

SSHRC 2020  
INSIGHT DEVELOPMENT GRANT

# Agenda:

- IDG overview and UT stats
- Eligibility
- Professor Leesa Wheelahan – Adjudication process and proposal tips
- Budget
- Application Submission – MRA vs Research Portal
- General Tips
- Resources
- Q&A (but we invite questions throughout the session)

# Insight Development Grant in brief

- \$7,000 to \$75,000 over 1 or 2 years
- Supports research in developmental stage
- Evaluation:
  - **Challenge 50% (relevance, originality, theoretical framework, methodology, lit review, training, impact)**
  - Feasibility 20% (budget, timeline, expertise of applicant/team, KM plan)
  - Capability 30% (past experience in research, KM, training & mentoring)
- Allows international co-applicants
- Grants begin 1 June
- At least 50% of overall funding for emerging scholars
- Requires the Canadian Common CV (CCV) for the main Applicant and Co-Applicants (rather than the regular SSHRC CV used in other SSHRC applications)

## Insight Development Grant – stats

- UT 2019 IDG applications: 37 successful applications of 58 submitted = 64% success rate (50% nationally)
  - 2018: 45/59 = 76% (59% nationally)
  - 2017: 34/80 = 42% (32% nationally)
  - 2016: 38/78 = 49% (45% nationally)
- IDG funding envelope (nationally):
  - 2019: \$31,685,401
  - 2018: \$38,048,922
  - 2017: \$21,835,969
  - 2016: \$30,573,895

# Insight Development Grant – stats

UT **2019** IDG – of the 58 applications submitted:

- 39 (67%) from Emerging Scholars (27 (69%) successful)
- 19 (33%) from Established Scholars (10 (53%) successful)

UT **2018** IDG – of the 59 applications submitted:

- 36 (61%) from Emerging Scholars (30 (83%) successful)
- 23 (39%) from Established Scholars (15 (65%) successful)

UT **2017** IDG – of the 80 applications:

- 45 (56%) from Emerging Scholars (23 (51%) successful)
- 35 (44%) from Established Scholars (11 (31%) successful)

UT **2016** IDG – of the 78 applications:

- 38 (49%) from Emerging Scholars (21 (55%) successful)
- 40 (51%) from Established Scholars (17 (43%) successful)

# IDG - Eligibility

- Project eligibility
  - Look to the general [Insight Program](#) objectives and the more specific [IDG objectives](#) on SSHRC's website
  - \*\*\*Primary objective of the project cannot be curriculum development, preparation of teaching materials, organization of a conference or workshop, digitization of a collection, or the creation of a database
- [Subject Matter eligibility](#)
- Applicant eligibility
  - Main Applicant
    - SSHRC eligibility/[UT eligibility](#)
  - Co-Applicants
  - Collaborators
  - Postdocs and PhDs
- Type of Scholar – Emerging or Established

# Emerging vs Established

- [Emerging Scholar](#)
  - Have not yet established an extensive record of research achievement, but in the process of building one
  - Have not successfully applied, as PI or Project Director, for a grant through SSHRC, NSERC, or CIHR (though could have held a PEG or a KM grant like a Connection or Knowledge Synthesis grant)
  - Projects to develop new research questions/ theoretical approaches/methods
  - May build on graduate work and/or represent a continuation of overall research trajectory
- [Established Scholar](#)
  - New research questions/approaches (*distinct from applicant's previous/ongoing research*)
  - Clearly delimited project and in early stages
  - IDG is not intended to support ongoing research

Please see [IDG "Description" section](#) for more

## IDG

## IG

Short term projects, early stage research, clearly delimited

Potentially large-scale initiatives that are more aligned with past research contributions

Challenge = 50%, Feasibility = 20%, Capability = 30%

Challenge = 40%, Feasibility = 20%, Capability = 40%

1-2 years, \$7000 - \$75,000

2-5 years, \$7000 - \$400,000

Int'l co-applicants allowed

Int'l co-applicants not allowed

50% of funding envelope reserved for Emerging scholars

No reserved funding envelope for Emerging or Established scholars, but Stream A apps (less than 100k budget) have higher targeted success rate.

