SSHRC CRSH

INSIGHT DEVELOPMENT GRANTS FUNDING OPPORTUNITY

Amacifuen-Vilchez, Patricia; Ekissi, Apie
November 27, 2024

Canada

Presentation Outline

↘ **Facts and Features**

↘ **Eligibility**

🎤 **Interview with STRAC**

↘ **Committee Structure and Committee selection**

↘ **Overview of the Merit Review Process**

↘ **Joint Initiatives**

↘ **Application Preparation**

🎤 **Interview with SARF**

↘ **Questions and Answers**

INSIGHT DEVELOPMENT GRANTS- FACTS

Insight Development Grants are expected to respond to the objectives of the [Insight program](#)

What sets it apart from IG?

→ Supports research in its initial stages

→ Early career researchers

→ Enables the development of new research questions, experimentation with new methods, novel theoretical approaches, and/or ideas

→ Funding is provided for short-term research development projects of up to two years

GENERAL FEATURES

→ APPLICANT   Principal investigator, emerging or established, working alone or in a team

→ CO-APPLICANT Scholars affiliated with a postsecondary institution (may be international)

→ LENGTH   1 to 2 years

→ VALUE $7,000 - $75,000

→ FUNDING   Separate budget provided for emerging scholars (minimum 50 % of the envelope)

→ DEADLINE February 2, 2025 (8 p.m. eastern)
            (Please contact your institution for the internal deadline)

IDG Competition statistics 2020-2024

	Feb. 2020	Feb. 2021	Feb. 2022	Feb. 2023	Feb. 2024
Number of Committees	23	23	23	24	24
Number of eligible applications	Eme: 782 Est: 474 T: 1 256	Eme: 751 Est: 424 T: 1 175	Eme: 658 Est: 397 T: 1 055	Eme: 756 Est: 447 T: 1 203	Eme: 828 Est: 541 T: 1 369
Overall success rate	Eme: 45% Est: 44%	Eme: 57% Est: 55%	Eme: 56% Est: 55%	Eme: 48% Est: 48%	Eme: 44% Est: 42%
Total awarded	Eme: $20,378,648 Est: $11,923,358	Eme: $25,284,155 Est: $14,221,636	Eme: $21,957,785 Est: $13,309,642	Eme: $22,099,871 Est: $13,367,562	Eme: $22,419,467 Est: $14,320,584
Average awarded	Eme: $57,567 Est: $57,050	Eme: $59,147 Est: 60,934	Eme: $59,185 Est: $61,053	Eme: $60,548 Est: $62,465	Eme: $62,104 Est: $62,810

EMERGING SCHOLARS

→ An emerging scholar: someone who has not yet had the opportunity to establish an extensive record of research achievement, but is in the process of building one.

→ Criteria

- Have not applied successfully, as principal investigator or research director, for a grant offered as part of a funding opportunity from SSHRC, NSERC, or CIHR, with the exception of Partnership Engage Grants and/or knowledge mobilization grants like Connection or Knowledge Synthesis grants. Additionally, meet at least one of the following criteria:

  - Have completed their highest degree no more than 6 years before competition deadline
  - Have held a tenured or tenure-track postsecondary appointment for less than 6 years
  - Have held a postsecondary appointment, but not a tenure-track position
  - Have had their career significantly interrupted or delayed for health or family reasons within the past six years

→ Project may be entirely new or build on research conducted during graduate studies
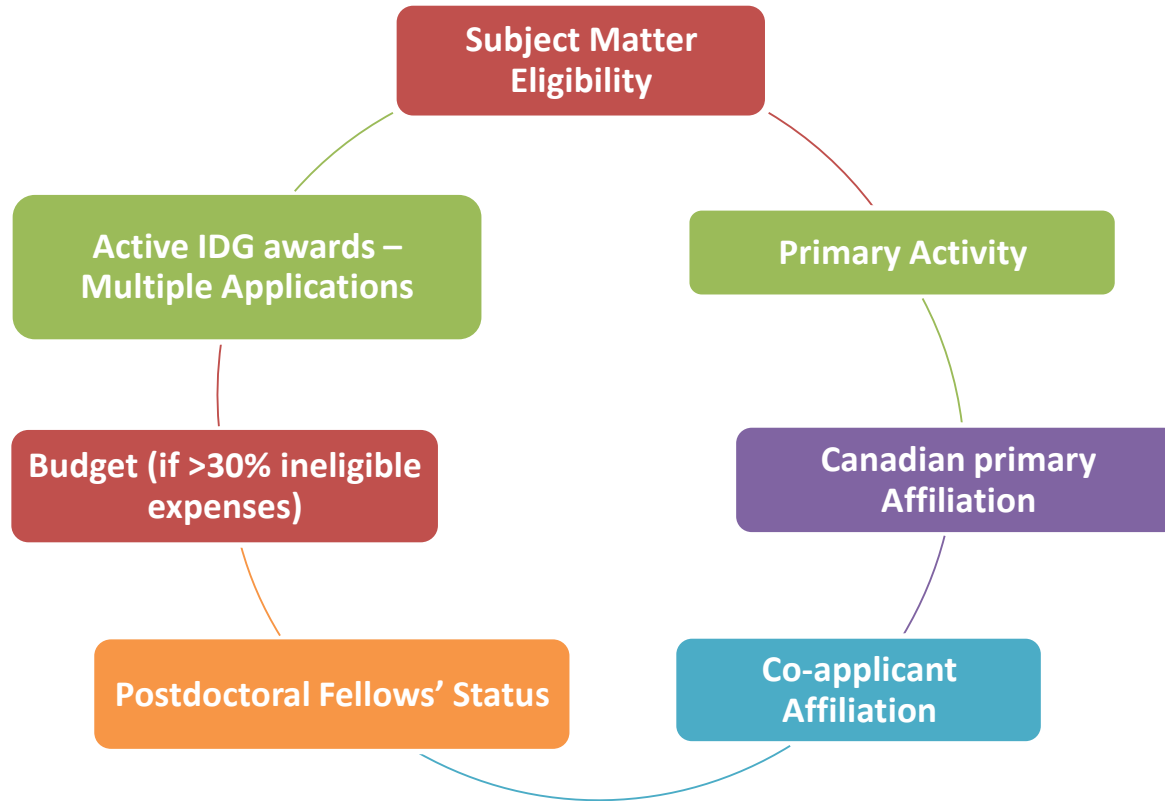
ESTABLISHED SCHOLARS

