SSHRC 2020 INSIGHT GRANT
BUDGET SESSION

UNIVERSITY OF
TORONTO

September 2020

Insight Grant budgets – the basics

- $7,000 to $400,000 over 2, 3, 4 or 5 years, maximum annual budget of $100,000*

  *SSHRC application site will not allow you to submit your application if the budget for any one year is greater than $100k

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

  **The two streams are adjudicated by the same committees, and receive the same level of merit review, but Stream A applications have a higher targeted success rate than Stream B (5-7% higher)

Insight Grant stats

	2017		2018		2019	
	UofT	**national**	**UofT**	**national**	**UofT**	**national**
Number of Eligible Applications	160 (of 161)	1536	137 (of 140)	1365	141 (of 141)	1425
Number of Awards	88	727	78	619	78	580
Success Rate	55.00%	47.30%	56.90%	45.30%	55.30%	40.70%
Total Amount Requested	$24,027,880	$260,881,224	$22,034,828	$240,476,585	$24,491,355	$263,695,102
Total Amount Awarded	$10,937,733	$101,663,040	$9,851,208	$89,677,557	$11,924,780	$91,683,104
Average Request	$150,174	$169,845	$160,838	$176,173	$173,698	$185,049
Average Grant	$124,292	$139,839	$126,298	$144,875	$152,882	$158,074

Insight Grant – UofT stats

2019 IG stats at UofT

Number of applications (successful and unsuccessful): 141
Total amount requested: $24,491,355
Total amount awarded: $11,924,780
% of awarded funds compared to requested: 48.7%

Number of successful applications: 78
Total amount requested: $13,090,380
Total amount awarded: $11,924,780
% of awarded funds compared to requested: 91.1%

Insight Grant – UofT stats

Year	Stream	# of UT applications	# of funded UT applications	Success rate for UT apps	# of fully funded UT applications	% of successful UT apps fully funded
2019	A	70	39	55.7%	19	48.7%
	B	71	39	54.9%	19	48.7%
2018	A	69	44	63.8%	16	36.4%
	B	71	34	47.9%	8	23.5%
2017	A	83	49	59.0%	14	28.6%
	B	77	39	50.6%	8	20.5%
2017-2019	**A**	**222**	**132**	**59.5%**	**49**	**37.1%**
	B	**219**	**112**	**51.1%**	**35**	**31.3%**
2017-2019	**A & B**	**441**	**244**	**55.3%**	**84**	**34.4%**

SSHRC says the targeted success rate for Stream A applications is higher than for Stream B, and the UT stats over the last 3 years bear this out (with 2019 as the outlier).

- This 3-year sample also shows that of those applications that receive funding, Stream A applications have a higher rate of being fully funded (i.e., incurring no budget cuts)

Insight Grant – UofT stats

Year	Sextile	Number of funded apps	Number of apps fully funded	% of apps fully funded	Total $ request of grants not fully funded	Total $ awarded of grants not fully funded	% of budget cuts for grants not fully funded
2019	1	38	21	55.3%	$3,420,150	$2,819,920	17.5%
	2	32	14	43.8%	$3,206,169	$2,844,722	11.3%
	3	8	3	37.5%	$646,771	$443,448	31.4%
2018	1	29	9	31.0%	$3,064,170	$2,620,927	14.5%
	2	33	8	24.2%	$4,088,677	$3,281,270	19.7%
	3	16	7	43.8%	$1,288,884	$1,028,895	20.2%
2017	1	29	7	24.1%	$3,590,477	$3,089,401	14.0%
	2	35	9	25.7%	$4,151,653	$3,330,897	19.8%
	3	23	6	26.1%	$2,099,544	$1,806,331	14.0%
2017-2019 Totals	1	96	37	38.5%	$10,074,797	$8,530,248	15.3%
	2	100	31	31.0%	$11,446,499	$9,456,889	17.4%
	3	47	16	34.0%	$4,035,199	$3,278,674	18.7%
2017-2019	1-3	243	84	34.6%	$25,556,495	$21,265,811	16.8%

The above takes the same 3-year period but shows the # of successful apps by sextile (i.e., SSHRC's ranking system from 1-6, where the top-ranked apps are categorized as sextile 1).

