SSHRC Insight Development Grant: Strategies for Success

Dec. 8, 2022 @ 10:30 am – 12:00 pm

- Thank you for joining us, the session will begin shortly

- You are currently placed on mute

- Reminder: this session will be recorded and transcribed

SSHRC Insight Development Grant: Strategies for Success

Dec. 8, 2022 @ 10:30 am – 12:00 pm

Prof. Alexandre Cavalcante
Assistant Professor,
Department of Curriculum, Teaching, and Learning, OISE
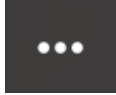
Prof. Scott Richmond
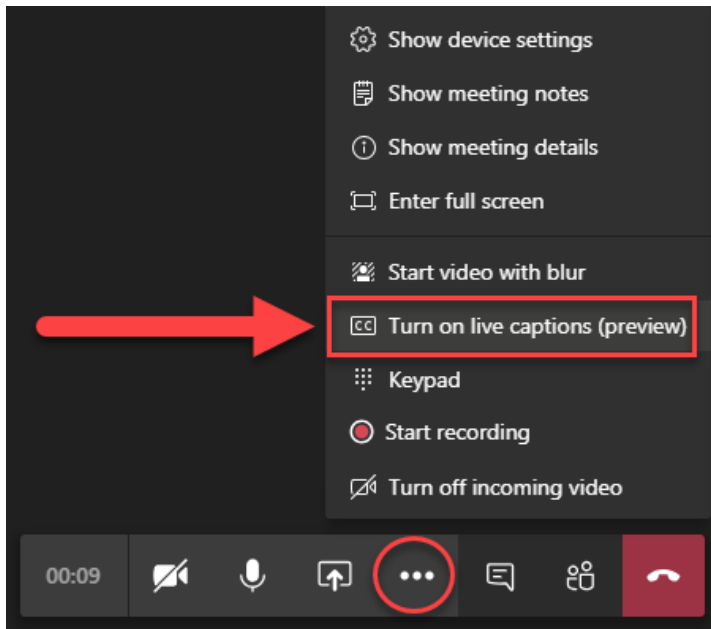Associate Professor, the Cinema Studies Institute and the Institute for the History and Philosophy of Science and Technology

Mark Bold
Research Funding Manager, Social Sciences & Humanities, Research Services Office

Turning captions on and off

- Go to your meeting controls
- Select **More options** ••• > Turn on/off live captions

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Land Acknowledgement

We wish to acknowledge this land on which the University of Toronto operates.

For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit.

Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

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Housekeeping

- This webinar is being recorded & transcribed

- Please mute your audio and turn off your video

- A link to the recording will be sent to all participants after the session

- Presenter slides will also be shared

- We will hold questions until the end

- Please put questions into the chat box

Agenda

Time	Topic
10:30 am-10:35 am	Welcome & Housekeeping
10:35 am-10:40 am	Overview of SSHRC Insight Development Grant with Mark Bold
10:40 am-11:30 am	Faculty Panel and Q&A with Profs Alexandre Cavalcante & Scott Richmond
11:30 am-11:55 am	RSO Module and Q&A with Mark Bold
11:55 am-12:00 pm	Closing Remarks

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Presenters

Alexandre Cavalcante

Assistant Professor,
Department of
Curriculum, Teaching,
and Learning, OISE

Scott Richmond

Associate Professor,
Cinema and Digital
Media, Cinema Studies
Institute and the Institute
for the History and
Philosophy of Science
and Technology

Mark Bold

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Insight Development Grant (IDG) in brief

- $7,000 to $75,000 over 1 or 2 years
- Supports research in initial stages (short-term research development projects, and 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 June 1st (June-May grant year – see "Timelines" slide)
- At least 50% of overall funding for emerging scholars
- Application is through the Research Portal and requires the Canadian Common CV (CCV) for the main Applicant **and** Co-Applicants (rather than the regular SSHRC CV used in other SSHRC applications)