→ **Definition**: has established or, since the completion of their highest degree, has had the opportunity to establish, a record of research achievement.

→ Research will explore new research questions and/or approaches that are distinct from the applicant's previous/ongoing research. (A failing score will be given in the category of Challenge if the distinction between the proposed and previous/ongoing research is insufficiently clear).

→ IDGs do not support the ongoing research of established scholars. Refer instead to the funding opportunity for Insight Grants, Stream A.

Eligibility Verification

- Subject Matter Eligibility
- Primary Activity
- Canadian primary Affiliation
- Co-applicant Affiliation
- Postdoctoral Fellows' Status
- Budget (if >30% ineligible expenses)
- Active IDG awards – Multiple Applications

Subject Matter Eligibility (1)

- Applications to SSHRC are reviewed for eligibility based on SSHRC's **General Guidelines for the Eligibility of Subject Matter** respecting the following criteria:

  - The objectives of the proposed research or related activities must be primarily in the social sciences and humanities (aligned with SSHRC's legislated mandate).
  - The intended outcome of the research must primarily be to add to our understanding and knowledge of individuals, groups and societies.

- Applicants should apply to the agency that is responsible for the **dominant research discipline or area** as defined by the agencies' "Selecting the Appropriate Federal Granting Agency" and **General Guidelines for the Eligibility of Subject Matter** .

- For eligibility-related advice, applicants are encouraged to send a detailed summary (including the proposed objectives and expected outcomes) to the IDG inbox: insightdevelopment@sshrc-crsh.gc.ca.

Subject Matter Eligibility (2)

- SSHRC ***does not*** support most health-related research. This includes, but is not exclusive to clinical research, research related to therapy, diagnostic tools, rehabilitation, epidemiology, psychomotor research and kinesiology, and clinical education for health care professionals. **The use of social sciences or humanities theories, methodologies and hypotheses is, in and of itself, not sufficient to make a proposal eligible for SSHRC funding.**

- Health and Wellness related research and Natural Science and Engineering related research: investigators should consult CIHR's and NSERC's mandate **first** to explore eligibility. CIHR and NSERC have policies and procedures in place to adjudicate the full range of social sciences and humanities research proposals related to health and the natural sciences and engineering.

SUBJECT MATTER ELIGIBILITY (3): EXAMPLES OF APPLICATIONS WITH A HEALTH/NSERC COMPONENT

SSHRC eligible	SSHRC ineligible
- Health education (including health literacy) - Health economics & health management; workplace safety, health insurance - Health demography - Social or cultural definition of illness; meaning or experience of illness - Health-related humanities projects, if *not* therapeutic in nature - Health policy and governance, including health promotion - Socio-cultural determinants of health, health law and health ethics	- Clinical education of/for health care professionals - Clinical research (e.g., treatment, prevention or diagnosis of a condition, disorder, or disease; testing or evaluating the impact of clinical interventions, medication, or medical aids) - Therapy, counselling, psychotherapy, art therapy, rehabilitation, speech and occupational therapy, clinical supervision, neuropsychology (NSERC), validation/testing of diagnostic tools - Psychomotor learning and kinesiology research - Epidemiology - Music cognition (NSERC)

[Subject Matter Eligibility](#) (4): psychology applications

- SSHRC considers applications within the broad areas of personality, social, developmental, educational psychology, and theory and methods in these areas. SSHRC does **not** support clinical psychology research with a clear health intent, or research involving clinical trials.
- CIHR supports research in psychology that has direct relevance to, or ultimate impact on, human health, including mental health.
- NSERC supports applications related to fundamental psychological processes (i.e., neuroscience; cognitive science; sensation and perception; sensorimotor integration; learning and memory; cognition and language; sleep, arousal and the chrono-biological modulation of behaviour; statistical methods for analysis of psychological data), their underlying neural mechanisms, their development within individuals, and their evolutionary and ecological context.
- For more information, please consult the [Guidelines for the Eligibility of Applications in Psychology](#).