- Those funded apps in sextile 1 (naturally) suffered less budget cuts (overall) than those in sextiles 2 & 3.
- But ultimately, 65.4% of UT applications over this time period had their proposed budgets cut to some degree.

Some reasons for budget cuts in IG proposals
(not an exhaustive list)

- The number and quality of submitted applications
- The size of SSHRC's IG funding envelope (which changes annually)
- Possible that cuts are made in order to fund other proposals that may not have been funded otherwise

The above are not really in the hands of applicants. However, the following are (in some ways, though not always) in the control of applicants:

- Committee determined that some items in a proposal's budget were ***inessential*** or ***inadequately justified***.
- ***Ineligible items*** were included in budget.

Budget attributes of funded IG applications

- Attentive to evaluation criteria and instructions
- Clarity (both in terms of details and formatting/presentation)
- Budget is consistent with other sections of proposal
- Costs are fully justified, presented as essential to the project
- No ineligible expenses
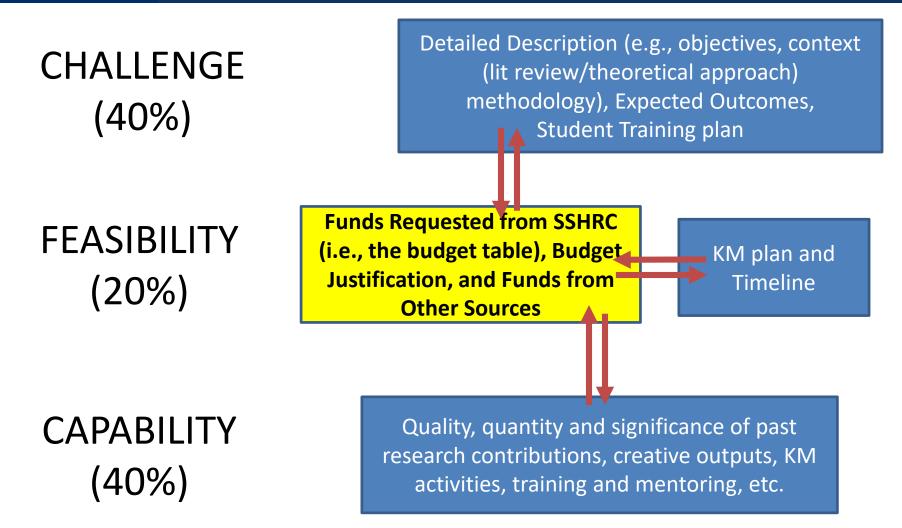- Advice/reviews from other faculty members or divisional supports

Insight Grant Evaluation Criteria

- **Evaluation criteria and scoring:**
  - Challenge – The aim and importance of the endeavor (40%)
  - **Feasibility – The plan to achieve excellence (20%)**
    - *3rd subcategory under "Feasibility":* Appropriateness of the requested budget, justification of proposed costs, and, where applicable, other cash and/or in-kind contributions
  - Capability – The expertise to succeed (40%)*

*See SSHRC IG webpage for full evaluation criteria and scoring

CHALLENGE (40%)

FEASIBILITY (20%)

CAPABILITY (40%)

Detailed Description (e.g., objectives, context (lit review/theoretical approach) methodology), Expected Outcomes, Student Training plan

Funds Requested from SSHRC (i.e., the budget table), Budget Justification, and Funds from Other Sources

KM plan and Timeline

Quality, quantity and significance of past research contributions, creative outputs, KM activities, training and mentoring, etc.

The different sections of the application should speak to the budget, and the budget should speak to them (i.e., there should be no surprises when a reviewer gets to the budget after reading through the other material in the application)

Minimum Essential Funding

From SSHRC's Manual for Adjudication Committee Members

"Committees will use the principle of minimum essential funding to guide their discussions of project budgets."