IDG vs IG cont'd

- Applicants who apply for an Insight Development Grant in February 2023 and **are not successful** can apply for an Insight Grant in October 2023.
- If you applied for an IG in Oct 2022, then you can apply for an IDG in Feb 2023, but objectives must be significantly different.
- [SSHRC regulations regarding multiple applications and holding multiple awards](#)

IDG - Eligibility

Eligibility to be the Applicant (SSHRC) – must have a formal affiliation with SSHRC-eligible Canadian postsecondary institution (primary affiliation cannot be with a non-Canadian postsecondary institution)

- Applicants apply as either an Emerging or an Established scholar (more details at end of these slides and on SSHRC's IDG webpage)

Eligibility to be PI (UofT)

- Faculty
    - My Research Applications (MRA)
    - Access to MRA for Status Only or Retired/Emeritus – speak to one-up and raise@utoronto.ca
    - ***New this year**: Teaching stream faculty members and Librarians 3 & 4 (as of Aug 2022) now have automatic access to MRA (more info can be found here)

IDG - Eligibility

Eligibility to be PI (UofT) – cont'd

- Postdoctoral fellows and PhD candidates in final year
    - Applications can be submitted directly to SSHRC, and not through an administering organization (contact [SSHRC IDG program officers](#) well in advance of the SSHRC deadline to clarify the process)
    - If Applicant of Co-Applicant, must hold appropriate affiliation within 5 months of the start date of the grant (i.e., by Sept. 1, 2023) *****Please see "NOTE" below**
- Co-applicant – must be formally affiliated with a SSHRC-eligible Canadian postsecondary institution, or an International postsecondary institution
- Collaborator – no required affiliation (IDG funds cannot be used for Collab research costs)

***NOTE: at UofT, the "appropriate affiliation" would be one that is eligible to be PI on a grant (as per "Eligibility to be PI (UofT)" guidelines/link referred to above). If you are a Postdoc or PhD student who is thinking of applying for the IDG, please contact Mark Bold (mark.bold@utoronto.ca) and Wei Ye (wei.ye@utoronto.ca) at Research Services well before the IDG deadline and before you start the application in order to clarify what this means in relation to your eligibility to hold the grant at UofT as the PI if it is awarded to you.

IDG – stats for the last 3 years

	2020		2021		2022	
	National	**UofT**	**National**	**UofT**	**National**	**UofT**
Number of Applications	1256	86	1175	85	1055	64
Successful applications	563	53	662	61	589	35
Success rate	44.8%	61.6%	56.3%	71.8%	55.8%	54.7%
Total amount requested (overall)	$78,111,333	$5,477,482	$75,152,224	$5,471,878	$67,751,140	$3,985,883
Total amount awarded	$32,302,006	$3,104,922	$39,505,791	$3,754,080	$35,267,427	$2,056,977
Average request	$62,191	$63,692	$63,959	$64,375	$64,219	$62,279
Average grant	$57,375	$58,583	$59,676	$61,542	$59,877	$58,771

UT 2022 IDG applications: 35 successful applications of 64 submitted = 54.7% success rate (55.8% nationally) – UT: all apps in all apps in 1st, 2nd and 3rd sextile, and some in 4th , were funded

UT 2021 IDG applications: 61/85 = 71.8% (56.3% nationally) – UT: all apps in 1st, 2nd and 3rd sextile, and some in 4th , were funded

UT 2020: 53/86 = 61.6% (44.8% nationally) - UT: all apps in 1st and 2nd sextile, and most in 3rd, were funded

IDG funding envelope (nationally):
- 2022: $35,267,427
- 2021: $39,505,791
- 2020: $32,302,006

IDG stats - Emerging and Established

2021-2022 IDG	# of applications	share of applications	# of awarded applications	share of awarded applications	success rate	total applied for	total awarded	share of awarded funds
Emerging	751	63.91%	427	64.60%	56.86%	$46,749,204	$25,231,168	63.95%
Established	424	36.09%	234	35.40%	55.19%	$27,240,267	$14,221,636	36.05%
TOTALS	1175	n/a	661	n/a	56.26%	$73,989,471	$39,452,804	n/a