Interview

Policy on Sensitive Technology Research and Affiliations of Concern (STRAC Policy)

Villeneuve, Philippe

Program Officer, Tri-Agency Institutional Programs Secretariat

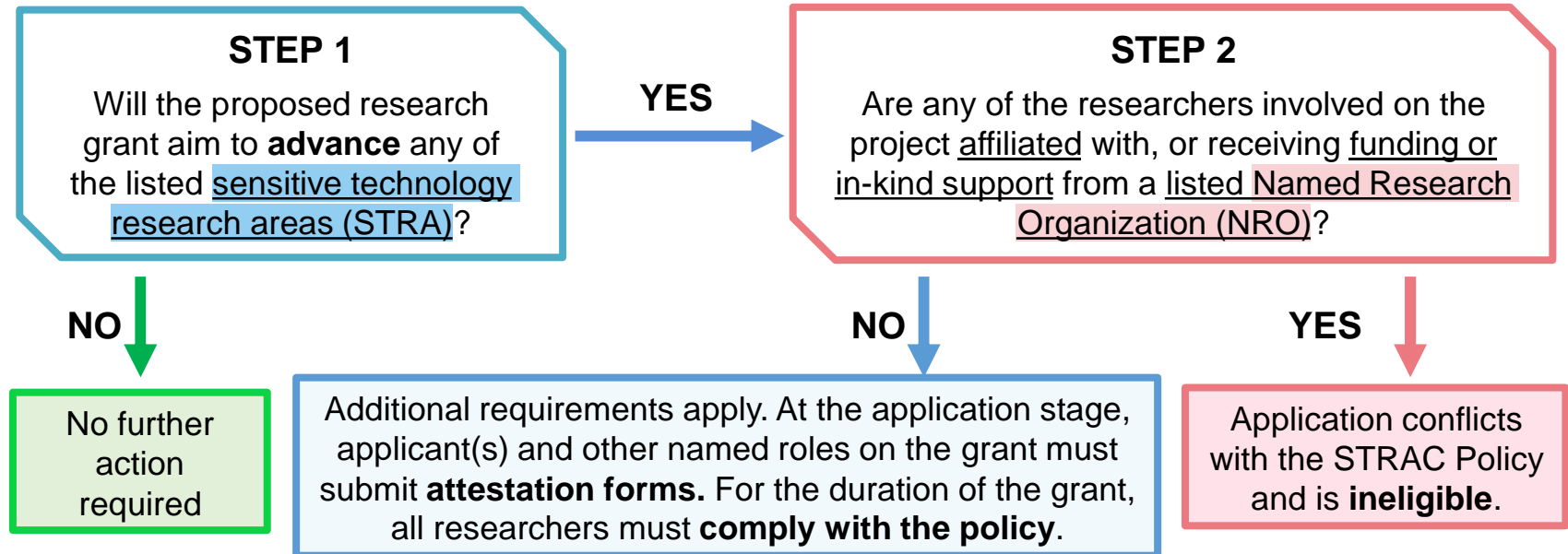Social Sciences and Humanities Research Council – Government of Canada

STRAC POLICY *NEW*

⬂ On January 16, 2024, the Government of Canada announced the [Policy on Sensitive Technology Research and Affiliations of Concern](#) (STRAC Policy).

⬂ The policy operates using two lists that must be used in conjunction — a list of [Sensitive Technology Research Areas](#) (STRA) and a list of [Named Research Organizations](#) (NRO).

⬂ Grant applications that involve conducting research and related activities that aim to advance a sensitive technology research area will not be funded if any of the researchers involved in activities supported by the grant are affiliated with, or in receipt of funding or in-kind support from, a university, research institute or laboratory connected to military, national defence or state security entities that could pose a risk to Canada's national security.

TWO-STEP PROCESS TO COMPLY WITH THE POLICY

When considering applying for a grant funding opportunity that is in-scope for the STRAC Policy, applicants will follow a **two-step process** to determine what requirements apply:

STEP 1

Will the proposed research grant aim to **advance** any of the listed sensitive technology research areas (STRA)?

YES →

STEP 2

Are any of the researchers involved on the project affiliated with, or receiving funding or in-kind support from a listed Named Research Organization (NRO)?

NO ↓

No further action required

NO ↓

Additional requirements apply. At the application stage, applicant(s) and other named roles on the grant must submit **attestation forms.** For the duration of the grant, all researchers must **comply with the policy**.

YES ↓

Application conflicts with the STRAC Policy and is **ineligible**.

