SSHRC 2021 INSIGHT DEVELOPMENT GRANT

Information Session - U of T Research Services – 10 December 2020

UNIVERSITY OF
TORONTO

Agenda:

- IDG overview and UT stats
- Eligibility
- Professor Xi (Becky) Chen – Adjudication process and proposal tips
- 1st Q&A
- Budget
- Application Submission – MRA vs Research Portal
- General Tips
- Resources
- 2nd Q&A

Insight Development Grant in brief

- $7,000 to $75,000 over 1 or 2 years
- Supports research in developmental stage (not intended for large-scale initiatives)
- Evaluation:
  - **Challenge 50% (relevance, originality, theoretical framework, methodology, lit review, training, potential impact)**
  - Feasibility 20% (budget, timeline, expertise of applicant/team, KM plan)
  - Capability 30% (past experience in research, KM, training & mentoring)
- Allows international co-applicants (if formally affiliated with a postsecondary institution)
- 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 for the last 4 years

	2017		2018		2019		2020	
	National	**UofT**	**National**	**UofT**	**National**	**UofT**	**National**	**UofT**
Number of Applications	1236	80	1139	59	1128	58	1256	86
Successful applications	397	34	677	45	565	37	563	53
Success rate	32.1%	42.5%	59.4%	76.3%	50.1%	63.8%	44.8%	61.6%
Total amount requested (overall)	$75,027,473	$4,501,913	$70,258,407	$3,600,093	$69,979,193	$3,646,962	$78,111,333	$5,477,482
Total amount awarded	$21,835,969	$1,821,751	$38,048,922	$2,510,475	$31,685,401	$2,162,303	$32,302,006	$3,104,922
Average request	$60,702	$56,274	$61,684	$61,019	$62,038	$62,879	$62,191	$63,692
Average grant	$55,002	$53,581	$56,202	$55,788	$56,080	$58,441	$57,375	$58,583

UT 2020 IDG applications: 53 successful applications of 86 submitted = 61.6% success rate (44.8% nationally) - UT: all apps in 1st and 2nd sextile, and most in 3rd, were funded

UT 2019: 37/58 = 63.8% (50.1% nationally) - UT: all apps in 1st, 2nd, and 3rd sextile were funded

UT 2018: 45/59 = 76.3% (59.4% nationally) - UT: all apps in 1st, 2nd, 3rd, and 4th sextile were funded

UT 2017: 34/80 = 42% (32% nationally) - UT: all apps in 1st sextile, and most in 2nd, were funded

IDG funding envelope (nationally):
- 2020: $32,302,006
- 2019: $31,685,401
- 2018: $38,048,922
- 2017: $21,835,969

Insight Development Grant – stats for the last 4 years – Emerging and Established

	2017		2018		2019		2020	
	National	UofT	National	UofT	National	UofT	National	UofT
Emerging Scholar applications	853	45	798	36	739	39	?	35
Established Scholar applications	383	35	341	23	389	19	?	51
Emerging Scholar share of applications	69.0%	56.3%	70.1%	61.0%	65.5%	67.2%	?	40.7%
Established Scholar share of applications	31.0%	43.8%	29.9%	39.0%	34.5%	32.8%	?	59.3%
Emerging Scholar successful applications	278	23	481	30	376	27	?	21
Established Scholar successful applications	119	11	196	15	189	10	?	32
Emerging Scholar success rate	32.6%	51.1%	60.3%	83.3%	50.9%	69.2%	?	60.0%
Established Scholar success rate	31.1%	31.4%	57.5%	65.2%	48.6%	52.6%	?	62.7%
Emerging Scholar share of successful applications	70.0%	67.6%	71.0%	66.7%	66.5%	73.0%	?	39.6%
Established Scholar share of successful applications	30.0%	32.4%	29.0%	33.3%	33.5%	27.0%	?	60.4%

- IDG guidelines mandate that **at least 50% of the funding envelope will be reserved for applications from Emerging Scholars**
- Generally speaking, the majority of the applications submitted have been from Emerging Scholars (the 2020 UofT stats are a bit of an outlier, as the majority of apps from UofT were from Established Scholars)
- However, while the share of submitted applications between Emerging vs Established scholars are significantly different from one another, *the success rates are not*, as both types of scholars show positive success rates, with negligible differences
- One takeaway from the above: the IDG is a good funding opportunity for Emerging Scholars, but Established Scholars should not be deterred from applying (but for the latter, just make sure that your proposed project is distinct from previous/ongoing research)