Single-stage IDG adjudication committee review (no external assessors)

Applications assessed by both SSHRC IG adjudication committee members and external assessors

CV requirement for IDG application: Canadian Common CV

CV requirement for IG application: SSHRC CV (as part of the SSHRC application site)



## IDG vs IG cont'd

- In 2020, one may apply (as the main applicant) for both the IDG (in Feb) and IG (in Oct) only if the IDG application is unsuccessful.
- If you applied for IG in Oct 2019, then you can apply for IDG in Feb 2020, but objectives must be significantly different.
- [SSHRC regulations regarding multiple applications and holding multiple awards](#)

# Adjudication Process

## Professor Leesa Wheelahan

- Full Professor, Department of Leadership, Higher and Adult Education, Ontario Institute for Studies in Education (OISE)
- William G. Davis Chair in Community College Leadership
- SSHRC award holder
- SSHRC IDG selection committee member for three consecutive years (Education and Social Work adjudication committee)

# PREPARING AN INSIGHT DEVELOPMENT GRANT APPLICATION

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DEPARTMENT OF LEADERSHIP, HIGHER AND ADULT EDUCATION, OISE

7 JANUARY 2020



UNIVERSITY OF TORONTO  
OISE | ONTARIO INSTITUTE  
FOR STUDIES IN EDUCATION



# HOW THE COMMITTEE WORKS

- 9 members at varying levels of seniority, with some overlap between years
- We meet *online* for 3 days 12 – 4.30, so we work very fast
- 60 applications, 3 people read each application (Reader A, B & C) & rank according to different published criteria
  - Creates a preliminary rank before we meet
- Members are excluded from their own institution's applications
- We want to fund as many as possible



[https://commons.wikimedia.org/wiki/File:Reform\\_clock\\_movement.JPG](https://commons.wikimedia.org/wiki/File:Reform_clock_movement.JPG)

# WHO IS READING & IMPLICATIONS FOR YOUR APPLICATION

- My committee – all in education, but different fields & disciplines
- At least one of your readers will be an expert in your field (broadly defined), but not necessarily all 3
- Write your submission accordingly
- We read very fast, so everything needs to be there – don't make the reviewer hunt & peck for all the elements (use headings, but not too many)
- Brief discussion of the top 20% (particularly to examine the budget)
- 2019, we gave feedback on *all* submissions – this was new



<https://www.needpix.com/photo/1360862/chicken-chickens-bird-birdsanimals-farm-eating-pecking-beaks-feathers>



# CRITERIA

## Challenge 50%

- Established scholars – relevance & originality
- Originality, significance & contribution
- Appropriateness of literature review & theoretical framework & methods
- Quality of training
- Potential for influence/impact

## Feasibility 20%

- Appropriateness of timeline & probability will be achieved
- Expertise applicant/team
- Appropriateness of budget
- Quality & appropriateness of knowledge mobilisation

## Capability 30%

- Quality, quantity, & significance of past outputs of applicant & co-applicants
- Evidence of past knowledge mobilisation
- Quality & quantitative of past contributions to training & mentoring

# ESTABLISHED SCHOLARS

- It is your job to convince the committee of the new direction of your proposal
- If get an unsatisfactory score on newness, application fails even if it is a great proposal
- Committee differed in how they interpreted this
- My view
- Different to new scholars, where application can be a continuation of previous work or research trajectory



# EACH SECTION REALLY MATTERS – COMMON PROBLEMS

- Knowledge mobilisation – very general – needs to be specific, who & how.
- Expected outcomes – vague & overblown
- Lack of alignment between research questions/hypotheses & research design
- Under-theorised, or old or inappropriate literature
- Methods not outlined sufficiently
- Seeking to work with Indigenous peoples without an established relationship or without working with a previous PI
- Roles & responsibilities not outlined – co-applicants, post-docs or (more often) graduate students. Why do you need that many students? How many weeks will they work?
- Seeking funds to basically do a literature review



