including those that transcend the capacity of any one scholar, institution or discipline.
- Provide a high-quality research training experience for students.
- Fund research expertise that relates to societal challenges and opportunities.
- Mobilize research knowledge, to and from academic and non-academic audiences, with the potential to lead to intellectual, cultural, social and economic influence, benefit and impact.

IDGs foster research in its early stages, but are not intended to support large-scale initiatives. Long-term support for research is offered through SSHRC's Insight Grants. NOTE: A researcher cannot apply for both an Insight Development Grant and an Insight Grant in the same calendar year.

In the 2019 IDG competition UofT had an overall success rate of 63% (for emerging scholars 69% or 27/39; established scholars 52% or 10/19). The national success rate was 50% and U of T submitted 58 of 1,128 applications received by SSHRC.

Please note that SSHRC provides a detailed description of the evaluation criteria in the funding opportunity description, and the application form itself provides explicit instructions on how to complete each section. Please be sure to read those instructions thoroughly – these tips do not replace the information provided by SSHRC.

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## GENERAL TIPS FOR THE SSHRC ONLINE APPLICATION FORM

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**Textboxes:** Do not rely on the character counter. Please save your data and use the Preview function to ensure that all text is visible in the textbox and looks the way you want it to. Some text boxes accept plain text only,

**Attachments:** SSHRC's software will not allow you to *Validate* if you have not attached a document where required, or if your document is too long. It cannot detect whether the document attached is the correct one. Please ensure that the correct version of each attachment has been uploaded; SSHRC has disqualified applications in the past when a required section was missing because the wrong document was attached. Ensure all sections are validated; you can edit and validate again as often as necessary.

**SSHRC's formatting specifications** must be followed or applications may be disqualified:

- Observe the SSHRC page limit for each attachment
- Page size is 8 ½" x 11" ((216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Attachments must be in PDF format, unprotected
- Maximum file size for each attachment is 10mb
- Body text in minimum 12 point Times New Roman
- Single-spaced, maximum of 6 lines per inch
- Minimum ¾" (1.87 cm) margin on each side

There is no need to put your name at the top of each page or use page numbers.

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## EDITORIAL ADVICE ON SPECIFIC SECTIONS

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### **IDENTIFICATION**

#### **COMMITTEE**

Choose the committee which most closely represents the subject and discipline of the proposal. Please note that for each committee SSHRC may create several sub-committees, discipline-based where numbers of applications warrant, or based on groups of disciplines, and they may create sub-committees for Aboriginal research and research-creation applications. In addition, SSHRC offers the choice of a multi-disciplinary Humanities or Social Science committee.

If you select multi-disciplinary adjudication, be sure to indicate the various disciplines/areas of research from which expertise should be drawn to assess the research proposal.

#### **JOINT OR SPECIAL INITIATIVE**

Joint initiatives offered by partner organizations and SSHRC invite proposals for research in specific areas to be submitted through the IDG competition; initiatives include the [Department of National Defence research initiative](#) and Societal Implications in Genomics Research. If you wish your proposal to be considered for one these initiatives, select the appropriate initiative on the application identification page and contact SSHRC program staff for further information.

Note that the Sports Participation Research Initiative is not available in the IDG.

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## **RESEARCH-CREATION**

SSHRC defines research-creation as including elements of artistic practice and expression: if you are considering selecting this option please read the [SSHRC definition](#).

## **SCHOLAR TYPE**

Note that having applied successfully for past SSHRC/NSERC/CIHR grant funding will make you ineligible to apply as an emerging scholar, with the exception that you may have previously held or currently hold knowledge mobilization grants, including the SSHRC Connection Grant (*this exception was introduced in 2017*).

## **ACTIVITY DETAILS**

The required information includes whether the proposed research involves humans as research participants, or involves animals. You do not need to have an approved protocol in order to apply, but if the application is successful, ethics approval must be in place before funds can be disbursed.

## **REVISIONS SINCE PREVIOUS APPLICATION**

This section is optional, but can be used effectively if you are re-submitting, for example, if past critiques lead you to anticipate certain criticisms. The tone of the response is very important – it's a good idea to have others read it to ensure that it is courteous and positive. Committee members will not be given previous submissions. This section can be used to indicate how feedback has been used to strengthen the proposal. You can usefully highlight praise of the earlier proposal. You can also address aspects of the previous proposal which were misinterpreted, if you have addressed this in the main proposal but wish to ensure that your decisions are understood (3800 characters).