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

Projects to develop new research questions/theoretical approaches/methods, which may build on graduate work and/or represent a continuation of overall research trajectory

- 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)

In addition to the above, they must meet at least one of the following criteria:
- have completed their highest degree no more than six years before the competition deadline (SSHRC considers only the date of completion of the first doctorate); or
- have held a tenured or tenure-track postsecondary appointment for less than six years; or
- have held a postsecondary appointment, but never a tenure-track position (in the case of institutions that offer tenure-track positions); or
- have had their careers significantly interrupted or delayed for health or family reasons within the past six years.

Emerging vs Established

Established Scholar

Projects that explore new research questions and/or approaches that are distinct from the applicant's previous/ongoing research, and that are clearly delimited and in the early stages of the research process. IDGs are not intended to support ongoing research for established scholars.

***NOTE: the application will ask Established Scholar applicants to explain how the proposed research is distinct from their previous/ongoing research - Please see IDG "Description" section for more

Some things to consider:

Committee members will determine if the IDG proposal from an Established Scholar is distinct enough from their previous or ongoing research.

- If you were on that committee, what would you be looking for in a description of how an applicant's proposed project is distinct from their previous/ongoing research?

- If you were to submit the same kind of proposal for an Insight Grant (a granting program that supports long-term research goals rather than short-term research in its initial stages, and that does not require an explanation of how the proposal is distinct from previous or ongoing research), do you believe it would fare well?

- Speak to a SSHRC IDG program officer for clarity (insightdevelopment@sshrc-crsh.gc.ca)

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 2021, 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 2020, then you can apply for IDG in Feb 2021, but objectives must be significantly different.
- [SSHRC regulations regarding multiple applications and holding multiple awards](#)

Insight Development Grant – stats for the last 3 years – Budget cuts

	2018		2019		2020	
	National	UofT	National	UofT	National	UofT
Number of Applications	1139	59	1128	58	1256	86
Successful applications	677	45	565	37	563	53
Success rate	59.4%	76.3%	50.1%	63.8%	44.8%	61.6%
Total amount requested (overall)	$70,258,407	$3,600,093	$69,979,193	$3,646,962	$78,111,333	$5,477,482
Total amount awarded	$38,048,922	$2,510,475	$31,685,401	$2,162,303	$32,302,006	$3,104,922
Average request	$61,684	$61,019	$62,038	$62,879	$62,191	$63,692
Average grant	$56,202	$55,788	$56,080	$58,441	$57,375	$58,583
Total amount requested (for successful applications)	?	$2,752,871	?	$2,351,110	?	$3,382,710
Total budget cuts (for succesful applications, by $)	?	$242,396	?	$188,807	?	$277,788
Total budget cuts (for succesful applications, by %)	?	8.8%	?	8.0%	?	8.2%
Average request for successful applications	?	$61,175	?	$63,544	?	$63,825
Average grant awarded for successful applications	?	$55,788	?	$58,441	?	$58,583
Number of successful applications fully funded	?	15	?	14	?	18
Number of successful applications fully funded (%)	?	33.3%	?	37.8%	?	34.0%
Total amount requested for successful apps not fully funded	?	$2,092,522	?	$1,534,550	?	$2,359,070
Total amount awarded for successful apps not fully funded	?	$1,811,717	?	$1,345,733	?	$2,081,282
Total budget cuts (for successful apps not fully funded, by $)	?	280,805	?	188,817	?	$277,788
Total budget cuts (for successful apps not fully funded, by %)	?	13.4%	?	12.3%	?	11.8%
Average budget cut for apps not fully funded ($)	?	$9,360	?	$8,209	?	$7,937
Largest budget cut for an individual successful application (by $)	?	$30,000	?	$34,500	?	$34,388
Largest budget cut for an individual successful application (by %)	?	41.9%	?	46.2%	?	46.2%

Insight Development Grant – Budget cuts

Some takeaways from the stats concerning budget cuts for UofT IDG applications (in the absence of national statistics):

- **Many successful applications will have their budgets reduced**
  - 2020: only 18/53 successful applications were fully funded
  - 2019: 14/37
  - 2018: 15/45

- On average over the past 3 years, **budgets were cut by 8.33%** when accounting for both fully-funded applications and those with budget cuts
  - However, when considering only those applications that were not fully funded, **budgets were cut by an average of 12.5%**

- **SSHRC guidelines state that applications may fail if proposed budgets contain 30% or more of ineligible or inessential items (and must fail at 50%)**
  - However, it is possible for an application to be successful despite drastic budget reductions (in 2017, one successful UofT application had its budget reduced by 49%). But if a budget is cut by that much, then presumably the other pieces of the application were so compelling as to convince the SSHRC committee to fund it.