STRAC POLICY *NEW*

⬊ In the application form, applicants will be asked if the proposed research grant aims to advance a STRA. **If not, no further action is required.**

⬊ If so, applicants and other named roles (i.e., co-directors, co-applicants and collaborators) must complete attestation forms, available through a link in the application form, to certify they are not currently affiliated with an NRO.

⬊ Those with named roles must provide the completed attestation forms to the applicant, who must save them as a single PDF and upload it to the STRAC Attestation module of the application form.

⬊ For research or financial administrator: if applicant has checked "no" to the STRA question, you will not see any attestations relating to STRAC.

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STRAC POLICY *NEW*

- For applications aiming to advance a STRA, the inclusion of completed attestation forms is an eligibility issue. However, whether an application aims to advance a STRA or not will **not** affect merit review.

- If an application aiming to advance a STRA is successful, any post-award additions of participants with named roles will require completed attestation forms.

- Grantees must also inform SSHRC if the nature of their research evolves such that activities supported by the grant would aim to advance a STRA. Grant recipients cannot proceed with these new research activities until the appropriate granting agency's approval has been obtained.

- For further information: researchsecurity-securiterecherche@sshrc-crsh.gc.ca , Tri-agency guidance on the Policy on Sensitive Technology Research and Affiliations of Concern (STRAC Policy) - Research security (nserc-crsng.gc.ca)

VERIFICATION: MULTIPLE APPLICATIONS

→ Normally, researchers may not apply as an applicant for an Insight Grant and an Insight Development Grant within the same calendar year.

An exception approved by SSHRC in 2017:		
IDG Feb. 2025 + IG Oct. 2025 = ❌	If IDG application successful	
IG Oct. 2024 + IDG Feb. 2025 = ✅	Objectives must be **significantly** different	

- Researchers who applied **successfully** for an Insight Development Grant in February 2025 **can not** apply for an Insight Grant in October 2025.

- A researcher who applies for an Insight Grant in October 2024 can apply for an Insight Development Grant in February 2025, provided that the objectives of the research are significantly different.

Multiple Applications

Grant Retention:

No limit to the number of applications on which a researcher may be listed as a co-applicant or collaborator.

Re-application:

A current grant holder may submit a new application for the same type of grant, but only in their grant's final year (year in which the grant holder receives the final installment of their grant).

Please refer to SSHRC's Regulations Regarding Multiple Applications for more information.

VERITICATION: APPLICANT AFFILIATION AND STATUS (1)

→ **Primary affiliation**

- Principal Applicant must have a primary affiliation with an eligible Canadian postsecondary institution.
- Co-applicants must be affiliated with an eligible postsecondary institution in Canada or *abroad.*
- Collaborators: no affiliation requirements.

→ **Doctoral students**

- Must have defended their thesis before June 1 of the competition year.
- If offered a grant, must formally establish an affiliation with an eligible Canadian postsecondary institution within three months of the grant start date (i.e. by Sept. 30, 2025) and maintain such an affiliation for the duration of the grant.

→ **Postdoctoral fellows**

- If offered a grant, must formally establish an affiliation with an eligible Canadian postsecondary institution within three months of the grant start date (i.e., by Sept. 30, 2025) that would allow them to hold the grant according to SSHRC and institutional policies, and maintain such an affiliation for the duration of the grant.

Social Sciences and Humanities Research Council of Canada
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Canada

VERIFICATION: APPLICANT AFFILIATION AND STATUS (2)

→ If a grant is offered, an eligible Canadian postsecondary institution **must** agree to administer the funds

→ Postdoctoral fellows and doctoral student applicants are encouraged to make inquiries with the Research Grants Office of the eligible institution(s) at which they will be seeking affiliation **early in the process**:

   → These applicants should **verify whether or not** the institution(s) would be willing to administer the grant on their behalf, and determine the requirements for establishing an appropriate affiliation. Institutional policies in this regard may vary.

→ No team members (applicant, co-applicant or collaborator) can be remunerated with grant funds, including postdoctoral fellows serving in any of these capacities.

VERIFICATION: OBJECTIVES

→ Application objectives must be consistent with the objectives of the funding opportunity.

→ **Projects ineligible**: primary objective is curriculum development, program evaluation, preparation of teaching materials, organization of a conference or workshop, digitization of a collection, or creation of a database.

VERIFICATION: BUDGET AND RESEARCH TOOLS

→ Budget

- If more than 30% of proposed budget items are ineligible, the application is declared ineligible.