## **SUMMARY OF PROPOSAL**

**The summary is the first impression you make on reviewers** (3800 characters).

It's the one section all committee members will read, and many use it to refresh their memories before reaching consensus on scoring your application.

- Successful grant writers sometimes start with the summary (as a scaffold) and then go back and revise as the proposal takes shape.
- Use plain language and make it compelling.
- Avoid cutting and pasting text from your detailed description: readers encountering the text again in the detailed description may read less closely.
- Have as many people as possible read the summary, including non-specialists, and revise it until everyone says it is crystal clear.

When writing your summary be sure that it answers the following questions:

- What are the challenges and issues to be addressed and why are they important?
- What are the overall goals and the main objectives of the proposed project?
- Why are you the right person/team to do it?
- What will be the benefit and impact, within and beyond the academic community?
- Why does this proposed research matter? Why does it need to be done? Why now?

**Multidisciplinary Review:** If you have selected one of the two multidisciplinary committees, provide in the Summary a brief explanation of how the project will integrate intellectual resources (theories, methodologies, perspectives, etc.) drawn from more than one discipline, and list at the end of the Summary the various disciplines from which expertise should be drawn to assess the proposal. Where necessary SSHRC may include a reader with the required expertise from another committee.

NB: In all sections of the proposal, and especially the Summary and Detailed Description, note that many committees may contain reviewers from other disciplines—in some cases even some assigned readers may be generalists--and that *there is no external review of the proposal*. Define all key terms and do not assume that anything is obvious, e.g. choice of methodology; novelty/significance/impact; or which are the top-tier journals and conferences.

### **ESTABLISHED SCHOLARS: PROPOSED VERSUS ONGOING RESEARCH**

(Only required for Established Scholars, 3800 characters) Explain how the proposed research is distinct from your previous/ongoing research. Proposed projects should be clearly delimited and in the early stages of the research process.

- The project must explore new research questions and/or approaches; explain clearly how they are distinct from your previous/ongoing research. It must also be clear that the project fits the objectives of the IDG funding opportunity.

### **ROLES AND RESPONSIBILITIES**

If you have co-applicants/collaborators, describe why a team approach is required (7600 characters).

- Indicate the roles and responsibilities of each member; and the value added by each.
- Use percentages to show the proportion of the project for which each researcher is responsible.
- Co-applicants' CVs are included in the scoring for Capability.
- Collaborators do not include CVs; use this section to ensure that their role and capacity to provide the necessary contribution is clear.
- If you have a co-applicant who is an established researcher, clearly explain their contribution. Clearly outline the rationale for any international collaboration.
- Ensure that your methodology is supported by the areas of expertise of your research team; demonstrate clearly that your team possesses the necessary expertise.
- Prove leadership.

If you are the sole member of the research team, you may use this section to respond to the evaluation subcriteria on expertise and capability.

### **ROLES AND TRAINING OF STUDENTS**

In this section you describe your plans for training and mentoring, and link these plans to your project and its objectives. This section contributes to the score for Challenge, which is weighted at 50% of the total (3800 characters).

- Ensure that you describe what the students will be doing, what they will learn and how they will benefit from participation.

- How will they be supervised?
- Will there be opportunities for co-authorship?
- Are tasks assigned at the appropriate levels?
- Student training is provided by helping the PI accomplish the project activities; activities must relate to the objectives of the project
- If appropriate, note whether you have access to students who possess specialized skills.
- Read SSHRC's Guidelines for Effective Research Training ([http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/effective\\_research\\_training-formation\\_en\\_recherche\\_efficace-eng.aspx](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/effective_research_training-formation_en_recherche_efficace-eng.aspx)), which will also be read by the reviewers.

## **KNOWLEDGE MOBILIZATION**

In this section you must convince SSHRC that you have solid plans to facilitate the multidirectional flow of knowledge enabling benefits and impacts of research beyond campus (2000 characters).