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

- The number and quality of submitted applications
- The size of SSHRC's IDG 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 IDG 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

IDG Evaluation Criteria

- **<u>Evaluation criteria and scoring</u>:**
  - Challenge – The aim and importance of the endeavor (50%)
  - **Feasibility – The plan to achieve excellence (20%)**
    - *3rd subcategory under "Feasibility":* Appropriateness of the requested budget, justification of proposed costs, and, where applicable, other financial and/or in-kind contributions
  - Capability – The expertise to succeed (30%)*

*See SSHRC IDG webpage for full evaluation criteria and scoring

CHALLENGE (50%)

FEASIBILITY (20%)

CAPABILITY (30%)

Detailed Description (e.g., objectives, context (lit review/theoretical approach) methodology), Expected Outcomes, Roles and Training of Students

Funds Requested from SSHRC (i.e., the budget table with budget justifications) 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, Roles and Training of Students section, etc.
  ➢ avoid red flags! (e.g., conference travel costs in year 1, funds for PDF without adequate justification)

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 IDG 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.

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

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Funds requested from SSHRC – Personnel Costs

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.
Masters	1	$8,000.00	Characters remaining: 206 (500 chars) 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.

- 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 and meaningful presence of students for successful completion of project, not simply because your dept expects you to provide student support) – this can be done in the budget table, but also in the "Roles and Training of Students" section (or wherever else it may be appropriate)
- Stipends may be used for grad students – justify
- If possible, don't spread budget evenly between two years
- Costs of **research assistants or associates who are not students** must be fully justified in terms of the needs of the research

Funds requested from SSHRC – Personnel Costs

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)
Subtotal		$750.00	

- **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
- **Technical services or consultants** are eligible only if you can demonstrate that expert advice is needed

Funds requested from SSHRC – Travel costs

Travel and Subsistence Costs for Research	Number	Amount	Justification
Applicant/Team Member(s)	1	$1,190	Characters remaining:271 (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)	1	$1,190	Characters remaining:132 (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
- *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

Funds requested from SSHRC – Travel costs

Travel and Subsistence Costs for Dissemination	Number	Amount	Justification
Applicant/Team Member(s)	1	$1,425.00	Characters remaining: 244 (500 chars)
			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
Student(s)	2	$2,720.00	Characters remaining: 188 (500 chars)
			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
Subtotal		$4,145.00	

- 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 – Supplies & Non-Disposable Equipment

Other Expenses	Amount	Justification
Supplies	$300.00	Characters remaining: **401** (500 chars)
		Photocopying, questionnaires, toner cartridges, courier charges and other project-related supplies.
Non-disposable equipment	$55.00	Characters remaining: **312** (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: **365** (500 chars)
		Two student NVIVO licenses, for doctoral students to analyze data collected at UofT and MUN (2 2$105 USD = $210 USD, approx. $263 CAD).
Submission and open access fees	$3,215.00	Characters remaining: **205** (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.

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)
- 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

Funds requested from SSHRC – Open Access Fees

- 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

  - 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

Funds requested from SSHRC –
Costs to hold a workshop or seminar

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

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 ($80 domestic, $100 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 – consult the Tri-Agency Guide on Financial Administration, the IDG website, and the UofT Guide to Financial Management when crafting your budget
  - ➢ 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)

Impacts of COVID-19

In the IDG application module (in the SSHRC [Research Portal](), in the "Detailed Description" section (screenshot below), it says that one may, if appropriate, speak to the possible impact of the COVID-19 pandemic on the proposed research project. SSHRC notes that this is not a mandatory part of the IDG application.

Note: 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.