→ Research tools eligibility

- Directly linked to achieving the objectives for which the grant is being awarded;
- Include a significant research component;
- Have the potential to be used in more than one context and/or by more than one group of researchers;
- Typically, relatively small;
- Projects whose primary objective is to digitize a collection or create a database are not eligible for funding.
- [See the Guidelines for Support of Tools for Research and Related Activities](#)

COMMITTEE STRUCTURE

Discipline-based / Groups of disciplines

Multi/Interdisciplinary

Indigenous Research

Committee Structure

Insight Development Grants Committees	
01	Philosophy, medieval studies, classics, religious studies
02	History
03	Fine arts, research-creation
04	Literature
07	Economics
08	Sociology, demography and related fields
09	Geography, urban planning and related fields
10	Psychology, linguistics and translation
11	Political science and public administration
12	Education and social work
13	Anthropology and archaeology
14	Business, management and related fields
16	Communications, media studies, gender studies, library and information science, related fields
17	Law and criminology
21	Indigenous research
22	Multidisciplinary or interdisciplinary humanities
23	Multidisciplinary or interdisciplinary social sciences
24	Tri-Agency Interdisciplinary Peer Review Committee (TAIPR)

COMMITTEE SELECTION

→ In the application form, applicants will be asked to select the committee that they consider most appropriate for the review of their proposal, taking into account the subject and disciplines involved.

→ If the project falls under the competence of several committees, select the one closest to the main research discipline.

→ For advice on choosing a committee, applicants can send us a summary of the proposal (one page) to: insightdevelopment@sshrc-crsh.gc.ca, before submitting it. Applicants could also consult last IDG's merit review committees list.

Inter/Multidisciplinary Applications

↘ Inter/Multidisciplinary Humanities

↘ Inter/Multidisciplinary Social Sciences

↘ Justification for requesting Inter/Multidisciplinary Evaluation (mandatory, max 1 page)

INDIGENOUS RESEARCH (1)

SSHRC is committed to supporting and promoting social sciences and humanities research by and with Indigenous Peoples, including First Nations, Métis and Inuit Peoples.

→ Research in any field or discipline that is conducted by, grounded in or engaged with First Nations, Inuit, Métis or other Indigenous nations, communities, societies or individuals, and their wisdom, cultures, experiences or knowledge systems, as expressed in their dynamic forms, past and present.

→ Indigenous research can embrace the intellectual, physical, emotional and/or spiritual dimensions of knowledge in creative and interconnected relationships with people, places and the natural environment.

→ See SSHRC's full definition of Indigenous research for more information.

INDIGENOUS RESEARCH (2)
– SELECTING A COMMITTEE

Indigenous Research Committee (Committee 21)

→ Welcomes research proposals in any SSHRC-eligible academic field or domain of knowledge that is grounded in Indigenous worldviews or related to Indigenous Peoples.

→ Multidisciplinary committee composed of specialists in Indigenous research.

Indigenous Research in other committees

→ Project that involves Indigenous research, but applicant prefers a disciplinary-based committee that is more in line with the proposal and the researcher's profile.

INDIGENOUS RESEARCH (3)

The [Guidelines for the Merit Review of Indigenous Research](#)

- Outline key concepts that are taken into consideration when assessing grant proposals:

  →Indigenous or traditional knowledge

  →Reciprocity

  →Community

  →Respect, relevance and contributions

- Ensure that Indigenous research incorporating Indigenous knowledge systems (including ontologies, epistemologies and methodologies) is recognized as a scholarly contribution and meets SSHRC's standards of excellence.

INDIGENOUS RESEARCH (4) – ELIGIBLE EXPENSES

→ Elders, Knowledge Keepers, and Indigenous people who are affiliated with not-for-profit organizations and who are not already being compensated to conduct research and whose involvement is not part of a contractual obligation or professional service may receive compensation for their contributions and participation in agency-funded projects.

→ Gifts, honoraria and incentives can be offered to an individual or group whose involvement in the funded research/activities is voluntary.

→ Compensation may also refer to salary as defined and explained under TAGFA.

→ In some cases, Indigenous team members who hold the role of **collaborator** may be compensated, provided that they meet the requirements listed above. Note that in such cases, the team member may not be delegated to authorize grant expenditures, and under no circumstances is the applicant eligible to be compensated from grant funds.

→ See the following for more information:

- [Tri-agency guideline on remuneration for Indigenous people participating in funded projects](#)
- [Tri-agency guide on financial administration](#) (TAGFA)

Tri-Agency Interdisciplinary Peer Review Committee (1)

TAIPR Committee is a shared interdisciplinary peer review process and committee for research projects that include research areas supported by more than one agency.

- Applicants must apply **via the agency responsible for the dominant component of their proposed research project**: Insight Grants, Insight Development Grants, CIHR Project Grants, NSERC Discovery Horizons Grants.

- Relevant applications must represent research across advancing research areas belonging to **at least 2 of the councils:** (1) social sciences and humanities, (2) natural sciences and engineering, and (3) health and wellness, and clearly articulate interdisciplinary approaches.

- Relevant applications will be reviewed by a common interdisciplinary committee with broad expertise. Committee members are recruited from across research areas supported by all three agencies.

Tri-Agency Interdisciplinary Peer Review Committee (2): Evaluation

- This shared committee uses a harmonized evaluation process, including evaluation criteria, that differs from the usual Insight Development Grants process.

- Three equally weighted [evaluation criteria](#):

  - Merit of the Proposed Research
  - Anticipated Outcomes
  - Applicant(s) Record

- **How to submit**: select Committee 24 on your application form and complete a one-page request for inter/multidisciplinary evaluation.