- IDG guidelines mandate that **at least 50% of the funding envelope will be reserved for applications from Emerging Scholars**
- Most recent national stats SSHRC has released are for the 2021-22 IDG competition (stats for previous competitions can be downloaded on SSHRC's website here)
- In general, the share of submitted and awarded applications between Emerging vs Established scholars are significantly different (in favor of Emerging). However, *the success rates are not*, as both types of scholars typically show positive success rates, with negligible differences
- Established Scholars should not be deterred from applying, but must ensure that their proposed project is distinct from previous/ongoing research (as they will be asked to articulate this in a specific section of the application as part of the "Challenge" criteria)

Professor Alexandre Cavalcante
Assistant Professor, OISE Dept of Curriculum, Teaching and Learning

- Current SSHRC IDG holder
- Member of the Education and Social Work committee for the 2022 IDG competition

Professor Scott Richmond
Associate Professor, Cinema Studies Institute

- Current SSHRC Insight Grant holder
- Member of the Communications, media studies, gender studies, library and information science, related fields committee for the 2022 IDG competition

ROUND 1

What was the overall adjudication process like for you as members of your respective sub-committees?

☐What instructions were you provided as reviewers?

☐What evaluation criteria were you asked to use?

ROUND 2

☐ What advice/lessons learned/best practices do you have for researchers and teams exploring this funding opportunity?

☐ What are some things you wish you had known that you learned from your insider perspective as an adjudicator and as a successful applicant?

Q & A #1 – How to ask questions

- Please use the chat

- Click on the ⬛ icon in the bottom menu to bring up the Meeting Chat pop-out window

- Type your question and hit Enter on your keyboard or click the ▷ button to submit.

- We will **not** be using the "Raise your hand" ✋ feature.

Please note: You may be asked to Unmute to clarify your question

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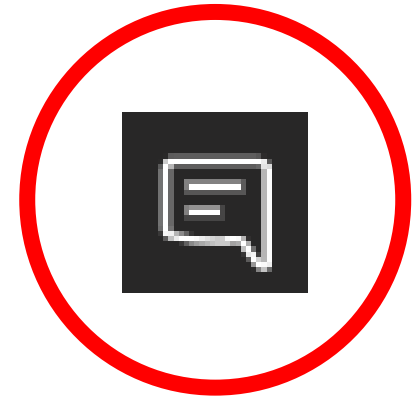
Q & A #1

Insight Development Grant – Budgets

Some takeaways from the stats concerning budget cuts for UofT IDG applications:

- **Many successful applications will have their budgets reduced**
  - 2022: only 17/35 successful applications were fully funded
  - 2021: 28/61
  - 2020: 18/53

- In 2022, the successful applications that were funded with reduced budgets had cuts that ranged between $1,000 (or 1.3% of the proposed budget) to as much as $20,500 (or 27.5% of the proposed budget)

- **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 2020, one successful UofT application had its budget reduced by more than $34,000, or 46% of its overall budget. However, 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

- **Evaluation criteria and scoring:**
  - 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%)*

Note that as per the SSHRC Manual for Merit Review Committee Members an application must receive a score that is "satisfactory" or better in each of the three above criteria in order to be recommended for funding.

*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 <u>must</u> 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 (HOW and WHY)
  ➢ 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, , expenses where it is unclear how they are essential to the project or their direct grant-related purpose)

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, application instructions, and UofT institutional policies (where applicable)) 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)
- Collaborators' research costs (but their travel and subsistence expenses related to research planning, the exchange of information with the grantee, and for the dissemination of research results are considered eligible)
- Consultation fees are eligible for expert and/or professional and technical services that contribute directly to the proposed research as long as the service is not being provided by a team member (i.e., Applicant/Co-Applicant/Collaborator) or other persons whose status would make them eligible to apply for a SSHRC grant (i.e., Canadian-based researchers who could apply for their own 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

