

SSHRC 2019 INSIGHT GRANT

Agenda

- Overview of the IG
- Adjudication Process – Professor Rafael Gomez
- Proposal
 - Eligibility
 - Budget
 - Tips: Do's and don'ts from SSHRC program staff and previous committee members
- Resources
- Submission / Deadlines

Insight Grant in brief

- Most flexible SSHRC funding opportunity: short or long-term for any subject under SSHRC's mandate
- \$7,000 to \$400,000 over 2, 3, 4 or 5 years, maximum annual budget of \$100,000
- **Applicants/Co-Applicants/Collaborators**
 - Applicants can be emerging or established scholars
 - Applicants and Co-applicants: main affiliation with Canadian postsecondary institution (int'l co-applicants not allowed)
 - Collaborators do not need this main affiliation
- **Evaluation:**
 - Challenge 40% (relevance, originality, theoretical framework, methodology, lit review, training, impact)
 - Feasibility 20% (budget, timeline, expertise of applicant/team, KM plan)
 - Capability 40% (past experience in research, KM, training & mentoring, impact on professional practices and policies)



Insight Grant in brief cont'd

	2017		2018	
	UofT	national	UofT	national
<i>Number of Eligible Applications:</i>	160 (of 161)	1536	137 (of 140)	1365
<i>Number of Awards:</i>	88	727	78	619
<i>Success Rate:</i>	55.00%	47.30%	56.90%	45.30%
<i>Total Amount Requested:</i>	\$24,027,880	\$260,881,224	\$22,034,828	\$240,476,585
<i>Total Amount Awarded:</i>	\$10,937,733	\$101,663,040	\$9,851,208	\$89,677,557
<i>Average Request:</i>	\$150,174	\$169,845	\$160,838	\$176,173
<i>Average Grant:</i>	\$124,292	\$139,839	\$126,298	\$144,875

Insight Grant in brief cont'd

- Funding streams
 - A: \$7,000 - \$100,000
 - B: \$100,001 - \$400,000*

**2017 competition:*

83 stream A applications, 49 successful (59%)

77 stream B applications, 39 successful (50%)

2018 competition:

69 stream A applications, 44 successful (64%)

71 stream B applications, 34 successful (48%)

IG	IDG
Potentially large-scale initiatives that are more aligned with past research contributions	Short term projects, early stage research, clearly delimited
Challenge = 40%, Feasibility = 20%, Capability = 40%	Challenge = 50%, Feasibility = 20%, Capability = 30%
2-5 years, \$7000 - \$400,000	1-2 years, \$7000 - \$75,000
Int'l co-applicants not allowed	Int'l co-applicants allowed
No reserved funding envelope for Emerging or Established scholars, but Stream A has higher targeted success rate.	50% of funding envelope reserved for Emerging scholars
Applications assessed by both SSHRC IG adjudication committee members and external assessors	Single-stage IDG adjudication committee review (no external assessors)
CV requirement for IG application: SSHRC CV (as part of the SSHRC application site)	CV requirement for IDG application: Canadian Common CV

Adjudication Process

Professor Rafael Gomez

- Director and Associate Professor, Centre for Industrial Relations and Human Resources
- Member, 2018 SSHRC IG selection committee (Business, Management and Related Fields)
- SSHRC Insight Grant holder

Some insights from 'inside' the SSHRC IG grant process

Prof. Rafael Gomez
Director, Centre for Industrial Relations
and Human Resources
University of Toronto

Background

- I received an SSHRC grant (150k, 3 yrs) in 2015 (after an 'approved' but unfunded application in 2013).
- I was asked to be on the SSHRC grant committee in 2016 and have served until this past year, 2019.
- I have evaluated, in the three years I have been an IG committee member, over 500 proposals from within the Business and Management stream.

Insights on what to 'do' in an IG grant application

- Prepare a solid and compelling rationale for your proposed work.
- Make sure to clearly point out the gap(s) that you are filling with your proposed work.
- Be honest about what stage in your research journey you are with this proposed work (i.e., is it early stage, mid stage, or finalising a research area journey).
- Ensure that you have the right budget to match your ambition.
- Remember that the committee is made up of a wide variety of scholars (even within a field) so make your proposal as 'jargon free' as possible.
 - Note this does not mean make the proposal 'simple' or 'dumb it down'. In fact, it forces you to expose the underlying novelty/creativity/complexity of your work.
- Be clear and as explicit as possible about how the SSHRC funding will help you achieve your research objectives.
 - E.g., if this is an empirical and data heavy research project then explain the methods and approach used.