- Committee may recommend cuts if budget is deemed inessential, insufficiently justified or not appropriate
- Budget cut by 30% or more? Application may fail on Feasibility
- Budget cut by 50%? Application must fail on Feasibility

  ➢ Know the typical budgets in your field (speak to colleagues or Business Officer if need be): unrealistically high or low budgets will lower score
  ➢ Detail and justify all costs
  ➢ Budget should be consistent with proposal description, KM plan, student training plan, etc.
  ➢ avoid red flags! (e.g., conference travel costs in year 1, funds for PDF without adequate justification)

Minimum Essential Funding

Example 1: Proposal with a strong emphasis on minimum essential funding

Below is how the applicant opens their "Budget Justification" document, immediately acknowledging that SSHRC's concept of "minimum essential funding" was used when constructing the budget.

This concept was emphasized throughout the document:
- Referring to other sources of funding that could supplement the requested funds from SSHRC
- Reduced RA hours in the final year of the project when things are winding down (rather than the uniform RA hours across years that is often seen in applications)
- No funds requested for travel accommodation due to alternative arrangements

Costs have been calculated on a "minimum essential funding" principle, and as indicated below I have especially minimized costs related to my own research travel. The key requirement is sustained, high-level research assistance from two doctoral students who will work extensively in large primary-source databases, present research once each at a Canadian conference, and travel once each to the UK for a combined conference / archival research visit. Less advanced research tasks will be economically allocated to Work Study students at 4th-year undergraduate or possibly Masters level. For further specification of the RA work to be undertaken as the project proceeds, see the "Detailed Description" and "Student Training" sections.

Ultimately, this Stream A application (below $100k) was successful and fully funded, with no budget cuts.

Some caveats: this applicant had another source of research funding and alternative travel arrangements that could be referred to (not all applicants may have these options). Also, while this was fully funded, the applicant believes that more funds (for student RA costs) should have been requested (suggesting a fine balance between "minimum essential funding" and being overly cautious).

Ineligible Expenses

From the Tri-Agency Guide on Financial Administration, the "Principles governing the appropriate use of grant funds", which states that grant expenditures must:

- contribute to the direct costs of the research/activities for which the funds were awarded, with benefits directly attributable to the grant
- not be provided by the administering institution to their research personnel
- be effective and economical
- not result in personal gain for members of the research team

The Tri-Agency Guide no longer offers a prescriptive list detailing specific items that are eligible/ineligible (as was the case in the old guide), as it is now primarily principles-based, but it should be consulted (along with the SSHRC IG webpage and application instructions) for direction when inquiring about the types of costs that are eligible/ineligible.

Ineligible Expenses cont'd

Ineligible expenses include:

- Remuneration and/or travel and subsistence costs of presenters or guest speakers
- Indirect costs (i.e., overhead)
- Payments (i.e., any form of remuneration) to Applicant, Co-Applicants, or Collaborators (including PDFs serving in any of these capacities)
- Research expenses for collaborators
- Consultation fees to anyone whose status would make them eligible to apply for a SSHRC grant

Upon initial review, if 30% or more of budget is ineligible, then application will not reach committee.

Budget Justification

3 questions that should be answered for each item in one's budget:

How much? How did you calculate this cost? Why is this expense essential?
(and an additional one for personnel costs:
What tasks will they be doing, and how are those tasks commensurate with their level of education?)

The budget is split into two mandatory sections (and a third if applicable):

1. **Funds requested from SSHRC (i.e., the budget table)**
- This section is just for the numbers (i.e., How much?)
- The budget for any one year cannot exceed $100,000

2. **Budget Justification document (max 2 pages)**
- Should be organized by budget category (i.e., categories listed in the "Funds requested from SSHRC" budget table)
- Show HOW an expense was calculated and WHY it's necessary for the project
    - HOW: Don't make the reviewers do math, indicate how the # was calculated
    - WHY: link justification to your methodology, student training, knowledge mobilization sections, etc. – account for every dollar, justifications should align with the project description and other parts of application

3. **Funds from other sources –** for any other cash/in-kind contributions to the project (could benefit an application in terms of feasibility)