<https://www.flickr.com/photos/dimplemonkey/11718470086>



# BUDGET

- Make sure you've justified the number of graduate students
- Conferences in 1<sup>st</sup> year – will probably be cut
- Conferences in 2<sup>nd</sup> year – don't overdo it & include a student if possible
- Justify travel for the project
- Justify gifts for participants
- Equipment – must be clearly related to the project
- One open access article – probably okay
- Professional/technical services – be careful not too expensive – can students do this work?
- Funds from other sources? Can cost in-kind, but don't have to.



<https://www.needpix.com/photo/1142537/savings-budget-investment-money-finance-business-financial-cash-income>

# FEASIBILITY

- Feedback on unfunded projects that says 'ambitious' means the committee thought not doable
- Committee prepared to let a bit of this run, but a lot of proposals were not really feasible
- Early career researchers – unrealistic expectations as to what is possible in 2 years



# CAPABILITY

- This important, but a common problem
- Really matters for early career researchers – would like to see the applicant has been a CI or includes an experienced CI with a well articulated responsibilities
- If a PI is an early career researcher going solo, it is particularly important that the project is feasible, & that they demonstrate they've done work at a similar scale
- This is not impossible – careful attention to how you present your career thus far – not just a matter of filling in the CV



# FINALLY

- Don't underestimate how long this will take – start early
- Get frank & fearless feedback – if you faculty has a grant-writer-consultant, use them, & take their advice
- Get previous grant winners to read application
- No typos



# Budget

## *Minimum essential funding*

- Committee may recommend cuts if budget is deemed insufficiently justified or not appropriate
  - at 30% may fail on Feasibility
  - at 50% must fail on Feasibility
- 
- Unrealistically high or low budget will lower score
  - Be consistent with proposal description
  - do not include ineligible expenses
    - e.g. remuneration & travel for guest speakers and presenters, overhead, file folders, home internet
    - Any form of compensation to the applicant, co-applicants, or collaborators, or consulting fees to someone who could apply for a SSHRC grant
    - Upon initial review, if 30% or more of budget is ineligible, then application will not reach committee
    - Research expenses for collaborators
  - beware the big-ticket items
  - Justify all costs – HOW and WHY

# Funds requested from SSHRC – HOW and WHY

Personnel costs			
Student salaries and benefits/Stipends	Number	Amount	Justification
Undergraduate	1	\$9,450.00	Characters remaining: 159 (500 chars)  One undergraduate student will be hired to coordinate the proposed studies. Duties will include preparation of materials, recruitment, scheduling, participant payment and tracking. This student will be paid \$18 per hour (including 10% benefits and 4% vacation pay) and will work 10 hours/week for months 1-8 and 5 hours/week for months 9-12.

In the IDG budget form, it will ask you (for each budget item line) for both the budget amounts and the justification for that budget amount.

- Justification should have two elements: HOW the expense was calculated and WHY it is necessary for the project – be concise but clear
- HOW: Don't make the reviewers do the math, so indicate how the # was calculated
- WHY: link the justification to your methodology – account for every penny, the justifications should align with the project description
- Use the “preview” option to ensure that text in text boxes is visible in final iteration of the application

# Funds requested from SSHRC

Personnel costs			
Student salaries and benefits/Stipends	Number	Amount	Justification
Undergraduate	1	\$9,450.00	<p>Characters remaining: <b>159</b> (500 chars)</p> <p>One undergraduate student will be hired to coordinate the proposed studies. Duties will include preparation of materials, recruitment, scheduling, participant payment and tracking. This student will be paid \$18 per hour (including 10% benefits and 4% vacation pay) and will work 10 hours/week for months 1-8 and 5 hours/week for months 9-12.</p>
Masters	1	\$8,000.00	<p>Characters remaining: <b>206</b> (500 chars)</p> <p>One new graduate student will be recruited to assist with the project in Year 1. The student's primary role will be in data analysis, interpretation, presentation and writing of results. The applicant's department sets the required level of financial support from the supervisor at \$8,000/year.</p>