Insights on what ‘not to do’ in an IG grant application

- Do not inflate a budget unnecessarily and/or without justification.
 - E.g., Do not put money in for hard costs (e.g., a laptop/computer) without a research justification.
- Do not try and submit a proposal for work largely done or already published (i.e., the committee has access to Google!).
- Do not add co-applicants with “big names’ in the hope of securing funding (can work against you).
- Do not propose to do something that is incongruent with the research support asked for (works both ways, ambitious project with too small a budget, an unambitious a project with too large a budget).
- Do not get discouraged if you fail the first time. Take the comments and feedback and work on getting a better second (third version) in next time.

Eligibility

- Eligibility to be the Applicant (SSHRC)
- [Eligibility to be PI \(UofT\)](#)
 - Faculty
 - My Research Applications (MRA)
 - Exceptional cases
 - Postdoctoral fellows and PhD candidates in final year
 - Apply directly to SSHRC
 - Must hold appropriate affiliation within 5 months of the start date of the grant (i.e., by Sept. 1, 2020)
- Co-applicant – affiliated with eligible Canadian p-s institution
- Collaborator – no required affiliation

Eligibility cont'd

- If you applied (as main applicant) for the 2019 IDG and were *unsuccessful*, then you may apply for the 2019 IG (but not if your 2019 IDG was successful).
- If you apply for the IG in Oct 2019, then you can also apply for IDG in Feb 2020, but objectives must be significantly different.
- Current IG holders: Can submit if you currently hold an IG award, but only if in final year (that is, the year prior to the final automatic extension year)

Eligibility cont'd

- [Subject matter](#)
 - Health-related – check guidelines, program staff
 - Projects whose primary objective is curriculum development, preparation of teaching materials, organization of a conference or workshop, digitization of a collection, or creation of a database are not eligible for funding
- [Committee](#)
- [Indigenous Research](#)
- [Research-Creation](#)
- Joint initiatives
 - Sport Participation Research Initiative (SPRI)
 - Department of National Defence (DNDRI)
 - CFI John R. Evans Leaders Opportunity Fund
 - Mitacs Accelerate
 - Initiative for Digital Citizen Research

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
- know the typical budgets in your field, unrealistically high or low budgets will lower score
- justify all costs (WHY and HOW)
- be consistent with proposal description
- do not include ineligible expenses
 - e.g. remuneration & travel for guest speakers and presenters, overhead, file folders, home internet
 - Upon initial review, if 30% or more of budget is ineligible, then application will not reach committee
 - Research expenses for collaborators
- avoid red flags!

Budget cont'd

Personnel costs

- 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 presence of students for successful completion of project)
- Stipends may be used for grad students – justify

Budget cont'd

Personnel costs cont'd

- Postdocs: must be justified
 - If a postdoc is a co-applicant or collaborator, they cannot be paid from the grant
 - Postdocs are limited to 2 years' support (3 years if justified in order to attract "exceptional candidates from outside Canada")
- Technical services or consultants: eligible only if you can demonstrate that expert advice is needed

Budget cont'd

Travel costs

- The budget table has one section for “Travel and subsistence costs”, but instructions ask that you use separate sections in the “Budget Justification” document to distinguish between travel for research vs travel for dissemination
- Use institutional per diems (\$55 domestic, \$75 international)
- Use economy airline rates
- Justify multiple visits to one destination
- For conference travel: give dates if known, briefly justify why that particular conference
- If for student travel: explain benefits to students, relate to your Student Training section

Budget cont'd

- Tools
 - Max \$100,000 for expenses related to development of a tool that is not “routine” and “typical” such as a survey or questionnaire
 - http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/support_tools_soutien_outils-eng.aspx
- Costs of holding a workshop or seminar, the activities of which relate directly to the funded research
 - no conference organization

Budget cont'd

- Open Access costs? Try to be specific (no blanket costs)
- Tri-Agency Open Access Policy on Publications
 - For SSHRC, applies to peer-reviewed journal publications
 - <http://www.science.gc.ca/default.asp?lang=En&n=F6765465-1>
 - <https://onesearch.library.utoronto.ca/copyright/funding-policy-cihr-nserc-and-sshrc>
- Data Management
 - Address collection, preservation and sharing of data
 - http://www.sshrc-crsh.gc.ca/about-au_sujet/policies-politiques/statements-enonces/edata-donnees_electroniques-eng.aspx
 - <https://onesearch.library.utoronto.ca/researchdata>

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 other application sections (Detailed Description, Student Training & KM plan)

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
 - 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, preparation of teaching materials, organization of a conference or workshop, 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 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 that could be a red flag (e.g., dissemination costs in Year 1 without proper justification)

Writing your proposal

- Write with committee/assessors in mind: address evaluation criteria thoroughly
- Demonstrate how this new research builds upon past work
- Follow all instructions (e.g., headings for “Detailed Description” section)
- Attachments: comply with formatting specs and ensure correct version is attached (don’t be disqualified for omitting mandatory section)
- Read guidelines on [student training](#), [Knowledge Mobilization](#)
- Text boxes: use preview to ensure text is visible/legible
- Have proposal read by colleagues
- Avoid typos and math errors – proof and polish!
- Have co-applicants complete CV as early as possible
- Suggested assessors: don’t drain the pool, offer direction