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](#) (UofT per diem rates: $80/day within Canada, $100/day outside of Canada). 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. There is also information on the eligibility of open access/article processing charges and book processing charges in the "Eligible and ineligible expenses" section of the SSHRC Manual for Merit Review Committee Members

    - 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:

- The organization of a conference or workshop cannot be the primary objective of an Insight Development 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, preparation of teaching materials, program evaluation
        - ➢ 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 with the PI are fine)
    - ➢ Team members (applicant, co-applicants, or collaborators) cannot receive any form of remuneration – also, expenses related to teaching release are not eligible
- Don't pad or inflate costs, but also don't budget too little (can speak to feasibility)
- 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)

A note on the "Timelines" document

Applicants will be asked to include a one-page "Timelines" document, and the application instructions state the following:

> "Describe the timelines for conducting the proposed project. Charts and tables are strongly encouraged as very effective tools for presenting concise details for project components and research activities."

Please note the following when completing your "Timelines" document:

- It is generally accepted at SSHRC that an applicant would start their IDG project as soon as possible after receiving the grant. **If awarded, the IDG would begin on June 1, 2023, so your timelines should follow the June-May grant year** (eg, if applying for two years of funding, then your timeline for completion of the project should be June 2023 – May 2025). This shows that an applicant plans to maximize the time available to them and also demonstrates feasibility by showing that the project can be completed within the allotted funded timeframe that the grant allows.
- If awarded, the grant would come with an automatic extension year (so if one applies for a two-year grant, then the grantee will have a 3rd unfunded year to complete the project and use their IDG funds). However, for the IDG application, **the automatic extension year should not really be taken into account in your timelines** (as SSHRC has said that this could be viewed negatively by the committee, and the automatic extension year is really designed as "overflow time", so one is required at the application stage to show how the project will be completed over the funded grant period (so either 1 or 2 years depending on the length of the grant one is applying for)).

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 2023 IDG application, but here is a message from a SSHRC Senior Program Officer (received prior to the 2021 IDG competition):

"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, 2023 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")

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Impacts of COVID-19 cont'd

"Identification" section of application – Scholar Type

- COVID-19 impacts now included in the calculation of the emerging scholar status, as the "Scholar Type" section includes the following question (that is, if you are citing career interruptions in order to claim "Emerging Scholar" status): **"Has your career been interrupted for health, administrative, family, or reasons related to the COVID-19 pandemic after February 2, 2017?"**

CCV - Impact of the pandemic on past/ongoing research activities

- SSHRC's own webinar slides from last year specified the following: "COVID-19 research interruptions may be included in 'Leaves of Absence and Impact on Research' section of CCV".

Submitting your application

➢ **Complete a My Research Applications (MRA) record**

- https://easi.its.utoronto.ca/administrative-management-systems/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 noon**, Monday, January 23, 2023**
- Check with your department/faculty for any internal deadlines
- UofT PI Eligibility policy: https://research.utoronto.ca/engaging-research/who-can-be-principal-investigator-u-t
- 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/
- UofT deadline for online submission through the SSHRC Research Portal is **noon, Monday, January 30, 2023**

Submitting your application cont'd

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 2023***

***NOTE (this note is being repeated from a previous slide as a point of emphasis, due to past confusion around this): at UofT, the "appropriate affiliation" would be one that is eligible to be PI on a grant (as per **"Eligibility to be PI (UofT)" guidelines**). If you are a Postdoc or PhD student who is thinking of applying for the IDG, please contact Mark Bold (**mark.bold@utoronto.ca**) and Wei Ye (**wei.ye@utoronto.ca**) at Research Services well before the IDG deadline and before you start the application in order to clarify what this means in relation to your eligibility to hold the grant at UofT as the PI.