- What is your plan for increasing the accessibility, flow and exchange of knowledge among various appropriate audiences (academic and/or non-academic)?
- Give concrete examples, highlight unique initiatives, and elaborate on the purpose of the activity if necessary.
- Who is the audience for knowledge mobilization (including, as applicable, diverse groups of researchers, policy-makers, business leaders, community groups, educators, media, international audiences, practitioners, decision-makers and the general public).
- What is the schedule for the KM activities? Be realistic.
- Be sure to indicate how you will comply with the *Tri-Agency Open Access Policy on Publications*. Please note that this only applies to peer-reviewed journal publications.
- SSHRC encourages researchers to manage data arising from their research, in accordance with both community standards and best practices, and to preserve and provide access to their data as per SSHRC's *Research Data Archiving Policy* and *Tri-Agency Statement of Principles on Digital Data Management*. If relevant describe your data management plan. For resources, see <https://onerech.library.utoronto.ca/researchdata>

## **EXPECTED OUTCOMES**

Scholarly Benefits/Societal Benefits/Potential Target Audiences (1000 characters each).

Use the drop down lists and text boxes to indicate the significance, contribution and impact of the project, which will be evaluated under the Challenge criterion. SSHRC has a final Achievement Report which will allow you to comment on the actual outcomes.

## **FUNDS REQUESTED FROM SSHRC AND BUDGET JUSTIFICATION**

Here you must convince SSHRC of the quality of your financial planning and your justification of the proposed expenditures. The Feasibility criterion includes appropriateness of the requested budget and justification of the proposed costs. Although it only counts for 20% of the overall score, a proposal must receive a passing mark in Feasibility for the application to be potentially fundable, and a low score will lower the ranking of a proposal with otherwise strong scores.

Your proposal will be evaluated by a committee which is considering a group of applications: ensure that your requested budget is in line with what is being requested in your discipline. Check with past grantees, consult the SSHRC website for past competition results, and if necessary contact a SSHRC program officer.

Read the Tri-Agency Use of Grant Funds guidelines for eligible and ineligible SSHRC expenses, at [http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions\\_eng.asp](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp)

- Use the text box (500 characters) for each budget line to fully justify those expenses.
- Ensure that all expenses are fully detailed and justified and expenses align with your activities/outcomes.
- Ensure that your budget reflects closely the methodology described in the proposal.
- Do not include overhead.
- Avoid math errors.
- Do not include any ineligible expenses.

*Personnel Costs* (student and trainee salaries/stipends, non-student salaries)

- Avoid hiring non-students without a clear justification.
- Students may be paid by stipend or hourly: if by stipend, it must be justified by their role; if hourly, indicate that the total rate includes benefits and vacation pay.

Stipend (training)	Financial support given to a recipient of a training award, or provided by a grantee to a trainee, to support them while they are working on their research thesis and/or gaining research experience.
Salary (research personnel)	Remuneration for work performed by research personnel, in accordance with institutional employment contracts or collective agreements, where applicable.

- Explain what each student will be doing during each period.
- If a post-doc is receiving compensation from the grant, they cannot be listed as a collaborator.
- Fees paid to research subjects; e.g. modest incentives for participation where acceptable such as gift cards.

*Travel and subsistence* (research and dissemination)

- Explain how each budget item is calculated: e.g. number of people x (airfare + local transportation + ((hotel + per diem) x number of nights)); and explain why each trip is necessary. Indicate the significance of conferences and the reason for travel to a particular destination.
- Use the UofT per diem rates (at <http://www.finance.utoronto.ca/gtfm/travel/rates.htm>) (\$55 within Canada and \$75 abroad).
- Avoid including items that are not clearly related to the project e.g. travel for dissemination early in the project (for emerging scholars who may be developing a program of research, please ensure such travel is clearly justified by the project's needs).
- Avoid multiple trips to one destination without justification.
- Travel must be claimed at the lowest rate available.

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- Distinguish between research and dissemination travel.
- Collaborators for whom travel costs are claimed must be included in the application.
- If making multiple conference presentations, explain why (e.g. different audiences).
- Costs associated with a workshop related to project objectives are eligible, and travel and subsistence can be claimed for participants, but this cannot be the primary objective of the grant.