Tips from previous committee members:

- Provide sufficient detail to allow informed assessment by committee members
- Coherence: connect overall goals of new or continuing projects with past/ongoing research
- Be explicit as to whether or not the research is new, emerging, or a continuation
- Take time to address/define your outcomes (traditional/activities/community partnerships)
- ‘Educate’ the committee - persuasive in demonstrating a range of research goals and objectives
- Have your grant proposal read by colleagues who have been successful in previous competitions
- Present a challenging topic (originality)- but novelty alone not enough, why important?
- Convey and inspire confidence
- Clearly establish the need for the research and funds (importance)
- Strike a balance between ambition and realism
- If emerging discuss why you can do it
- Plan, organize and monitor your project well
- Methodology (specific in describing data, resources and procedures: who, what, where, how?)

Adjudication Committee

2018 IG Literature adjudication committee – example of diverse research interests

Chair: Literary and cultural history of the long 18th century in Britain, narrative studies, gender and sexuality theory

Member 1: Victorian literature and culture, the history of media and technology, sound studies, contemporary American poetry, and Canadian poetry

Member 2: 19th century literature, Literature and Anthropology, French literature

Member 3: Old English, Middle English, Renaissance Literature, History of the Book

Member 4: AI/Robotics and literature, Modern/Postmodern novel

Member 5: 19th and 20th century French literature, Gender and Sexuality Studies, Québec and francophone literatures

Member 6: Romanticism, 18th and 19th century literature and visual culture, history of museums and collections

Adjudication Committee

2018 IG Multidisciplinary or interdisciplinary social sciences adjudication committee – example of diverse research interests

Chair: language variation and change, linguistic heterogeneity, varieties of English

Member 1: social and political implications of new media, global communications, media and crime, and Arab media and politics

Member 2: attention and memory, auditory and visual perception, psychology and sport

Member 3: intellectual property, health law, and bioethics

Member 4: surveillance studies, smart cities and ubiquitous computing, urban studies, literature and film

Member 5: resilience and psychosocial stressors, family caregiving for persons with Dementia or recovering from stroke, disaster response and high risk populations

Member 6: Canadian and American foreign policy, Latin American and Caribbean politics with an emphasis on Cuba, and international relations

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://www.finance.utoronto.ca/gtfm.htm>

- UofT travel policies and per diems

UofT Libraries

<http://onesearch.library.utoronto.ca/triagencyopenaccesspolicy>

- Advice on compliance with Open Access Policy, publication

<https://onesearch.library.utoronto.ca/researchdata>

- Advice on data management, DMPs

<https://utsc.library.utoronto.ca/librarians>

- List of UTSC Library Liaisons to assist with OA pubs and DMPs

<https://library.utm.utoronto.ca/scholarly-communications>

- UTM library info for help with OA pubs and DMPs

UofT Resources

Research Services Office

- Website: <http://www.research.utoronto.ca/research-funding-opportunities/insight-grants/>
- Tip-sheet at the above website
- Research Services SSHRC team
 - Sarah Scott, Research Funding Manager
(sja.scott@utoronto.ca)
 - Mark Bold, Research Funding Officer
(mark.bold@utoronto.ca)

MRA

- Login: <http://aws.utoronto.ca/services/my-research-mr/>
- Technical help and access: raise@utoronto.ca or 416-946-5000

SSHRC Resources

- Funding opportunity description, link to application and application instructions
http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/insight_grants-subventions_savoir-eng.aspx
- Tri-Agency Use of Grant Funds guide
http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp
- SSHRC program staff (funding opportunity questions)
insightgrants@sshrc-crsh.gc.ca or 613-996-6976
- Technical support for Application Form and CV
webgrant@sshrc-crsh.gc.ca or 613-995-4273

SSHRC Resources

SSHRC Webinars for 2019 IG

Webinars held via Adobe Connect (registration not required)

French: Sept 13, 2019, 10:30 am – 12 pm ET

<https://sshrc-crsh.adobeconnect.com/rbzas72t8phy/>

English: Sept 17, 2019, 1-2:30 pm ET

<https://sshrc-crsh.adobeconnect.com/rm3fi9hk2x5q/>

For technical questions please contact the SSHRC Helpdesk at 613-995-4273 or webgrant@sshrc-crsh.gc.ca

Submitting your application/Deadlines

- 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 on October 7**
 - Check with your department for their internal deadline
- Submit SSHRC application online
 - https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA
 - Internal deadline for online submission through SSHRC website is **9 am on October 10**

**KEEP CALM
AND
JUSTIFY EVERYTHING**