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 **meaningful tasks** students will do and why that level is needed (essential presence of students for successful completion of project) – this should be done in the "Budget Justification" document, but also in the "Research Team, previous output and *student training*" document.
- Stipends may be used for grad students or postdocs – justify in terms of the work they will be performing
- Costs of **research assistants or associates who are not students** must be fully justified in terms of the needs of the research

Personnel Costs cont'd

- **Postdocs:** must be justified in such a way as to show that a PDF is essential to the project, and their tasks could not be adequately performed by another kind of trainee (e.g., a PhD student)
    - 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
    - Duration of engagement of PDFs is dictated by UofT institutional policy (no longer by the Tri-Agency). Please see the UofT SGS website and the official UofT Governing Council guidelines
- **Professional or Technical services (e.g., consultants):** eligible only if you can demonstrate that expert advice is needed and contribute directly to the proposed research.

Personnel Costs cont'd

Example 2: a Budget Justification document where the personnel costs are justified in various ways, including trainee tasks

A. PERSONNEL COSTS

Undergraduate Student Salary and Benefits

The Applicant's current lab manager is paid a base salary of $15 per hour for 20 hours of work per week inclusive of vacation pay and benefits, based on the current student salary scales at the University of Toronto. The base salary is increased by 2% each year to account for inflation [$15.00, 15.30, $15.61, $15.92, $16.24]. The Applicant's current lab manager (or suitable replacement in future years) will serve as the project coordinator for the planned studies. This student will be responsible for the administrative oversight of the research including recruitment, contacting participants, scheduling in-lab sessions, preparing research materials, managing research assistants and volunteers in the lab, data entry, data coding, and participant debriefing and payment. The lab manager will be assisted by undergraduate student volunteers. Studies 2 and 3 will be conducted solely in the Applicant's lab. For Study 1, in order to recruit our target sample size within the appropriate time frame, we will conduct in-lab sessions in both The Applicant's and the Co-Applicant's labs. Utilizing both labs will enable us to recruit from the different communities where the labs are located. Therefore, we have also budgeted for a lab manager for the Co-Applicant's lab for 10 hours a week in Years 1 and 2. The total amounts will be: Year 1 ($23,400), Year 2 ($23,868), Year 3 ($16,234), Year 4 ($16,557), and Year 5 ($16,890).

Graduate Student Salaries and Benefits

The Applicant's Department at the University of Toronto has set the required level of financial support (i.e., stipend) from the supervisor to $7,000 for both MA and Ph.D. students. The Applicant has a current Ph.D. student who is eager to work on this project for two years. In addition, the Applicant will recruit a new MA student in Year 2 and another in Year 3 who will be heavily involved in the project. Three graduate students are needed on the project given the intensive nature of coordinating these studies and the data collection involved. The projects allow ample opportunity for graduate students to build in questions for their thesis and dissertation projects. Thus, the total requested amount for graduate support is $7,000 in Year 1, $14,000 in Year 2, $14,000 in Year 3, $21,000 in Year 4, and $14,000 in Year 5.

Elements of this budget justification include:
- How much and how the costs were calculated (with reference to institutional/departmental rates where applicable)
- Overall yearly costs (at bottom of each paragraph) are consistent with what was entered in the "Funds requested from SSHRC" budget table
- Distinction made between levels of student RAs and their tasks on the project (further enhanced in the "Student Training" section of the application)

Ultimately, this Stream B application (for greater than $300k) was successful and fully funded, with no budget cuts.

Personnel Costs cont'd

Example 3: a Budget Justification document with some of the details (but pointing reviewers to a separate section of the proposal to fill in the gaps)

This applicant used a great amount of detail in their Budget Justification document, and incorporated much of it in groups of tables, but the information mostly covered student level, duration of work, and rates of pay (rather than describing the work the students will be doing, which should generally be part of this document).

Budget Justification

Personnel Costs (See student tasks in "Research Team, Previous Output and Student Training.")