*Other expenses* (supplies, non-disposable equipment, other)

- Cell phones are only allowed if needed for data collection or safety.
- Tablets are now allowed, if necessary for the project – if you are including them you must demonstrate that they are essential and the most effective use of the funds.
- Do not include ineligible items or items normally provided by the institution, including file folders, pens etc. (consult the SSHRC checklist at [http://www.nserc-crsng.gc.ca/doc/Professors-Professeurs/ExpenseSupplies-DepensesArticles\\_eng.pdf](http://www.nserc-crsng.gc.ca/doc/Professors-Professeurs/ExpenseSupplies-DepensesArticles_eng.pdf)).
- Article processing charges are an eligible expense where justified. Open access fees are an eligible expense, but be sure to justify the number of contributions and the choice of journal. Be realistic about the kind of journal in which you expect to publish, and explain if a journal which charges OA fees is the only option.

**IMPORTANT!** An application will be declared ineligible if it is determined that over 30% of the budget is for ineligible expenses. In addition to items mentioned in the Financial Administration Guidelines above, for the IDG ineligible costs include conference organization, remuneration or travel and subsistence costs of presenters or guest speakers. Projects whose primary objective is organization of a conference or workshop, digitization of a collection, or the creation of a database are not eligible for funding.

Adjudication committees may consider failing a project on the Feasibility criteria if they deem that 30 per cent or more of the overall budget request is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project, and they must fail it if the level reaches 50 per cent. They may recommend budget reductions in cases where they determine that the request is inadequately justified and/or not appropriate as described above, and where they judge that savings could be achieved without jeopardizing the project objectives.

Committees will use the principle of **minimum essential funding** to guide their discussions of project budgets. Please note that a budget which the committee considers inadequate for the project may also receive lower scores for Feasibility.

## **FUNDS FROM OTHER SOURCES**

You must include all contributors (e.g., individuals, not-for-profit organizations, philanthropic foundations, private sector organizations) that are providing contributions for the project. Indicate whether or not these contributions have been confirmed.

## **REVIEWER EXCLUSION**

You may request that one or more individuals not be selected as readers; for each, list their name and organization. This information will be kept confidential by program staff.

Note that the exclusion type “Collaboration” refers to large research groups that work on specific projects.

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## **ATTACHMENTS**

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Ensure attachments uploaded are formatted as per SSHRC instructions or your application may be deemed ineligible. Check that the correct version of each attachment has been uploaded in the correct location before you submit.

## **DETAILED DESCRIPTION**

Highlight the headings Objectives/Context/Methodology (5 pages maximum).

This is where you describe your planned research and its theoretical framework. Ensure that you have addressed all the evaluation criteria listed in the funding opportunity. In this funding opportunity 50% of the score is based on the Challenge criterion, which draws mainly on this section, and this section also contributes to Feasibility (20%).

IDG applications are not reviewed by external assessors. It’s a good idea to take extra care to explain all terms and ensure that your methodology is described in detail and clearly linked to your objectives. Avoid jargon and acronyms.

Be sure to state the explicit objectives of your research and explain its originality, significance and contribution to knowledge. Situate it in the context of the relevant scholarly literature and describe the theoretical approach or framework. Describe the proposed research strategies and activities and relate them to the objectives. Clearly justify your choice of methodology and explain any specific instruments or procedures. Ensure that your literature review is complete and up-to-date.

Use the headings SSHRC requests (Objectives, Context, Methodology) and other headings as needed, to make it easy for the readers to understand and remember your proposal and find the content that they need in order to evaluate it.

For established scholars, please ensure that you communicate clearly how the project meets SSHRC’s criteria; that it is new but is also feasible.

Highlight the most important statements in bold or italics; it will help convey significance and allow reviewers to quickly reference keywords/statements.

*Tools* Up to \$7,000 may be requested for development of a research tool which is not a routine component of a research project (e.g. not a survey or a questionnaire), as described in SSHRC’s Guidelines for Support of Tools for Research and Related Activities, at [http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/support\\_tools\\_soutien\\_outils-eng.aspx](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/support_tools_soutien_outils-eng.aspx). If you need further information on the eligibility of a proposed tool, please contact a SSHRC program officer for your Research Group as listed in the funding opportunity description.

## **TIMELINES**

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This section constitutes a mandatory one page attachment and contributes mostly to the Feasibility criterion. Use this to complement the information on methodology in the Detailed Description. Any format is suitable, provided it meets SSHRC's presentation specifications- charts and tables are encouraged. Depending upon the number of time divisions and how much text you wish to include for each, formats to consider include a Gantt chart (1 page).

## **LIST OF REFERENCES**

Cite all references used in your proposal (10 pages maximum).