- Undergrad, masters and doctoral students: ask your business officer for rates of pay, indicate that hourly rates include benefits and vacation pay
- Explain tasks students will do and why that level is needed (essential and meaningful presence of students for successful completion of project, not simply because your dept expects you to provide student support)
- Stipends may be used for grad students – justify
- If possible, don't spread budget evenly between two years

# Funds requested from SSHRC

Non student salaries	Number	Amount	Justification
Postdoctoral			Characters remaining: 500 (500 chars)
Professional/Technical Services	1	\$750.00	Characters remaining: 336 (500 chars)  Transcription costs \$25/hour x 10 interviews x 3 hrs/interview. Professional transcriber will be used for greater accuracy and efficiency, based on past experience.
Other			Characters remaining: 500 (500 chars)
<b>Subtotal</b>		<b>\$750.00</b>	

- Postdocs: must be justified
  - If a postdoc is a co-applicant or collaborator, they cannot be paid from the grant, and they would have to establish a formal affiliation to remain as a co-applicant on the grant if the proposal is successful
- Technical services or consultants are eligible only if you can demonstrate that expert advice is needed



# Funds requested from SSHRC

Travel and Subsistence Costs for Research	Number	Amount	Justification
Applicant/Team Member(s)	<input type="text" value="1"/>	<input type="text" value="\$1,190"/>	Characters remaining: <b>271</b> (500 chars)  1 trip to St John's, NL, to carry out historical research in the ACF archives: economy airfare (Air Canada) = \$400.00, ground transportation = \$100.00, 3 nights hotel @\$175 per night = \$525, 3 days (domestic) per diem @\$55 = \$165
Student(s)	<input type="text" value="1"/>	<input type="text" value="\$1,190"/>	Characters remaining: <b>132</b> (500 chars)  1 trip to St John's, NL, to assist PI with ACF archives research: economy airfare (Air Canada) = \$400.00, ground transportation = \$100.00, 3 nights hotel @\$175 per night = \$525, 3 days (domestic) per diem @\$55 = \$165

- Separate sections for travel for research vs travel for knowledge dissemination
- Use institutional per diems (\$55 domestic, \$75 international)
- Use economy airline rates
- Justify multiple visits to one destination

# Funds requested from SSHRC

Travel and Subsistence Costs for Dissemination	Number	Amount	Justification
Applicant/Team Member(s)	1	\$1,425.00	<p>Characters remaining: <b>244</b> (500 chars)</p> <p>IPA (Victoria, Jan 2019) - primary Canadian conference for networking and information exchange for disciplinary scholars air \$600, ground transfer \$100, 3 nights hotel @\$120/night = \$360, 3 days (domestic) per diem @\$55 = \$165, conference registration \$200</p>
Student(s)	2	\$2,720.00	<p>Characters remaining: <b>188</b> (500 chars)</p> <p>2 PhD students will attend IPA (Victoria, Jan 2019) to gain experience in presenting and developing connections with scholars in discipline air \$600 x 2 = \$1200, ground transfer \$100 x 2 = \$200, 3 nights hotel @\$120/night x 2 = \$720, 3 days (domestic) per diem @\$55 x 2 = \$330, conf reg (student) \$135 x 2 = \$270</p>
<b>Subtotal</b>		<b>\$4,145.00</b>	

- For conferences, justify why that particular conference, give dates if known
  - Conference travel in year 1 – explain why
- If for student travel, explain benefit to students, relate to Training section