Impacts of COVID-19 cont'd

So this is not a mandatory part of the 2021 IDG 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 in your IDG proposal (if SSHRC allows for it) within the context of either contingency plans for your proposed IDG 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 IDG 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 (June 1, 2021 start date) of the grant? What if the impact of the pandemic is felt beyond the 1st 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.)
- 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")

Impacts of COVID-19 cont'd

Impact of the pandemic on past/ongoing research activities

- SSHRC may update the IDG instructions to allow applicants to speak to how the pandemic has had an impact on their past/ongoing research activities (this possibility was suggested in recent email correspondence with a SSHRC IDG Program Officer)
- If allowed by SSHRC, applicants may be instructed to add this in the "Leaves of Absence and Impact on Research" in one's CCV, but this has yet to be formally confirmed by SSHRC (check the IDG webpage for updates)

Submitting your application

➢ **Complete a My Research Applications (MRA) record**
- http://aws.utoronto.ca/services/my-research-mr/ (first time submitting an MRA? See How to Submit an Application Through MRA)
- Upload draft proposal, firm budget amount
- Due at Research Services by **9 am, Monday, January 25, 2021**
- 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

➢ **Submit the final SSHRC application via the SSHRC Research Portal**
- https://portal-portail.sshrc-crsh.gc.ca/s/Login.aspx
- UT deadline for online submission through the SSHRC Research Portal is **9 am, Friday, January 29, 2021**

Submitting your application

- Postdoctoral Fellows and PhD candidates in final year
  - Apply directly to SSHRC (leave the "Administering Organization" section blank) – no internal MRA at application stage if main Applicant is PDF or PhD
  - If successful, must hold appropriate affiliation by Sept 2021

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

Multidisciplinary Committee Success Rates

Year of Award	Committee Category	# of Applications	# of Awards	Success Rate
2019 - 20	Multidisciplinary Humanities	39	21	53.8%
	Multidisciplinary Social Sciences	98	54	55.1%
	Economics	54	28	51.9%
	History	37	19	51.4%
	Literature	33	18	54.5%
	Psychology	97	47	48.5%
2018 - 19	Multidisciplinary Humanities	38	24	63.2%
	Multidisciplinary Social Sciences	96	59	61.6%
	Economics	57	36	63.2%
	History	30	18	60.0%
	Literature	25	15	60.0%
	Psychology	100	56	56.0%
2017-18	Multidisciplinary Humanities	17	7	41.2%
	Multidisciplinary Social Sciences	51	19	37.3%
	Economics	58	21	36.2%
	History	39	13	33.3%
	Literature	48	17	35.4%
	Psychology	112	33	29.5%

For SSHRC competition statistics, go to:
https://www.sshrc-crsh.gc.ca/results-resultats/stats-statistiques/index-eng.aspx

UofT Resources

Department/Division
- Business Officer (compensation, travel, supplies costs)
- **Grant writing support** **(peer review, archived applications, internal deadlines) through your divisional research office** – contact them well ahead of time to see what services are offered and deadlines for the submission of application material for review

UofT Guide to Financial Management
- http://finance.utoronto.ca/policies/gtfm/
- UofT travel policies and per diems (among other things)

Centre for Research and Innovation Support (CRIS)
- https://cris.utoronto.ca/

Research Services Office
- https://research.utoronto.ca/funding-opportunities/db/insight-development-grant
- Research Services Office social sciences and humanities funding team:
  - Sarah Scott, Research Funding Manager
  - Mark Bold, Research Funding Officer (mark.bold@utoronto.ca) – RSO contact for IDG

SSHRC Resources

- IDG funding opportunity description
  https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/insight_development_grants-subventions_de_developpement_savoir-eng.aspx

- SSHRC program staff (funding opportunity questions)
  insightdevelopment@sshrc-crsh.gc.ca or 613-996-6976

- Tri-Agency Guide on Financial Administration (new as of April 2020)
  https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp

- Common CV - https://ccv-cvc.ca/
  SSHRC's CCV instructions: https://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 or 613-995-4273

SSHRC 2021 IDG webinar

SSHRC will be holding the following IDG webinars for the 2021 competition:

- *French version:* December 18, 2020, 10:00 a.m. to 11:30 a.m. Link: https://sshrcvideo.webex.com/sshrcvideo-fr/j.php?MTID=m64c2c02f0c996d20a70caf1fbf03b7ae

- *English version:* December 18, 2020, 13:30 p.m. to 15:00 p.m. Link: https://sshrcvideo.webex.com/sshrcvideo/onstage/g.php?MTID=e05ba2d3f254cac971a5132ffcb452224

The above webinar information and links are also available on SSHRC's site: https://www.sshrc-crsh.gc.ca/funding-financement/webinars-webinaires/index-eng.aspx

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