Do not add any other documentation (e.g. letters of support) to any of these sections. They will be removed from the application.

## **RESEARCH-CREATION SUPPORT MATERIAL**

Research-creation project applications must include a one-page attachment with a website link to provide up to three samples of work that best illustrate the qualifications of the team and/or nature of the proposed research-creation. See [SSHRC's webpage on preparing an application involving research-creation](#) for more information. Please ensure you closely review SSHRC's definitions of research-creation and artist-researcher.

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## **FREQUENTLY ASKED QUESTIONS**

### **Q. I know that the IDG application uses the Research Portal, where can I find help with it?**

SSHRC offers a video walkthrough of the new application system and the Canadian Common CV (it's a few years old, but still useful and SSHRC put it on YouTube) at [http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/tips-astuces/IDG\\_walkthrough-SDS\\_visite\\_virtuelle-eng.aspx](http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/tips-astuces/IDG_walkthrough-SDS_visite_virtuelle-eng.aspx)

Please create your account and log on at <https://portal-portail.sshrc-crsh.gc.ca/s/login.aspx>

Please note that the Canadian Common CV is required for the IDG application. The Canadian Common CV how-to guide for SSHRC applicants is at <http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/instructions/ccv-eng.aspx>

Please create your account and log on to the Canadian Common CV website: <https://ccv-cvc.ca/>

Technical help for both the IDG application on the Portal and the CCV is available from the SSHRC help desk, at [webgrant@sshrc-crsh.gc.ca](mailto:webgrant@sshrc-crsh.gc.ca) or 613-995-4273.

### **Q. Should I use the Revisions to Previous Application section?**

It is up to the applicant whether to complete this section, but many past committee members suggest it can be used constructively to good effect. Committee members spend a lot of time on reviewing and critiquing the proposal; PIs should consider the suggestions for improvement when redeveloping their project (and ideally express appreciation for any helpful feedback). Adjudication committees are not bound by deliberations or scores of previous committees.

Members of the current committee will not be given copies of the earlier application, but there is often carryforward of committee membership from one year to the next.

**Q. How is my application adjudicated if I select a multi-disciplinary evaluation? Is there a greater (or lesser) likelihood of success?**

Proposals should generally be submitted to the committee that will provide the most informed evaluation. There are no external assessments. There are multi-disciplinary Humanities and Social Sciences committees, and if you select either of these, you must list in your Summary the disciplines involved in your proposal. In addition to the members of the multidisciplinary committee, SSHRC may assign a reader from another committee who possesses some of the required expertise. To discuss selection of the most appropriate committee, please contact one of the SSHRC program officers listed in the funding opportunity.

**Q. What is the significance of the Future Challenge Areas?**

SSHRC has identified six areas of emerging challenges for Canada in a global context to which the social sciences and humanities research community could contribute its knowledge, talent and expertise. In these Future Challenge Areas, SSHRC monitors and develops strategies to enhance research contribution. In some areas, SSHRC-funded Knowledge Synthesis studies have resulted in reports which identify opportunities for further research ([http://www.sshrc-crsh.gc.ca/society-societe/community-communite/Imagining\\_Canadas\\_Future-Imaginer\\_l\\_avenir\\_du\\_Canada-eng.aspx](http://www.sshrc-crsh.gc.ca/society-societe/community-communite/Imagining_Canadas_Future-Imaginer_l_avenir_du_Canada-eng.aspx)). Applicants are invited to review the Future Challenge Areas and sub-questions and to consider addressing them in their proposals where relevant. They are not an evaluation criterion, but they indicate areas which SSHRC believes are important and present an opportunity to demonstrate how social sciences and humanities research is helping to address future challenges for Canada in an evolving global context.

**Q. How is my application adjudicated if I select the DND or Societal Implications of Genomics Research joint initiative?**

Each application is adjudicated first by the relevant SSHRC selection committee. For DND applications, successful proposals will be reviewed by DND for relevance to their objectives and selected proposals will receive an additional \$10,000. Interested researchers should consult the joint initiative site at <http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/dnd-eng.aspx>

Genome Canada will determine which applications are relevant to the joint initiative and share the cost with SSHRC of the relevant proposals recommended for funding by the committee. Interested applicants should consult the Genome Canada website, at <https://www.genomecanada.ca/en/programs/leading-edge-technologies/funding-opportunities/societal-implications-genomics-research>

**Q. Can I apply as an emerging scholar if I have previously held a SSHRC Connection Grant or Aid to Workshops & Conferences Grant?**

Yes, if you otherwise meet the criteria to be considered an emerging scholar.