# Funds requested from SSHRC

Other Expenses	Amount	Justification
Supplies	\$300.00	Characters remaining: <b>401</b> (500 chars)  Photocopying, questionnaires, toner cartridges, courier charges and other project-related supplies.
Non-disposable equipment	\$55.00	Characters remaining: <b>312</b> (500 chars)  Samsung 4GB Digital Voice Recorder (\$55 including applicable taxes per BestBuy Canada website). Model includes higher quality mic for better quality recordings to facilitate transcription.
Software licenses	\$4,263.00	Characters remaining: <b>365</b> (500 chars)  Two student NVIVO licenses, for doctoral students to analyze data collected at UofT and MUN (2 x \$2105 USD = \$210 USD, approx. \$263 CAD).
Submission and open access fees	\$3,215.00	Characters remaining: <b>205</b> (500 chars)  Two papers will be submitted, to Journal XX and Journal YY, the leading journals in N America and Europe in this discipline. Submission fees are \$95 and \$120. Publications will be open access: where possible by placing papers in open access repository; Journal YY charges \$3,000 open access fee.

- Equipment: Computers if for specialized use; Cell phones/Cameras/Digital recorders: only if essential to project (relate to your methodology) and not otherwise available through University
- SSHRC guidelines on the request for Tools (up to \$7,000)
  - [https://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/support\\_tools\\_soutien\\_outils-eng.aspx](https://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/support_tools_soutien_outils-eng.aspx)

# Open Access

- Tri-Agency Open Access Policy on Publications
  - For SSHRC, applies to peer-reviewed journal publications
  - [http://www.science.gc.ca/eic/site/063.nsf/eng/h\\_F6765465.html](http://www.science.gc.ca/eic/site/063.nsf/eng/h_F6765465.html)
- UofT library – website on how to comply with Open Access policy  
<https://onesearch.library.utoronto.ca/copyright/funding-policy-cihr-nserc-and-sshrc>
- Don't include blanket Open Access fees – if you intend to publish in a journal that charges fees, justify the cost/journal

# Budget Tips

## Budget *Do's*

- Budget should strongly relate to methodology in proposal
- Explain HOW amounts are calculated and WHY they are necessary
  - Follow institutional guidelines for student compensation (BO) and per diems (\$55 domestic, \$75 international)
  - Indicate hourly compensation (includes benefits and vacation pay)
  - Explain tasks students will do and why that level (undergraduate, Masters, PhD or postdoc) is appropriate
  - Justify use of stipends
- Budget justification should mesh with application sections on Detailed Description, Training of Students & KM

# Budget Tips

## Budget *Don'ts*

- Don't include ineligible items – go to: [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)
  - No overhead or general administrative costs
  - No costs for conference organization or travel/remuneration for presenters or guest speakers (but workshops are eligible if related to project objectives)
  - Primary project objective cannot be:
    - Curriculum Development or preparation of teaching materials
    - Conference or workshop organization
    - Digitization of a collection or creation of a database
  - No research expenses for Collaborators (but travel and subsistence related expenses for KM events or research team meetings are fine)
  - No forms of compensation for applicant, co-applicants, or collaborators
  - No home internet (be up-to-date on financial admin. guide)
- Don't pad or inflate costs
- Avoid:
  - Math errors
  - Multiple trips to one destination without justification
  - Hiring non-students without a clear justification
  - “Premature” expenses (e.g., dissemination costs in Year 1)

# Submitting your application

- Complete a My Research Applications (MRA) record
  - <http://aws.utoronto.ca/services/my-research-mr/>
  - Upload draft proposal, firm budget amount
  - Due at Research Services by **9 am, Monday, January 27**
  - Check with your department for their internal deadline
  - UofT PI Eligibility policy / Exceptional cases scenario:  
<https://research.utoronto.ca/media/45/download>
  - MRA help: RAISE – 416-946-5000 or [RAISE@utoronto.ca](mailto:RAISE@utoronto.ca)
  
- Submit SSHRC application via Research Portal
  - <https://portal-portail.sshrc-crsh.gc.ca/s/Login.aspx>
  - UT deadline for online submission is **9 am, Thursday, January 30**