- For more information, please consult the committee's [landing page](#), [Committee Peer Review Guide](#) or send us an email.

OVERVIEW OF THE MERIT REVIEW PROCESS

| Committee membership

| Merit review components and process

| Evaluation criteria and scoring

| Communication of results and feedback

Committee Membership

Experts drawn primarily from the academic community, as well as the public, private, and/or not-for-profit sectors, as required.

Number of committee members is determined based on the number of applications received.

Representation of the committee in terms of:
- research expertise (disciplinary or sub-disciplinary)
- sizes of institution
- geographical region
- language
- stage of career
- gender

Merit Review Process

↘ Scoring the application (3 committee members are assigned as **Readers**)

↘ Calibration exercise

↘ Submission of preliminary scores by Readers

↘ Preliminary ranking of applications

↘ Flagging process for applications ranked in the bottom 30% (Established Stream)

↘ Committee discussion

↘ The committee determines the final ranking of the applications.

Evaluation and Scoring

Pie chart:
- **Challenge** — Aim and importance of the endeavour — **50%**
- **Capability** — The expertise to succeed — **30%**
- **Feasibility** — The plan to achieve excellence — **20%**

Descriptor	Score
Excellent	1.83-1.00
Very Good	2.67-1.84
Good	3.50-2.68
Satisfactory	4.33-3.51
Moderate	5.16-4.34
Unsatisfactory	6.00-5.17

- *Note: A minimum score in the Moderate range for each review criterion is required to be eligible for funding.*

Merit review measures to support researchers at small institutions

- Institution size is considered in committee member recruitment process & efforts are made to obtain representation from diverse institutions from across Canada.
- Program Officers indicate applications originating from small institutions during merit review.
- SSHRC Manual for Merit Review Committee members indicates that "in considering the budget's appropriateness, members can take into account factors such as the type of institution." For example, a researcher at a more isolated institution may need to assign a larger part of their budget to travel.

Reviewing the Budget

- The principle of minimum essential funding.

- Committees may recommend budget reductions if budget is inadequately justified or inappropriate, or where savings can be achieved without jeopardizing the project objectives.

- Committees may also reduce the score for the <u>Feasibility</u> criterion if the budget is insufficiently justified.

- **Automatic failure if 50% or more of expenses are inadequately justified or deemed inappropriate by the committee.** The committee may consider giving an unsatisfactory score to an application on the Feasibility criterion if 30% or more of the budget is cut.

Communication of Results

- Results communicated to individual applicants via their research portal accounts:
  - Notice of Decision (including competition statistics)
  - Notice of Award (if application is successful)
  - Committee evaluation form (if the application was discussed)
  - Terms and Conditions of the Award (if applicable)
- The following information is posted online following the competition:
  - Merit review committee membership
  - Competition statistics

Joint Initiatives

Department of National Defence Research Initiative (1)

- A joint initiative of SSHRC and Defence Research and Development Canada (DRDC).

- Supports social science and humanities research aligned with areas of interest in the Canadian Armed Forces (CAF) and the Department of National Defence (DND).

- Fosters effective, evidence-based strategies, policies and programs in research areas identified by DND

- Supplements valued at up to $10,000 may be awarded to successful IDG recipients.

Department of National Defence Research Initiative (2)

1. Personnel – Recruitment & Selection

- Selection tests

2. Readiness – Training & Development

- Emerging learning & training modalities

3. Social Processes in the Workplace

- Restorative engagement in organization
- Diversity, gender and armed forces
- Working effectively in diverse organizational teams and in cross-cultural settings
- Transition to civilian life
- Socio-cultural change in military organizations
- Psychosocial Well-Being of Minority Groups in the Workplace

4. Operational Effectiveness

- Individual, social and cultural dimensions of radicalization
- Ethical dimension of using artificial intelligence in defence and security
- Human Dimensions of Cybersecurity
- Social and cultural demands of military operations
- Gender perspectives on operations, defence, and security
- Civil-Military relations

Mitacs Accelerate (1)

- SSHRC applicants to Insight Development Grants can simultaneously apply for Mitacs Accelerate internships.
- Mitacs Accelerate supports the research internships of students and postdoctoral researchers with Canadian non-academic organizations (i.e., for-profit corporations, eligible not-for-profit corporations, municipalities, and hospitals). Each internship is cost-shared by Mitacs and the organization hosting the internship(s).
- **How to Apply:** applicants must select "Mitacs Accelerate" from the joint initiative list in the SSHRC application form and **submit a completed Accelerate application form to Mitacs** within one week of the deadline of the SSHRC funding opportunity.

Mitacs Accelerate (2)

- Applicants provide proposed internship(s) summary information in their SSHRC application.
- SSHRC merit review committees considers the associated Mitacs internships as part of the application's overall training and mentoring plans, but they do not evaluate the Accelerate applications.
- Mitacs conducts an internal merit review of Accelerate applications, taking into consideration the SSHRC merit review committee's evaluation.
- When the SSHRC application is unsuccessful but still recommended for funding by the merit review committee, the applicant retains the option of pursuing funding for the Accelerate internships, so long as they can demonstrate value and feasibility without the associated SSHRC project funding.
- To access the Accelerate application form, contact a Mitacs Advisor, noting that you intend to apply through this joint initiative.