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](#) and [knowledge mobilization](#)
- Attachments: comply with formatting specs and ensure correct version is attached (e.g., Times New Roman 12 pt font, single spaced, ¾" margins, etc)
- Don't be disqualified for omitting a 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

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:
  - Mark Bold, Research Funding Manager
  - Wei Ye, Research Funding Officer (wei.ye@utoronto.ca) – **main RSO contact for IDG**
  - Shoba Subramaniam, Research Funding Administrator (shoba.subramaniam@utoronto.ca)

CORE:
Community for Research Excellence

FAS: Lee Slinger & Gabrielle Sugar

FASE: Myriam Couturier

TFoM: Golnaz Farhat

UTM: Jessica Lapp

UTSC: Anika Mifsud

Law: Kelly Nolan

Music: Ely Lyonblum

OISE: Madeleine Taylor

DLSPH: Caroline Godbout

iSchool: Emina Veletanlic

FIFSW: Vesna Bajic

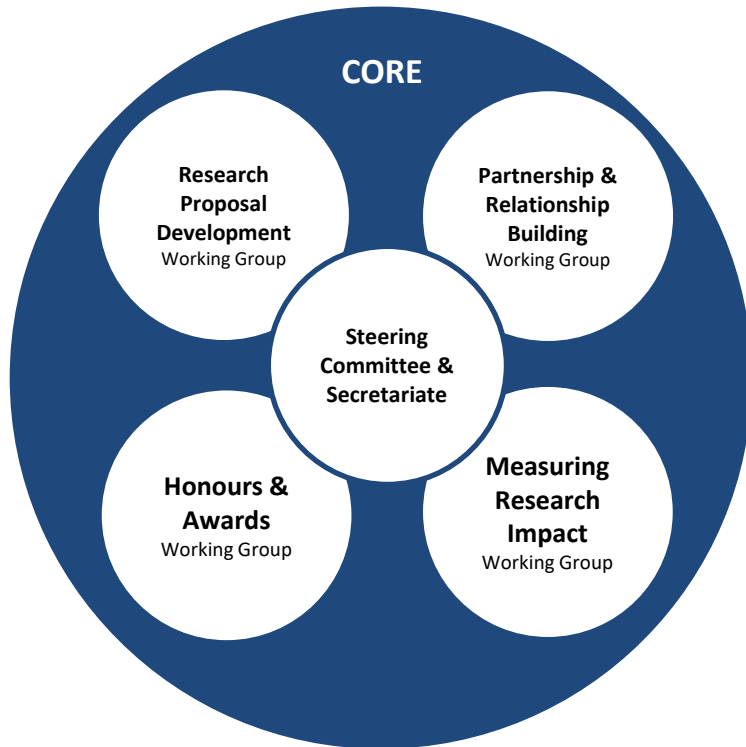**LDFP:** Lia Cardarelli

Nursing: Karin Trajcevski

KPE: Kay Li & Nina Hamou

Rotman: Joanne Pereira

FALD: Shirley Chan

CORE: Building Interactions through a Community of Practice

Working Groups

- 4 Working Groups launched in spring 2022
- Co-chair model

Secretariate

- Connect to teams within the VPRI portfolio (RSO, IPO, ISI, Data Analytics)
- Support requests for other resources & training from Research Officers and Divisions

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 1-855-275-2861

- 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 2023 IDG webinar

SSHRC will be holding the following IDG webinars for the 2023 competition:

• ***French version****:* Wednesday, December 14, 2022, 10:00 a.m. to 11:30 a.m. (eastern)

- • Webinar #: 2336 058 4764
- • Join by phone: 1-855-244-8677 (Canada toll-free)

• ***English version****:* Wednesday, December 14, 2022, 1:00 p.m. to 2:30 p.m. (eastern)

- • Webinar #: 2348 480 1848
- • Join by phone: 1-855-244-8677 (Canada toll-free)

The above webinar information and links should be available on SSHRC's "Upcoming webinars" website: 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

Appendix

1. IDG vs IG comparison table
2. Additional information on Scholar Type – Emerging vs Established
3. Additional eligibility information – Project and Subject matter eligibility
4. Information on IDG adjudication committee (with examples of past adjudication committees to illustrate the varied disciplines represented)
5. Example email a Co-Applicant and a Collaborator would receive when invited to an IDG application

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)

Scholar Type - 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.