Students	#	$	Justification
Year 1: 2020–2021			
Masters	1	$3,705	130 hours (approx. 5 hours/wk, 13 wks per term, 2 terms) at $28.5/hr ($25 + 4% vac pay + 10% benefits).
Doctoral	2	$14,364	A: 130 hours in Toronto (approx. 5 hours/wk, 13 weeks per term, 2 terms) and 210 hours in xx and yy, 7 hrs/day (relevant sections in the libraries open 9–5, minus lunch), 5 days/wk for 6 weeks in summer 2021, at $34.2/hr ($30 + 4% vac pay + 10% benefits). B: 80 hours (approx. 3 hours/wk, 13 weeks per term, 2 terms), at $34.2/hr ($30 + 4% vac pay + 10% benefits).
Year 2: 2021–2022			
Doctoral	1	$11,628	130 hours in Toronto (approx. 5 hours/wk, 13 weeks per term, 2 terms) and 210 hours in xx and yy, 7 hrs/day (relevant sections in the libraries open 9–5, minus lunch), 5 days/wk for 6 weeks in summer 2022, at $34.2/hour ($30 + 4% vac pay + 10% benefits)
Year 3: 2022–2023			
Doctoral	2	$8,892	A: 130 hours (approx. 5 hours/wk, 13 weeks per term, 2 terms), at $34.2/hr ($30 + 4% vac pay + 10% benefits). B: 130 hours (approx. 5 hours/wk, 13 weeks per term, 2 terms), at $34.2/hr ($30 + 4% vac pay + 10% benefits).

However, the applicant referred reviewers to a separate section of the application where the student activities and their essential roles in the project were described in great detail (i.e., by trainee level, skills needed, tasks to be completed, all incorporated in a detailed timeline). This was done due to the limited space available in the "Budget Justification" document (2 pages).

Ultimately, this Stream A application (below $100k) was successful and fully funded, with no budget cuts.

Travel costs

- *Format:* The budget table has one section for "Travel and subsistence costs", but SSHRC's IG instructions ask that you use separate sections in the "Budget Justification" document to distinguish between travel for research vs travel for communication purposes (e.g., conference travel)
- *Breakdown the total costs:* airfare, accommodation, per diems, conference registration fees (if applicable), etc.
- Use institutional per diems (new as of Jan 2020: $80 domestic, $100 international. However, long-term travel in excess of 30 days = 75% of the applicable per diem rate)
- Use economy airline rates
- Justify multiple visits to one destination
- *For conference travel:* give dates if known, briefly justify why that particular conference, relate to your KM section
- *If for student travel:* explain benefits to students, relate to your Student Training section

Supplies and Non-disposable Equipment

Supplies (e.g., software, stationary, postage, telephone calls) and Non-disposable equipment (e.g., computer hardware, tablets, digital recorders) are allowable, but you must show/state how they are:

- directly related to the research project being proposed
- essential to the successful completion of the project objectives (like any other expense in your budget)
- not provided to you by UofT (so it's good to mention this in the application/Budget Justification document for supplies and equipment not generally supplied to you by UofT)

- So if you are requesting an amount of funds in order to cover a top-of-the-line computer, then explain why this particular (costly) computer is necessary to the project (and if your reasons are not compelling, consider revising your request).
- Are you requesting funds for a computer late in the grant? (e.g., year 4 or 5 of a 5-year grant). If so, why? (and if you had already requested funds for a computer in year 1, a second computer later in the grant would likely be viewed as inessential unless your reasons for it are compelling)

Tools for research and related activities

Between $7,000 and $100,000 for expenses related to development of a tool that is not "routine" and "typical" such as a survey or questionnaire (e.g., tools related to the creation of a database, where the database is not the primary objective of the project, but could help lead researchers to the primary objective)

Consult the following for instructions on how to include costs for tools for research and related activities:

- SSHRC's Guidelines for Support of Tools for Research and Related Activities
- The IG application instructions (for the "Funds Requested from SSHRC" and "Budget Justification" sections)

Workshops or seminars

Costs of holding a workshop or seminar, the activities of which relate directly to the funded research, are eligible. However:

- No conference organization, as the organization of a conference or workshop cannot be the primary objective of an Insight Grant proposal
- No remuneration and/or travel and subsistence costs of presenters or guest speakers