Belmont Forum

↘ The Belmont Forum aims to enhance co-operation and co-ordination of global environmental change research.

↘ Develop proposals that involve their international colleagues and partners that speak to the BF themes.

↘ SSHRC award holders working in areas related to the BF can use their existing research funds to participate as collaborators on applications being submitted to the Belmont Forum's calls for proposals.

↘ For more information, visit the Belmont Forum website

PREPARING AND SUBMITTING AN APPLICATION

- Revisions, summary and detailed description

- Knowledge mobilization plan

- Team members and student training

- Budget and contributions

- Exclusion of reviewers

- Steps for applying online

REVISIONS, SUMMARY AND DETAILED DESCRIPTION

→ Revisions since previous application (optional)
- Opportunity to justify a choice made with regard to research plan or explain how previous feedback was used to improve the current proposal

→ Summary of proposal
- Important introduction; be clear, thorough, use accessible language

→ Detailed description
- Clear and specific objectives: Why are you conducting this research? Why is it important?
- Project written for experts as well as generalists (e.g. properly define acronyms).
- Full and up-to-date literature review that provides context for what you will be doing.
- Describe the theoretical framework or conceptual approach.
- Ensure that the methodology is consistent with the research objectives and is aligned with the personnel involved.

KNOWLEDGE MOBILIZATION PLAN

- Identify to whom the research results will be communicated and the best way to do so.

- Be creative, ambitious and provide justification.

- Where feasible, reach out to the community or public. Describe how you will maximize the influence and impact of the results of your research and ensure that results are used by relevant knowledge users and stakeholders, as appropriate. See Guidelines for Effective KM.

[Tri-Agency Open Access Policy](#)

- Peer-reviewed journal articles based on agency-funded research must be made freely accessible within 12 months of publication, via:
  - *Online repositories*
  - *Open-access journals*

- The Tri-Agencies also encourage the open publication of books. Open access fees for books are an eligible expense.

- Open access costs are assessed with the quality and appropriateness of the knowledge mobilization plans. Applicants should be precise and provide justification for the amount requested.

- [A review](#) of the Tri-Agency Open Access Policy on Publications is underway. A report summarizing key takeaways from a community survey and series of engagements is available [here](#). An updated policy will be released by the end of 2025. **Grants received prior to the publication of the revised policy must continue to respect the current policy.**

LIBRE ACCÈS

Team Members and Student Training (1)

- Demonstrate the need for the team based on the nature, the objectives and/or the methodology of the project

- Describe each person's role and justify their inclusion in the research project

- Time allocation for members

- Establish clear roles and appropriate tasks for students.

- Refer to *Guidelines for Effective Research Training*

Postdoctoral researchers' contribution and salary/stipend

- The goal of the Insight Program is to support research excellence. The principal investigator has primary responsibility for the overall intellectual direction of the research and research-related activity.

- The committee evaluates the appropriateness of hiring at the specific level requested (undergraduate, graduate, and postdoctoral).

- The salary/stipend of highly qualified personnel, including postdoctoral researchers, should be appropriately justified within the context of the research program. If a disproportionately high percentage of the requested budget is allocated to a postdoctoral researcher's salary/stipend, that is not adequately justified, the committee may question the overall feasibility of the proposed research and may consider giving a lower score on the Feasibility criterion.

- According to SSHRC's policies: Insight Development Grant funds cannot be used to remunerate team members (applicant, co-applicant or collaborator). This includes postdoctoral fellows serving in any of these capacities.

Career interruptions and special circumstances

SSHRC asks merit review committees to consider career interruptions and special circumstances that have affected candidates' and co-applicants' record of research.

- **Career interruptions**: when researchers are taken away from their research work for an extended period of time for health, administrative, family or other reasons, including reasons related to the COVID-19 pandemic.
- **Special circumstances** involve slowdowns in research productivity or any circumstances that impact the progression of academic careers in a distinctive way.
    - Applicants may upload one page in the Career Interruptions and Special Circumstances module of the application form.
    - Co-applicants may provide these details as a fifth page in their Research Contributions module.

Budget & Contributions

- Follow principle of minimum essential funding.

- It is important to:

  - *Be reasonable and justify all proposed expenditures*

  - *Relate clearly to research objectives and methodology*

  - *Describe other sources of funding*

- Expenses must conform to the rates and regulations in effect in the applicant's institution.

- <u>Risk of failure</u>: 30 percent or more of expenditures are insufficiently justified or inadequate.

- Estimate requested costs for open access as accurately as possible.

- Refer to the instructions on <u>IDG Funds requested from SSHRC</u> and the <u>Tri-Agency Guide on Financial Administration and Guidelines</u>.