**Q. I received a Postdoctoral Fellowship from SSHRC. Could I still apply as an emerging scholar for an IDG?**

Yes. You remain eligible to apply as an emerging scholar.

**Q. How do I know if my proposed research falls under CIHR or SSHRC?**

To be eligible for SSHRC the proposed research or related activities must be primarily in the social sciences and humanities and must be intended to add to our understanding of individuals, groups and societies. Social science or humanities research that is primarily intended to improve health, health care and health-care systems in Canada or internationally is not eligible for support from SSHRC. For details, please see

[http://www.science.gc.ca/eic/site/063.nsf/eng/h\\_FEE7261A.html?OpenDocument](http://www.science.gc.ca/eic/site/063.nsf/eng/h_FEE7261A.html?OpenDocument) and the SSHRC webpage on Subject Matter Eligibility at [http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting\\_agency-choisir\\_organisme\\_subventionnaire-eng.aspx](http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx). Decision-making with regard to eligibility is done by SSHRC staff and management, rather than by the peer/merit review committees. If you have any concerns around the eligibility of your research under SSHRC's mandate, please contact a SSHRC program officer listed in the funding opportunity, or email them a summary of your proposal.

**Q. How do I know which sections in the CCV are mandatory for the IDG?**

The CCV does not filter out the necessary fields. Applicants must view instructions on the SSHRC website under *How to use the CCV* section. Here you will find charts listing the mandatory/optional fields for academic and non-academic applicants and co-applicants specifically for the IDG.

<http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/instructions/ccv-eng.aspx>

**Q. Does my CCV automatically connect to my SSHRC application?**

No. Applicants and co-applicants must each save their CCV, print out the point-in-time confirmation number and paste the number into the SSHRC application form.

**Q. How do I invite co-applicants and collaborators to participate?**

There is a section in your application dedicated to managing invitations (invite/re-send email/cancel/view). You invite a co-investigator by entering their email address in this section, and here you keep track of whether they have accepted their invitations and whether co-applicants have uploaded their CCVs. Once a co-applicant has accepted the invitation they will be able to view your application but will not be able to edit it. You can view their CCVs once they have attached them. SSHRC CCVs are no longer required or accepted for collaborators.

**Q. Can I attach letters of reference to the List of References section since it allows a total of 10 pages?**

No. Any additional documentation such as letters of support will be removed from your application by the SSHRC program staff. You can, however, mention support in the detailed description section.

**Q. Are recent PhD grads eligible to apply for an IDG?**

Yes. Recent PhD grads and PhD candidates in their final year can apply directly to SSHRC but to be eligible they must meet all degree requirements by June 1, 2018 and must obtain an

appropriate affiliation with a post-secondary institution by September 2018, an affiliation which will allow them to act as PI and will last the duration of the grant. Before applying you should speak with your administrative institution. To apply directly to SSHRC, you will need to leave blank the administering organization fields in the application form and, in your user profile, indicate your status as Student. Note that a PhD can only describe themselves as a postdoctoral fellow/associate if they hold a formal postdoctoral position.

**Q. How will the time taken for parental leave affect my final score?**

Committee members will take into consideration all valid career interruptions and the applicant will not be penalized. The applicant must justify and indicate time/percentage/productivity lost due to the career interruption in their CCV.

**Q. Where do I include my Most Significant Contributions?**

There is now a section in the CCV for this information. You may include contributions from earlier than the six-year window. Be sure to explain briefly the significance of each and highlight their relevance to the proposed project.

**Q. How will I know if my SSHRC application has been submitted by UofT Research Services?**

You will be able to check the status of your application online. The status ‘Received by Agency’ indicates that the application has been forwarded by UofT Research Services to SSHRC.

**Q. When will I know if I have been awarded an IDG?**

Research Services will notify all UofT applicants by email of their outcome when SSHRC make results available to RSO, probably in June 2018. Shortly afterwards, SSHRC will use the Portal to make available to each applicant a results letter, committee statistics and, if successful, a Notice of Decision. Where applicable, applicants will also receive a Committee Evaluation form.

*Best wishes for success!*