Open Access fees

- Open Access costs? Try to be specific (no blanket costs), and link these to your KM plan
- 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

Formatting – Budget Justification

The only formatting guidelines SSHRC offers for the "Budget Justification" document are:

- Use 12 pt Times New Roman font and ¾" margins (as with other attached documents)
- Use the categories listed on the "Funds requested from SSHRC" budget table (budget categories and line item $ amounts from your Budget table should also appear in your "Budget Justification")
- Distinguish between types of travel and their costs ("Travel for research purposes" vs "Travel for communication purposes (e.g., conference travel)") – this distinction is not done in the "Funds requested from SSHRC" budget table, but you are required to make the distinction in your "Budget Justification"
- Requests for funds to support tools for research (see SSHRC's Guidelines on Tools and the IG application instructions)

There is no template for the "Budget Justification" document, and all successful applications are not necessarily similar in how their budgets are visually presented. So ultimately:
- Strive for clarity and fully justify all costs, whether using text, tables, or a combination of the two
- Be consistent with other sections of the application
- Try to put yourself in the position of the person reading your application. Are things presented clearly? Is anything opaque?
- Ask your peers to take a look at your Budget table and Budget Justification

Budget tips from UofT Research Administrators/Facilitators

- **Students:** SSHRC emphasizes student training and engagement throughout the life of one's project, so don't underbudget for students: but all personnel costs must be fully justified, in terms of student level (e.g., why a PhD?), activities and duration of employment – don't be vague.
- **PDF or non-student personnel:** why are they necessary? Committee may wonder if a student trainee could perform the work, so make sure the activities to be completed match the person's level/expertise/credentials (budget cuts are common when funds are requested for PDFs without airtight justification)
- **Dangers of overestimating:** don't pad or inflate costs. Are 10 RAs needed? Could the work be performed by fewer trainees? **But don't underestimate either**, as this could bring down the feasibility score as well. What is *essential* to the project, but also what is most *effective*? (but not necessarily cheapest)
- **Dissemination costs** in the 1st year of a grant, or 2-3 conference and/or research trips per year – are all of these essential? Don't over-ask on travel.
- **Travel costs for the same location multiple times:** why? Is this effective? Justify these multiple trips.
- **Major activities or purchases late in the grant:** How essential or effective is significant fieldwork or equipment costs in the final year of the project? (e.g., if funds for a laptop are requested in year 1, why is a second laptop needed in the 4th year of a 4-year grant?)

Budget tips from UofT Research Administrators/Facilitators cont'd

- **Alignment with other sections of the application:** Budget table and Budget Justification must be consistent with one another (and with the rest of the application) – strive for clarity and consistency, and don't surprise reviewers with unexpected costs in your Budget/Budget Justification that aren't aligned with the objectives of the project or the work described (e.g., a reviewer should not be surprised by funds being requested in your budget for a PhD student, or a PDF, or non-student personnel, etc., after having read through the other sections of the proposal).
- **Typical costs:** Know the kinds of costs typical in your field, as those should be emphasized (especially if your application will be reviewed by a committee made up of people in your field).
- **Ineligible items:** Don't include them! (e.g., compensation-based costs for Research Team members (Applicant, Co-Applicants, Collaborators), research expenses for collaborators, conference organization costs, overhead, etc. See slide entitled "Ineligible Expenses")
- **Try not to "ballpark" costs:** try to get real numbers (e.g., for costs associated with open access fees, dissemination and travel expenses (e.g., per diem rates), personnel costs) – how were the costs calculated and where are you quoting them from? Speak to Business Officer for rates of pay (including benefits and vacation pay).
- **Institutional rates:** when using them (e.g., per diem rates, rates of student pay (if applicable)), state that they are institutional UofT (or departmental) rates in order to give a basis for the costs.
- **Math errors:** Avoid them!