Small Institutions: Tips & Tricks for Applicants

- Applicants should consider the breadth of research training, including undergraduate research training, as appropriate, when developing their research plans and considering their past contributions to research training.
- Career interruptions & special circumstances section of CV
  - indicate heavy teaching loads and/or administrative duties
  - impact on research and/or student training activities
- Researchers at more isolated institutions may need to assign a larger part of their budget to travel. However, <u>all expenses must still be well justified in the application</u>.

SUBMITTING YOUR APPLICATION (1)
BE SURE TO START EARLY IF YOU HAVE A TEAM

Applicant

1. Complete and verify application and CCV.
2. Ensure all participants have included relevant attachments.
3. Submit application for institutional approval.

Co-applicant

1. Create and verify CCV.
2. Accept the invitation and upload your CCV by inputting your CCV confirmation number.

Collaborator

1. Fill out a profile.
2. Accept invitation.

Team members' CVs will hold up the whole application if they are not complete

SUBMITTING YOUR APPLICATION (2)

- Complete all mandatory fields

- Attach all mandatory electronic uploads

- Verify and preview your application

- Click "Submit" for institutional approval

- Institutions forward applications to SSHRC
  Research or financial administrator responsibilities: SSHRC expects research administration to validate the information contained in the application. By forwarding the application, the administrator also certifies that the applicant is affiliated with the institution and that the institution is willing to administer any grant received according to SSHRC policies.

- Leave enough time

Detailed application Instructions found here: https://www.sshrc-crsh.gc.ca/funding-financement/instructions/idg-sds/applicant-candidat-eng.aspx

Note: PhD students and Postdoctoral Fellows may submit their application directly to SSHRC. SSHRC recommends that they inform, early in the process, the Office of Research Services of the institution where they propose to hold the award and confirm that it is willing to administer the award.

Support research in official languages

SSHRC is committed to the equitable treatment of all applications submitted to the agency in either official language. SSHRC supports Canada's official languages and Official Language Minority Communities (OLMCs) by ensuring that:

→ applications can be submitted in either official language;
→ program officers support research community members in the official language of the community member's choice;
→ fully bilingual committees in the merit review process;
→ merit assessment can be carried out in both languages.

For program performance, SSHRC measures application and award rates, in line with tri-agency measures on equitable access to funding opportunities for designated groups. These figures have remained relatively stable for applications in French and English over the past ten years, with variations depending on the program. For instance: the success rates for French applications in IDG are equal to success rates for English applications.

Service to Assist Research in French of Acfas

Thierry Drapeau, PhD

Director, Service to Assist Research in French, Acfas

Acfas and its French-language research assistance service

What is it ?

Based in Montreal, Acfas is a century-old association that promotes the advancement of scientific knowledge in French in Canada. Its new French-language research assistance service (SARF) aims to support and assist researchers from Canada's francophone minority communities in preparing funding applications in French to **SSHRC competitions**. The services include:

- *Review and detailed assessment for research grant applications and Canada Graduate Scholarships applications*
- *General and strategic advice for researchers*
- *Information webinars on various funding programs*
- *External peer review service (for research grant applications)*

Who is it for ?

Faculty members and graduate students working in francophone minority settings in Canada (outside Quebec)

How can I use it ?

SARF's services are offered to researchers through **partnerships agreements** between their post-secondary institutions and Acfas

You would like your institution to subscride to the SARF program ?

Speak to the research administrators of your institution to organize an information meeting!

For further inquiries about SARF, please contact :

Thierry Drapeau, PhD
Director

✉ **thierry.drapeau@acfas.ca**

📞 **514-849-0045, ext 236**

💻 **https://www.acfas.ca/communaute/sarf**

Accessibility in programs and services at the Social Sciences and Humanities Research Council

- Raising research community awareness of accessibility services
- Methods of communication
- Types of adaptive measures
- Steps to follow when requesting an adaptive measure
- For more details, please consult this <u>webpage</u> launched in 2023
- If you have questions about accessibility, please send us an email to <u>accessibility-accessibilite@sshrc-crsh.gc.ca</u>

Social Sciences and Humanities Research Council of Canada   Conseil de recherches en sciences humaines du Canada

Canada

Guidance on the use of Artificial Intelligence in the development and review of research grant proposals

Applicable Policies : two key requirements described in the Tri-Agency Framework: Responsible Conduct of Research and the Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations continue to guide granting agency application and review processes:

1. The named applicant is ultimately accountable for the complete contents of their application.

2. Privacy, confidentiality, data security and the protection of intellectual property must be prioritized in the development and review of grant applications.

See also:

- Guidance on the use of generative AI in the *preparation* of grant applications
- Guidance on the use of generative AI in the *evaluation* of grant applications

THANK YOU!

- INSIGHT DEVELOPMENT GRANTS
  TEL.: 1-855-275-2861
  EMAIL: INSIGHTDEVELOPMENT@SSHRC-CRSH.GC.CA
- TECHNICAL SUPPORT
  TEL.: 613-995-4273
  EMAIL: WEBGRANT@SSHRC-CRSH.GC.CA

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