Scholar Type - Emerging vs Established cont'd

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, and this determination can vary depending on the disciplinary committee. If you were on the 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?
- The project must be clearly delimited, with the Applicant having yet to publish or submit/receive a grant under this topic/area (so must be in the early stages of the research process), and it is up to the Applicant and the research team to highlight the project's novel contribution compared to previous research (otherwise the committee may question why the applicant did not apply to for an Insight Grant – Stream A).
- Speak to a SSHRC IDG program officer for clarity (insightdevelopment@sshrc-crsh.gc.ca)

IDG - Eligibility

- **Project eligibility**
  - Look to the general <u>Insight Program objectives</u> and the more specific <u>IDG objectives</u> on SSHRC's website
  - ***Primary objective of the project <u>cannot be</u> curriculum development, preparation of teaching materials, program evaluation, organization of a conference or workshop, digitization of a collection, or creation of a database**

- **<u>Subject Matter eligibility</u>** – Applications must meet two criteria:

  1. The proposed research or related activities must be primarily in the social sciences and humanities (i.e., aligned with SSHRC's <u>legislated mandate</u>).
  2. The intended outcome of the research must primarily be to add to our understanding and knowledge of individuals, groups and societies—what we think, how we live, and how we interact with each other and the world around us.

     - If your application is Health- or Psychology-related – check <u>guidelines</u>, speak to SSHRC IDG program staff (<u>insightdevelopment@sshrc-crsh.gc.ca</u>)

Adjudication Committee

- Applicants select their **preferred adjudication committee** (choose the committee that is most appropriate based on subject/discipline) – see here for past adjudication committees.

- Indigenous Research: if your proposal falls under SSHRC's definition of Indigenous Research, then your proposal can be identified as such, and would be adjudicated under SSHRC's Guidelines for the Merit Review of Indigenous Research

- Research-Creation: please see SSHRC's definition of Research Creation (an approach to research that combines creative and academic research practices, where "creation" is situated within research with a resultant creative/artistic work). If your proposal aligns with SSHRC's definition, then you can denote this by answering "Yes" to the "Is this a research-creation project?" question in the application's "Identification" section (and you then must also select the "Fine Arts, Research-creation" committee from the "Committee" dropdown list, and also complete the "Research-Creation Support Material" one-page document).

- If your project falls under two or more disciplines, then if it is primarily under one discipline, you can choose the applicable committee related to that discipline. But if it does not primarily fall under any one discipline, then you could choose one of the two **Multidisciplinary or interdisciplinary committees** (ie, social sciences or humanities).

- If the proposal spans the mandate of more than one federal research funding agency (SSHRC, NSERC and CIHR), then applicants can select a pilot Tri-Agency Interdisciplinary Peer Review Committee for the 2023 Insight Development Grants competition. This pilot committee will use a harmonized tri-agency peer review process and Tri-Agency Interdisciplinary Peer Review Committee-specific evaluation criteria that differ from the usual process used by this funding opportunity

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

Example of email a Co-Applicant would receive after being formally added to an IDG application

You have been invited to participate as a co-applicant on an application to be submitted to the Social Sciences and Humanities Research Council (SSHRC).

- Application Deadline: 2022-02-02 20:00:00 eastern
- Applicant: [Applicant name will be displayed here]
- Funding Opportunity: Insight Development Grant
- Authorization Number: 6328c0ac-71d9-4ecd-914a-f26980041f08 (not case sensitive)

To accept the invitation:

For **new users**, follow steps 1 to 8:

1.
   a. Create an account with the Research Portal (https://portal-portail.sshrc-crsh.gc.ca).
   b. Complete and save your Person Profile page.
   c. Confirm your registration.