Impacts of COVID-19

IG application instructions (https://www.sshrc-crsh.gc.ca/funding-financement/instructions/index-eng.aspx?fid=ig_instr) describe where one may (if appropriate) speak to the possible impact of the COVID-19 pandemic on the proposed research project, and also on how the pandemic has had an effect on the applicant's previous or current research activities.

SSHRC notes that this is not a mandatory part of the application.

Impacts of COVID-19 cont'd

1. In the "Detailed Description" document

From the IG instructions: "Contingency plans related to the potential impact of the COVID-19 pandemic on your research project may be described in this section, if appropriate. This is not mandatory, but it may assist the merit review committee in assessing the feasibility of your proposal if your research plans are significantly disrupted, e.g., if international travel is not possible."

2. In the "Career Interruptions and Special Circumstances" section of the "Research Contributions" document

Again from the IG instructions: "Career interruptions occur when researchers are taken away from their research work for an extended period of time for health, administrative, family or other reasons, or reasons related to the COVID-19 pandemic. In these cases . . . explain the interruption(s) and ask that an overall total of six years of research activity be considered by the adjudicating committee.

Special circumstances involve slowdowns in research productivity created by health (and/or disability-related), administrative, family, cultural or community responsibilities, socio-economic context, COVID-19 or other reasons (i.e., the researcher was not completely taken away from research work).

Impacts of COVID-19 cont'd

So not a mandatory part of the 2020 IG application, but here is a recent message from a SSHRC Senior Program Officer:

"Given the current COVID-19 situation, I suspect a committee will likely be looking critically at whether what is being proposed is feasible within the current context and whether any ongoing research remains incomplete."

So referring to the pandemic within the context of either contingency plans for your proposed IG project or career interruptions or slowdowns in research should be considered if appropriate for your proposal.

The following are not answers concerning if, or how, one should refer to contingency plans as they relate to one's proposed budget, but they are perhaps things to consider:

- It may depend on the nature of your proposal and the research activities to be conducted (e.g., are you planning significant travel or community engagement in the first year (April 1, 2021 start date) of the grant? What if the impact of the pandemic is felt beyond the 1st or 2nd year of your grant? How much of an effect would that have on your proposed research activities? Might make sense to acknowledge potential issues to show you've thought them through.)
- IG application instructions only ask that contingency plans be included in the "Detailed Description" document, though these contingency plans could implicitly refer to your timeline/budget (e.g., your contingency plan could suggest that a research trip (that you've requested funds for) could reasonably be done in the 2nd year rather than the 1st, or a planned workshop could be conducted online if the planned in-person workshop is not feasible)
- The "Budget Justification" document is only 2 pages long, so any reference to contingency plans in this document would need to be short
- If your application is successful, the Tri-Agency Guide on Financial Administration has guidelines if you must deviate from the activities proposed in your original application ("Deviation from proposed budget/research activities")

Insight Grant budgets – most common resources

- SSHRC 2020 Insight Grant funding opportunity
- SSHRC 2020 Insight Grant application instructions
- SSHRC Manual for Adjudication Committee members (particularly the section, "Reviewing budget proposals and determining grant size")
- The Tri-Agency Guide on Financial Administration (new version in effect April 1, 2020)
- The UofT Guide to Financial Management (for institutional rates)
- Your UofT Business Officer and/or your Divisional Research Facilitator
- Other faculty members

IG application instructions – Budget sections
(additional (and redundant) "Resources" slide, added for emphasis)

!!!CLICK on the 3 LINKS below!!!

Funds requested from SSHRC
Budget justification
Funds from other sources

Also consult the main SSHRC IG webpage, as it has information (in the Eligibility section) on the types of projects that *are not* eligible for an Insight Grant (e.g., where the main objective is curriculum development, conference organization, creation of a database, etc.), and information on what costs are ineligible (in the Regulations, policies and related information section)

UofT Resources

Research Services Office

- UofT IG website: https://research.utoronto.ca/funding-opportunities/db/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) – main RSO contact for IG

MRA

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

SSHRC Contacts

- 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

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 Wednesday, Sept 23, 2020**
  - ➢ 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 Monday, Sept 28, 2020**

Keep calm
and
justify everything!

(and ask questions if you need to)