## Submitting your application

- Postdoctoral Fellows and PhD candidates in final year
  - Apply directly to SSHRC (leave the “Administering Organization” field blank) – no internal MRA at application stage if main Applicant is PDF or PhD
  - If successful, must hold appropriate affiliation by Sept 2020



# Tips

- **Start early (CCV! Start it now! - invite co-applicants and collaborators through Research Portal application, and ask co-applicants to complete CCV as early as possible)**
- Address evaluation criteria thoroughly
- Follow all instructions (e.g., headings for “Detailed Description” section)
- Read SSHRC guidelines on student training, KM
- Attachments: comply with formatting specs and ensure correct version is attached (don’t be disqualified for omitting mandatory section)
- Text boxes: use preview to ensure text is visible/legible
- Have proposal read by colleagues
- Make it seamless, avoid typos – proof and polish!
- Justify all costs (HOW and WHY) and no ineligible expenses
- **Write for a multi-disciplinary committee (i.e, Academic audience/peers, but not necessarily specialists in your field)**
  - Define all terms, do not assume anything is obvious

# Adjudication Committee

## Example #1: past IDG Literature adjudication committee

***Chair research interests:*** Eighteenth–century literature; Romantic literature; Scottish literature; women’s writing; travel writing

***Member 1 research interests:*** Canadian and American lit (Pacific coast)

***Member 2 research interests:*** Victorian literature, imperialism, and cosmopolitanism

***Member 3 research interests:*** Cannibalism; Digestion; Early Modern Emotions; Body/Mind Relationship; Colonialism; Gender; Early Modern Medicine; Wordplay; Shrews; Sugar

***Member 4 research interests:*** Early modern English literature and writing by women

***Member 5 research interests:*** French literary and cultural studies

# Adjudication Committee

## Example #2: past IDG Multidisciplinary (humanities) adjudication committee

***Chair research interests:*** Canadian science in national, international and global context, modern ecology, the physical world of Victorian Canadians

***Member 1 research interests:*** Epistemology (practical and formal); philosophy of the economy

***Member 2 research interests:*** 18th century French literature, Early Modern clandestine literature, Journalism and Intellectual Networks, 18th century European Correspondences

***Member 3 research interests:*** Arabic literature, Francophone literature of the Arab World, women's literatures

***Member 4 research interests:*** translation studies, world literature, Japanese literature, metaphor, and women's writing

# UofT Resources

## Department/division

- Business officer (compensation, travel, supplies costs)
- Grant writing support (peer review, archived applications, internal deadlines)
- Research Manager

## Guide to Financial Management

<http://finance.utoronto.ca/policies/gtfm/>

UofT travel policies and per diems

## Research Services

- Website: <https://research.utoronto.ca/funding-opportunities/db/insight-development-grant>
- Research Services SSHRC team
  - Sarah Scott, Research Funding Manager
  - Mark Bold, Research Funding Officer
  - ([mark.bold@utoronto.ca](mailto:mark.bold@utoronto.ca))

# SSHRC Resources

- Funding opportunity description  
[https://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/insight\\_development\\_grants-subventions\\_de\\_developpement\\_savoir-eng.aspx](https://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/insight_development_grants-subventions_de_developpement_savoir-eng.aspx)
- SSHRC program staff (funding opportunity questions)  
[insightdevelopment@sshrc-crsh.gc.ca](mailto:insightdevelopment@sshrc-crsh.gc.ca) or 613-996-6976
- Tri-Agency Financial Administration Guide  
[http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index\\_eng.asp](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp)
- Common CV - <https://ccv-cvc.ca/>  
SSHRC's CCV instructions: <http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/instructions/ccv-eng.aspx>
- Technical support for Research Portal and Common CV  
[webgrant@sshrc-crsh.gc.ca](mailto:webgrant@sshrc-crsh.gc.ca) or 613-995-4273

# Q & A