For **registered users**, follow steps 2 to 8:

2. Using your email address and password, sign in to the Research Portal (https://portal-portail.sshrc-crsh.gc.ca/a/invit-accept.aspx?authCode=6328c0ac-71d9-4ecd-914a-f26980041f08).
3. If the authorization number does not appear on the **Accept Invitation** page, copy and paste it from the invitation email in the Authorization Number field.
4. Click on **Accept Invitation**. Read the Terms and Conditions, and if you agree, click **I Accept**.
5. Click on "application" and you will be automatically redirected to the Person Profile page. If necessary, update the information and click **Save Profile**. If you have no updates, you must still click **Save Profile** to continue.
6. Click **Back to Welcome Page** and **Open** the intended application. Under the Applicant section, you can:
   a. view the application (read-only)
   b. view attachments (read-only)
7. To complete your SSHRC CCV, log on to the CCV website (https://ccv-cvc.ca/indexresearcher-eng.frm), select SSHRC for both the funding source and the CV type. Follow the specific instructions from SSHRC by clicking on the **PDF icon**.
8. Click on **Back to Application Overview**. Please ensure that you have uploaded the final version of your SSHRC CCV. Once you are ready to submit, click the **Submit** button. NOTE THAT CHANGES ARE NOT PERMITTED AFTER THE APPLICANT HAS SUBMITTED THE APPLICATION.

NOTE: We recommend you complete and upload your SSHRC CCV as soon as possible. Please take into consideration the application deadline and the time required to fulfill the acceptance requirements. Should you wish to modify your CCV after it has been submitted, click the **Modify** button. If you wish to withdraw your participation, you must contact the applicant.

For additional information, contact [Applicant email address will be displayed here]

Example of email a Collaborator would receive after being formally added to an IDG application

You have been invited to participate as a collaborator on an application to be submitted to the Social Sciences and Humanities Research Council (SSHRC).

- Application Deadline: 2022-02-02 20:00:00 eastern
- Applicant: [Applicant name will be displayed here]
- Funding Opportunity: Insight Development Grant
- Authorization Number: a24db32c-b34e-4a30-b3e6-d52cb50cfead (not case sensitive)

To accept the invitation:

For **new users**, follow steps 1 to 5:

1.
   a. Create an account with the Research Portal (https://portal-portail.sshrc-crsh.gc.ca).
   b. Complete and save your Person Profile page.
   c. Confirm your registration.

For **registered users**, follow steps 2 to 5:

2. Using your email address and password, sign in to the Research Portal (https://portal-portail.sshrc-crsh.gc.ca/a/invit-accept.aspx?authCode=a24db32c-b34e-4a30-b3e6-d52cb50cfead).
3. If the authorization number does not appear on the Accept Invitation page, copy and paste it in the Authorization Number field.
4. Click on **Accept Invitation**.
5. Click on "application" and you will be automatically redirected to the Person Profile page. If necessary, update the information and click **Save Profile**. If you have no updates, you must still click **Save Profile** to continue. The invitation status on the applicant form will change to Invitation accepted and completed. No further action is required.

Click **Back to Welcome Page** and **Open** the intended application to view the application and attachments.

NOTE: **CCVs are no longer required or accepted for collaborators**. Please take into consideration the application deadline and the time required to fulfill the acceptance requirements. If you do not confirm your participation on this proposal, you will be removed from the application. If you wish to withdraw your participation, you must contact the applicant.

For additional information, contact [Applicant email address will be displayed here]

Q & A #2 – How to ask questions

- Please use the chat

- Click on the icon in the bottom menu to bring up the Meeting Chat pop-out window

- Type your question and hit Enter on your keyboard or click the button to submit.

- We will **not** be using the "Raise your hand" feature.

Please note: You may be asked to Unmute to clarify your question

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From **MROL & FReD** to **MRF & UTRAC**

Thank you!

- A link to the recording, presenter slides, and feedback form will be sent out after the session

- Follow-up questions can be addressed to **cris@utoronto.ca**

Prof. Alexandre Cavalcante

Prof. Scott Richmond

Mark Bold